

Palmer Memorial Episcopal Church

Vestry Meeting Minutes

Date: March 17, 2026

Meeting Format: Hybrid (In-person and Zoom)

Start Time: 5:30 PM

Attendees

Vestry Members Present:

Rev. Neil Willard, Rector

Tom Van Arsdel, Senior Warden

John Wallace, Junior Warden

Ken Alexander

Camille Emig

Rosine Hall

Betty Key

Andrew Kraebel

Pam Lovett

Elizabeth Maynard

Sue Murphy

Shannon Wallace

Vestry Members Absent:

Jackie Campbell

Sheeba Thomas

Assisting Clergy Present:

Rev. Katherine Tuttle, Director of Parish Life

Rev. Allen Junek, Associate Rector

Check-In and Opening Prayer — Rev. Neil Willard

Neil invited personal updates and opened the meeting with Evening Prayer (Book of Common Prayer, p. 109), including special prayers for peace and for those serving in the armed services.

Vestry unanimously approved the Special Vestry Minutes from 12/18/25.

Review and Approval of Consensus Items — Rev. Neil Willard

Neil explained the format of the consensus agenda, with a reminder to all that the expectation is that each report will be reviewed in advance of the

meeting. Any report may be pulled in advance of the meeting by any vestry member for further discussion. The consensus agenda was unanimously approved.

Finance Council Update – Rosine Hall

Pam Lovett was elected as Vice Chair. Plaud, an electronic recording device, was experimentally elected as Secretary.

After reviewing the Code of Procedures, allowing for five-year terms, five valued members were thanked for many years of impact: Dick Viebig, Kip Krause, Davis Maxey, Posey Saenz and Bet Hunter.

A resolution to add \$6,000 to the Outreach budget was unanimously approved.

Stewardship Council Update — Ken Alexander

New pledges have been received since the last vestry meeting, and we are now at \$1.8 million, which is 95% of our \$1.9 million goal.

A series of 8 donor appreciation events are being hosted at Palmer and in parishioner's homes to thank donors and ask for their aspirations for Palmer. All vestry members are encouraged to attend an event.

Senior Warden's Report – Tom Van Arsdel

Vestry unanimously approved Catherine Beebe as the new board member recommended by the Endowment to serve as its new board member.

The Special Vestry meeting in April will fully discuss the recommendations received from consultants and vetted by the Facilities and Grounds Council to determine next steps for our campus to ensure immediate and future needs are addressed.

Vestry went into executive session.

Gratitude Reflection – Tom Van Arsdel

Benediction — Rev. Allen Junek

**THE 2025 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
ACCORDING TO CANONS I.6, I.7, AND I.17
(OTHERWISE KNOWN AS THE PAROCHIAL REPORT)**



Name of Congregation Palmer Memorial Episcopal Church		Diocese Texas	
Street address 1 6221 Main St		City Houston	State TX
Street address 2	ZIP + 4 77030	County Harris	Country United States
Mailing address 1 6221 Main St		City Houston	State TX
Mailing address 2	ZIP + 4 77030-1506	County	Country United States
Congregation's Email Address info@palmerchurch.org		Congregation's Web Address www.palmerchurch.org	
Tax ID 74-1157370		Phone 713-529-6196	

Report Preparation

Data & Demographics - Pages prepared by Sue Howard	Email address showard@palmerchurch.org	Daytime Phone 713-529-6196
Stewardship_Financial_Pages_prepared_by Jessica Evans	Email address jevans@palmerchurch.org	Daytime Phone 713-529-6196

Certified by the Clerk of the Vestry

Certified by (<i>Print or type name</i>) Sheeba Thomas	Email address sheebakoshy@hotmail.com	Daytime Phone 713-529-6196
Signature	Date of meeting 02/12/2026	

Certified By Treasurer/Financial Officer

Certified by (<i>Print or type name</i>) Pamela Harvey	Email address barberpj@hotmail.com	Daytime Phone 713-529-6196
Signature	Date 02/12/2026	

Certified by Rector/Vicar/Person in Charge

Certified by (<i>Print or type name</i>) The Rev'd Neil Alan Willard	Daytime Phone 713-529-6196	Email address nwillard@palmerchurch.org
Signature	Date 02/12/2026	

Warden/Vestry Approval

Approved by (<i>Print or type name</i>) Tom Van Arsdel	Email address tvanarsdel@winstead.com	Daytime Phone 713-529-6196
Indicate the date that your 2025 Parochial Report was approved by the vestry or Bishop's Committee (Canon I.6.1)		Date 02/12/2026

Parochial Report Completion

How many people participated in completing this parochial report?	6
Please identify the roles of those who participated in completing this parochial report (Not including vestry members who only voted to approve it): <i>Examples: Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer</i>	Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer

Attendance & Impact:

Lines 1 through 5 helps us measure the scope and reach of all churches while acknowledging that not every participant or person is impacted by the church is a member. In addition, our hope is that these questions also capture long distance (virtual) engagement.

To calculate "viewership" for online or streamed services please use the combined totals across all streaming platforms (e.g., 5 Zoom viewers, 10 Facebook viewers, 25 YouTube viewers would be 40 total live viewers). Viewership should measure "unique" viewers (rather than using viewers as a proxy for household) and includes all viewers, no matter for how long they stayed.

1. Average Sunday Attendance In-Person

Sunday (& Saturday Evening) Attendance for In Person Worship.

Enter your total annual in-person attendance and divide it by the number of Sundays on which in-person services were held.

Total In-person Attendance	<u>11,952</u>	÷	Total # of Sundays	<u>52</u>	=	<u>230</u>
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2. Average Sunday Attendance Online

Sunday (& Saturday Evening) Attendance for Online Worship.

Enter your total annual livestream attendance across all platforms (do not include your viewed-after total) and divide it by the number of Sundays on which online services were held.

Total Online Viewership	<u>532</u>	÷	Total # of Sundays	<u>52</u>	=	<u>10</u>
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3. Average Weekday Attendance In-Person

Include attendance at all regularly scheduled worship (Weekday Services, Holy Days, or special feasts observed annually).

Then divide total attendance by the number of weeks in which in-person services were held.

Total In-person Attendance	<u>3,321</u>	÷	Total # of weeks	<u>42</u>	=	<u>79</u>
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4. Average Weekday Attendance Online

Enter your total annual livestream attendance across all platforms (do not include your viewed-after total) and divide it by the number of weeks in which online services were held.

Total Online Viewership	<u>668</u>	÷	Total # of weeks	<u>12</u>	=	<u>56</u>
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5. Please estimate the average number of unique non-live views your main recorded service receives within the week following broadcast

Enter your average or estimated average "viewed after" total (do not include your live, online viewers reported in line 2). If you have not regularly tracked this number, you may want to briefly look at the data from recent, non-holiday main services to estimate the average viewership.

Average 1-week (unique)	<input checked="" type="checkbox"/> Estimated	<u>1,263</u>
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6. Outreach beneficiaries

Estimated beneficiaries of outreach ministries per week.

Estimate the average number of individuals who benefit from your outreach ministries each week. This includes recipients of food assistance, community support programs, shelter services, educational initiatives, and any other outreach efforts provided by your congregation.

To capture the impact of the parish's outreach efforts, please include both:

- **Internal ministries** directly operated by the parish
- **External organizations** that the parish financially sponsors or regularly supports through parish-coordinated volunteer work

When reporting on partner organizations, include only those beneficiaries reasonably attributable to your parish's involvement, not the organization's total number served.

If the number of beneficiaries varies from week to week or occurs over a limited period of time, please provide a reasonable weekly average based on recent or typical activity.

7. Average volunteers that are not members

Average number of non-member volunteers for outreach ministries per week.

Estimate the average number per week of individuals who are not members of your congregation, but who volunteer through your parish's outreach ministries.

Do not include the total number of volunteers at a partner organization; include only those whose volunteer service is connected to your parish.

8. Total Impact

Total average impact of church. (Calculate lines 1 through 7)

<u>1,762</u>

Communicants in Good Standing:

Communicants in Good Standing are **Baptized members** of the reporting congregation, who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."

9.	Adult communicants in good standing	(Age 16 and over)	<u>651</u>
10.	Youth communicants in good standing	(Under age 16)	<u>67</u>
11.	Total communicants in good standing	(Sum of 9 and 10)	718

Active Baptized Members of the Reporting Congregation at Year-End per Canon I.6.1.1:

For lines 12 and 13, enter the total amount active members and participants for end of report year for 2025.

M24	Total Members from 2024	<u>1,442</u>
	<i>Since baptized membership was not captured in the 2024 report, please provide the total number of baptized members for 2024. This will enable us to update our records for that reporting year.</i>	
12.	Increases during year All members added to the baptized members section of the congregation's Membership Register during 2025 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.	<u>51</u>
13.	Decreases during year All active baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count.	<u>41</u>
M25	Total Members for 2025	<u>1,452</u>
	<i>Add the increases entered in line 12 to Box M24. Then subtract the decreases entered in line 13 for the total active membership as of December 31, 2025.</i>	

Active Participants in the Reporting Congregation

14.	Active Participants	<u>1,102</u>
	<i>Anyone of any age who is active in the congregation and not included in the baptized members listed above</i>	

Easter and Christmas Attendance:

For lines 15 and 16, enter the total in-person attendance. Please do not include online participation numbers.

15.	Total In person Easter Sunday Attendance (including Easter Vigil): <i>Record the combined in-person attendance for all Easter Sunday services, including any Easter Vigil services held the evening before.</i>	<u>674</u>
16.	Total In person Christmas Eve and Christmas Day Attendance: <i>Record the combined in-person attendance for all services held on Christmas Eve and Christmas Day.</i>	<u>859</u>

Clergy Serving This Congregation:

This question helps us understand how many individuals undertake work on behalf of the church, recognizing in particular the contributions of lay staff (paid or unpaid). Unpaid lay staff may include, but is not limited to, nursery workers, Sunday school facilitators, parish administrators, lay preachers, etc. If you had transitions in staff over the course of the calendar year, please simply count the roles in place, not the individuals. For example, if you had a different supply priest every month, enter 1 under part-time clergy, not 12.

17. Total amount of Clergy and Staff serving this congregation

<u>Clergy</u>		<u>Staff</u>		
<u>3</u>	Full Time Clergy	<u>3</u>	Full Time Lay Staff	
<u>1</u>	Part Time Clergy	<u>4</u>	Part Time Lay Staff	
<u>0</u>	Non-Stipendiary Clergy	<u>0</u>	Unpaid/Non-Stipendiary Lay Staff	
4	Total Clergy Staff	7	Total Lay Staff	11 Total Staff
<u>1</u>	Deacons			
<u>3</u>	Priests			

18. Who leads your primary worship service? **Full Time Priest**

19. Does your congregation have a unique or unusual clergy situation? (Select all that apply)

- Long Term Supply or Interim
 ELCA Pastor
 Clergy from elsewhere in The Anglican Communion
- Other

Sacraments & Services:

20. How many of the following did your church provide? (Numeric responses)

This information should be easily accessed through your parish register. This helps us measure the vitality of your church through the provision of sacraments and other lifecycle services. Definitions to guide your entries:: Baptisms: Count each person baptized.; Confirmations, Receptions: Count each individual confirmed or received into the church.; Marriages: Count each marriage service conducted (not each individual).; Burials: Count each burial service, whether held at the church or elsewhere.; Eucharists: Total number of Eucharistic worship services offered, including weekdays and special services.; Daily Office Services: Total number of Morning Prayer, Evening Prayer, Compline, etc., held as public services (in person or online).

# of Individuals	# of services	# of services
<u>15</u> Baptisms	<u>4</u> Marriages	<u>210</u> Eucharists
<u>4</u> Confirmations	<u>4</u> Burials	<u>49</u> Daily Office Services
<u>3</u> Receptions		

21. Which of the following services/programs/initiatives does your church have? *(Select all that apply)*

This question allows us to measure the vitality of the church through provision of services and initiatives that help engage the parish and larger community. Please use the "Other" category for categories not listed here (such as international partnerships, interfaith collaborations, collaboration with community organizations, etc). You can expand on any of these initiatives in questions 24-26.

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Sunday Morning Eucharist | <input checked="" type="checkbox"/> Streamed Service | <input checked="" type="checkbox"/> Children's Choir | <input checked="" type="checkbox"/> Ecumenical Collaboration |
| <input type="checkbox"/> Sunday Morning Prayer | <input type="checkbox"/> Interactive Virtual Service | <input checked="" type="checkbox"/> Sunday School | <input checked="" type="checkbox"/> Virtual Formation |
| <input checked="" type="checkbox"/> Other Weekend Eucharist | <input checked="" type="checkbox"/> Paid Musicians | <input checked="" type="checkbox"/> Sunday Childcare | <input checked="" type="checkbox"/> In Person Formation |
| <input checked="" type="checkbox"/> Weekday Eucharist | <input checked="" type="checkbox"/> Volunteer Musicians | <input checked="" type="checkbox"/> Bible Study | <input checked="" type="checkbox"/> Campus Ministry |
| <input checked="" type="checkbox"/> Weekday Morning/Noonday/Evening Prayer | <input checked="" type="checkbox"/> Adult Choir | <input checked="" type="checkbox"/> Outreach Ministries (e.g. food pantry, shelter) | |
| <input checked="" type="checkbox"/> Other | <u>Ashes to Go, Marathon Blessings, Jerusalem Peacebu</u> | | |

22. Does your church have any subsidiary or associated organizations?

- | | | | |
|--|-------------------------------------|---|---|
| <input checked="" type="checkbox"/> Preschool or Nursery Program | <input type="checkbox"/> K-8 School | <input checked="" type="checkbox"/> 9-12 School | <input checked="" type="checkbox"/> Outreach Ministry |
| <input type="checkbox"/> Other | <u></u> | | |

Demographics:

23. For which of the following languages do you offer services?

This question allows us to better understand the distribution of languages of worship within the church. It also helps us highlight parishes which multilingual programs and services.

- | | | | |
|---|---|-----------------------------------|---|
| <input checked="" type="checkbox"/> English | <input type="checkbox"/> French | <input type="checkbox"/> Mandarin | <input type="checkbox"/> American Sign Language |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Haitian Creole | <input type="checkbox"/> Tagalog | |
| <input type="checkbox"/> Other | <u></u> | | |

24. Select this box if you offer a service that is simultaneously conducted in more than one language.

- | | |
|---|-------------|
| 25. Approximately what percentage of your congregation is White, Caucasian, or of European descent? | <u>90</u> % |
| 26. What is the estimated average age of your congregation? | <u>39</u> |

Giving Information for 2025:Please indicate the reporting currency US Dollar (United States)**Stewardship:***Questions about stewardship help illustrate how pledge activity aligns with giving trends over the year.*

Example A: On January 1, 2025, St. Paul's had received 84 pledge cards. Five additional pledge cards for 2025 were received later that month, and four new families made pledges during 2025. Enter 93 (84+5+4) on line 1, even though some who signed pledge cards may have died or moved away during the Report Year. On line 2 enter the total pledged from the 93 pledge cards shown on line 1, even though not all pledges

1. Number of confirmed pledges to the general/operating fund	(1) <u>244</u>		
<i>Enter the total number of pledges made for the year, regardless of whether they were fulfilled. Count actual pledges or commitments received. If a household makes one pledge, count one. If multiple household members make individual pledges, count each one. Include any pledges received during the year even if the giver moved away or died.</i>			
		US DOLLAR	OTHER CURRENCY
2. Monetary amount of confirmed pledges	(2) <u>1,729,577</u>	<u>0</u>	
<i>Enter the total dollar amount of all confirmed pledges reported in line 1 above. This line reflects what members promised to give, not what was actually paid.</i>			

Revenue:*Revenue helps us understand the types and sources of financial resources received. A church may use either cash-basis or accrual-basis reporting, but should apply the same method to both revenue and expense sections.*

Example B: A parishioner of St. James Church makes two contributions to the church: a \$1,000 contribution to fulfill their pledge to the general fund and a \$200 contribution restricted to the Endowment Fund. The \$1,000 contribution is reported on line 3, and the \$200 contribution is reported on line 4.

Example C: St. Stephen's Church leases a portion of their campus to an outside group on weekday mornings, and they receive \$2,000 a month in rental fees. The rental fees are reported on line 5.

3. Plate, pledge, and other contributions to the general support of the church	(3) <u>1,863,730</u>	<u>0</u>	
<i>Enter all giving actually received during the year. Report all unrestricted contributions only. Examples include: loose plate offerings, payments toward pledges to the general/operating fund, and general gifts not designated for a specific purpose. Related expenses: Report corresponding operating expenses on Line 6.</i>			
4. Contributions restricted by contributors for specific purposes	(4) <u>0</u>	<u>0</u>	
<i>Enter all giving actually received during the year that donors have designated for a specific purpose. Report only contributions whose use is restricted by the contributor. Examples include: gifts designated for outreach ministries or special programs; donations restricted for capital projects or building improvements; and contributions given for music, altar guild, youth ministry, or other specific ministries. Related expenses: Report expenses paid from these restricted funds on the corresponding line depending on the nature of the expense — Operating-related restricted expenses > Line 6; Capital-related restricted expenses > Line 7</i>			
5. All Other Revenue	(5) <u>265,600</u>	<u>0</u>	
<i>Report all revenue not included in lines 3 or 4. Enter amounts before expenses. Examples include: grants from organizations, revenue from fundraising events (gross, not net), gross revenue from a thrift shop or similar enterprise, gross rental income from facilities or property, interest earned on checking, savings, or other cash accounts, and investment income drawn or distributed (but not gains/losses) Related expenses: Operating-related restricted expenses > Line 6; Capital-related restricted expenses > Line 7. Do not include: realized or unrealized investment gains or losses (those are reported on line 9 on the next page.)</i>			
Total Revenue (Lines 3+4+5) = A		<u>2,129,330</u>	<u>0</u>

Expenses:

Expenses help us understand the cost of ministry and operations. Use the same accounting method used for the revenue section.

Example D: St. Bart's Church has a well-known music program. The church employs a Director of Music, maintains a pipe organ, and purchases sheet music to perform. The salary of the Director of Music, the maintenance costs of the pipe organ, and the cost of sheet music are reported on line 6. If the church were to expand the pipe organ, that expense would be reported on line 7.

6. Church non-capital expenses	(6)	2,204,293	0
<i>Report all operating expenses. Examples include: utility costs, insurance, clergy and staff salaries, wages, and benefits, office and administrative costs, diocesan assessments/apportionment, ministry and program costs, charitable disbursements, and routine maintenance and repairs. Related revenue: Typically reported on Lines 3–5. This will be the largest expense category for most congregations.</i>			
7. Capital Expenses	(7)	31,465	0
<i>Report expenditures for property, buildings, or major equipment. Examples include: purchase of property, land, or buildings; major repairs that extend the useful life (e.g., roof replacement); building renovations or expansions; purchase of major equipment; and capital improvements funded by restricted gifts. Do not include routine maintenance (those go to line 6). If funded by restricted gifts > Line 4; If funded by unrestricted sources > Line 5</i>			
Total Expenses (6+7) = B		2,235,758	0

Year End (as of December 31):

Questions about your year-end account balances help us determine the financial assets at the church's disposal.

8. All cash, checking, and savings balances	(8)	891,320	0
<i>Enter the total year-end balance of all congregation-held cash accounts. Include: checking accounts, savings accounts, cash holdings in financial institutions, and clergy discretionary funds if held under the congregation's EIN (federal tax id number)</i>			

Year End (as of December 31) Supplemental Information:

Question 9 provides information about how your congregation manages and utilizes its endowment and investment accounts. The following definitions may assist you as you complete this section:

- "Dollar amount drawn for use" = how much money the church took out for operations in the reporting year.
- "Percentage draw" = amount withdrawn ÷ market value at end of prior year.
- Net gains/losses = dividends + interest + realized + unrealized gains/losses - investment fees.

9. Does your congregation have an endowment or other investment account(s)? Yes No
Select Yes if your church holds any endowments or investment accounts—restricted or unrestricted—that generate income, gains, or dividends. Select No if you do not have any such accounts.

9a. List your financial assets. (Numeric responses)

Enter the year-end market value for each category:

- Endowment (restricted): Funds with donor-imposed restrictions.
- Endowment (unrestricted): Endowments whose use is not restricted by donors.

Total Endowment: This field is auto calculated from your entries.

- Non-endowed Investments (restricted): Investment accounts that are not endowments but have donor restrictions.
- Non-endowed Investments (unrestricted): All other investment or brokerage accounts.

Total Non-endowed Investments: This field is auto calculated from your entries.

Total Investments: Grand total of all endowment + non-endowment investments.

** Enter numbers only (no commas or symbols).*

6,096,268	Endowment (restricted)	0	Non-endowed Investments (restricted)
0	Endowment (unrestricted)	0	Non-endowed Investments (unrestricted)
6,096,268	Total Endowment	0	Total Non-endowed Investments
		6,096,268	Total Investments

9b. What was the percentage draw (the percentage withdrawn for use) in 2025? **4.00**

Enter the percentage of the investment balance (from the end of 2024) that the church withdrew during 2025.

Formula:

(Dollar amount withdrawn ÷ market value at end of prior year) × 100

If nothing was withdrawn, enter 0.

9c. What was the dollar amount drawn for use in 2025?

Operating

245,000*Funds used for day-to-day ministry or operating expenses.**This amount should have been reported on Line 6 (Church Non-Capital Expenses).*

Non-operating/capital

31,465*Funds used for capital projects, property improvements, or other non-operating purposes.**This amount should have been reported on Line 7 (Capital Expenses).***9d.** What was your net gain/loss (realized & unrealized) in your investment accounts?763,356*Enter the total net change in your investments during the year, including:*

- Dividends
- Interest
- Realized gains/losses
- Unrealized gains/losses
- Minus investment fees

This number may be positive or negative.

Example E: St. Francis Church has an endowment fund whose market value at the end of 2024 was \$100,000. The church has no other endowments or investment accounts. In 2025, the church withdrew and used \$5,000 from the endowment fund. The church reports \$5,000 on line 9c. The church's percentage draw reported on line 9b is 5% ($\$5,000 \div \$100,000$).

Example E (continued): In 2025, St. Francis' endowment fund receives dividends of \$500 and interest payments of \$250. Total realized gains on investments were \$1,000, and unrealized gains were \$1,500. The church paid investment fees of \$100. The church's net gain/loss on investments, reported on line 9d, is \$3,150 ($\$500 + \$250 + \$1,000 + \$1,500 - \100).

10. Does your congregation have any outstanding debt, including credit card debt? Yes No*Select Yes if your church owes money to any lender (bank loans, mortgages, lines of credit, etc.). Select No if the church has no debt.***10a.** How much?655,608*Enter the total outstanding principal owed at year-end (numeric only).***10b.** What is the debt for?*Briefly describe the purpose of the debt (e.g., roof replacement, building mortgage, equipment loan, capital improvements).*

Rectory mortgage

11. Does your congregation own buildings and/or land? Yes No*Select Yes if the church owns any property—buildings or land—whether used for worship, ministry, rental, or other purposes. Select No only if the congregation rents or borrows all of its space. Note: Property legally held in trust by your diocese should still be considered owned.***12.** Does your congregation rent or lease all or a portion of your building(s) or land to group(s) outside your congregation? Yes No*Select Yes if you rent out any portion of your buildings or land to outside groups (schools, nonprofits, community groups, events, etc.) in exchange for rental income or contributions. Select No if you do not rent any space to outside groups. Report only direct rental or leasing activities here. Do not include fundraising events or unrelated use of space.***12a.** How much revenue did your church earn from renting/leasing to outside groups?107,566*Enter the total amount received during the reporting year from rental or leasing arrangements with outside groups. This includes:*

- Rental fees
- Contributions made in lieu of rental payments
- Payments tied directly to space usage

*Do not include income from fundraising events.**Where this amount is reported elsewhere:**Include this amount in Line 5 - Other Operating Revenue in the main income section.*

12b. What expenses did your church incur from renting/leasing to outside groups?87,000

Enter the total expenses your congregation incurred specifically because of rental or leasing activities.

Examples include:

- Cleaning or janitorial services*
- Additional utilities*
- Security or supervision*
- Repairs or maintenance required due to rental use*
- Administrative costs tied to managing rentals*

If the rental activity required major repairs or improvements, include those capital expenses here as well.

Where this amount is reported elsewhere:

- Operating (non-capital) rental expenses → Line 6 - Church Non-Capital Expenses*
- Capital expenses related to rental activity → Line 7 - Capital Expenses*

Narrative Questions

13. How is your parish reducing your carbon footprint?

The inclusion of this question is mandated by Resolution 2022-D064. This question is optional.

On the one hand, we do print our Sunday liturgies in full in our bulletins each week (for the purpose of being user-friendly, more easily exercising various options allowed by the Prayer Book rubrics, remaining largely traditional in our forms while also using inclusive language within the limits set by the Bishop of the Episcopal Diocese of Texas, and using the 1988 translation of the Nicene Creed by the English Language Liturgical Consultation as authorized by the General Convention of the Episcopal Church). On the other hand, we try to make it as easy as possible for those bulletins to be recycled as people are leaving through the church doors after worship.

14. What is one program or initiative at your Church that you feel best exemplifies your congregation?

This short answer question helps us recognize the church at work every day. This question is optional.

We provide office space for Jerusalem Peacebuilders (JPB), which brings together Jewish, Christian, and Muslim youth from the Holy Land for a variety of programs there and here in the United States, including Houston. The work of JPB in Houston includes summer programs at Camp Allen, for which our congregation provides volunteers, and, throughout the rest of the year, both educational opportunities and interfaith youth group activities, in which our youth group participates. Members of our congregation are strong supporters of this organization and proud to host its Houston office, and our church staff enjoys working closely with JPB staff members. JPB embodies the theme of reconciliation, which is an important part of Palmer's own Christian identity.

15. What is one program or initiative at your Church that represents your hope for the future of your congregation or the greater Episcopal Church?

This short answer question helps us celebrate your accomplishments and goals. This question is optional.

PAR stands for Palmers Assisting Reentry, a ministry of our own congregation helping those who've been released from prison reenter society. This is one of the most important ways members of our congregation collectively "love and serve the Lord" when we are sent back into the world after worshipping together. It's an opportunity to help people in our community in tangible ways that benefit everyone who lives in Houston. Putting lives together again is something that Jesus did and something that the Christian community is called to do.

Supplemental Financial Page (Optional Diocesan Add-On)

This supplemental financial page is included for congregations in dioceses that have opted to collect additional financial details with the annual Parochial Report. If this page appears in your form, it is required by your diocese. Please contact your diocesan office if you need further assistance. The questions follow the same format and structure as the 2023 financial page, so congregations familiar with that version will find the layout similar. To assist you, we have included help text for each line, since we no longer provide a workbook to follow along.

Revenue:

Operating Revenue

S1.*	Plate offerings, pledge payments & regular support <i>Imported from line 3. Plate offerings, pledge payments & regular support.</i>	1,863,730
S2.	Investment income used for operations <i>Interest, dividends, or investment draw applied to the annual operating budget.</i>	0
S3.	Other operating income <i>Include unrestricted operating income not reported elsewhere (e.g., building use fees, fundraisers, rentals).</i>	516,444
S4.	Unrestricted bequests used for operations <i>Bequests or memorial gifts not restricted by the donor and used for operating expenses.</i>	0
S5.	Assistance from the diocese for operating budget <i>Operating grants or financial support from the diocese.</i>	0

Non-Operating Revenue

S6.	Restricted gifts to capital funds <i>Donations specifically designated for capital projects or building improvements.</i>	13,735
S7.	Additions to endowment and other investment funds <i>New contributions added to endowment or investment accounts. Include unrestricted memorial gifts, legacies, and bequests if not used for operating purposes.</i>	98,080
S8.	Contribution to outreach programs <i>Report all income for congregation-run outreach programs (e.g., soup kitchens, after-school programs, shelters, senior services). Include funds from participant fees, grants, diocesan support, or individual gifts. Report corresponding expenses in S14.</i>	2,000
S9.	Funds for transmittal to other organizations <i>Include donor-restricted offerings or gifts designated for specific causes outside the congregation's operations (e.g., Good Friday Offering, Episcopal Relief & Development, United Thank Offering). Report amounts collected for seminaries in Line S15 and for other organizations in Line S16. Note: These funds are collected and sent to others and are not considered operating income.</i>	6,115
A.	Subtotal Normal Operating Revenue (S1 + S2 + S3 + S4)	2,380,174
B.	Total Operating Revenue (A + S5)	2,380,174
C.	Subtotal Non-Operating Revenue (S6 + S7 + S8 + S9)	119,930
D.	Total Revenue (B + C)	2,500,104

Expenses:**Operating Expenses**

S10.	Payments to diocese (assessment, apportionment, or fair share) <i>Funds paid to the diocese for the parish's assessment or fair share. Do not include pass-through payments such as insurance premiums, clergy pension contributions, or group supply purchases. These belong under S12 (Other Operating Expenses) or the appropriate expense line.</i>	<u>177,945</u>
S11.	Outreach from operating budget <i>Report funds from the operating budget used directly for outreach ministries. Any income supporting these activities should be reported in S3. Do not include expenses for congregation-run outreach programs; those belong</i>	<u>8,334</u>
S12.	All other operating expenses (salaries, utilities, ministries, etc.) <i>Report all operating expenses not reported elsewhere, such as: Staff compensation and benefits Utilities and insurance Office expenses, ministries, programs, supplies Routine building maintenance or repairs These expenses relate to S1-S4 income Do not include capital improvements (S13) or outreach program expenses (S15).</i>	<u>2,018,014</u>

Non-Operating Expenses

S13.*	Major building improvements or capital projects <i>This figure is imported from line 7. Major building improvements or capital projects Related income is reported in S6 (Restricted gifts to capital funds).</i>	<u>31,465</u>	
S14.	Expenses for congregation's outreach & mission <i>Report expenses for congregation-run outreach programs (e.g., soup kitchens, after-school programs, shelters, senior services). Report corresponding income in S8 (Income for congregation-run outreach programs).</i>	<u>810</u>	
S15.	Funds contributed to Episcopal seminaries <i>Report amounts collected and transmitted to Episcopal seminaries. Examples include Theological Education Sunday offerings or other designated gifts. Related income is reported in S9 (Funds for transmittal to other organizations).</i>	<u>0</u>	
S16.	Funds sent to other organizations <i>Report amounts collected and sent to organizations other than Episcopal seminaries. Examples: Episcopal Relief & Development, UTO, local nonprofits, mission partners. Related income is reported in S9 (Funds for transmittal to other organizations).</i>	<u>25,787</u>	
E.	Total Operating Expenses (S10 + S11 + S12)	<table border="1"><tr><td>2,204,293</td></tr></table>	2,204,293
2,204,293			
F.	Total Non-Operating Expenses (S13 + S14 + S15 + S16)	<table border="1"><tr><td>58,062</td></tr></table>	58,062
58,062			
G.	Total Expenses (E + F)	<table border="1"><tr><td>2,262,355</td></tr></table>	2,262,355
2,262,355			

* = Existing line item; included for illustration purposes

All reports are to be filed online at <https://reports.dfms.org>. If you need assistance filing your report online, please contact your diocesan office for help.

The Rev'd Neil Alan Willard, Rector, and Tom Van Arsdel, Senior Warden, jointly invited the following persons to serve as officers of the Vestry of Palmer Memorial Episcopal Church in Houston, Texas. These appointments became official after confirmation by an electronic vote of the Vestry on Thursday, February 19, 2026:

John Wallace as Junior Warden

Sheeba Thomas as Clerk

Pam Harvey as Treasurer

PALMER MEMORIAL EPISCOPAL CHURCH
Revenues & Expenses - Summary
OPERATING FUND
February 2026

	MTD ACTUAL 2026	MTD BUDGET 2026	YTD ACTUAL 2026	YTD BUDGET 2026	2026 ANNUAL BUDGET	% of ANNUAL BUDGET USED
Revenues						
BANK DEPOSITS						
OPERATING FUND						
CONTRIBUTION REVENUE	\$167,645.90	\$158,266.66	\$335,000.52	\$316,533.32	\$1,899,200.00	17.64 %
OTHER OPERATING REVENUE	\$33,878.00	\$42,344.17	\$49,156.00	\$84,688.34	\$508,130.00	9.67 %
Total OPERATING FUND	\$201,523.90	\$200,610.83	\$384,156.52	\$401,221.66	\$2,407,330.00	15.96 %
Total BANK DEPOSITS	\$201,523.90	\$200,610.83	\$384,156.52	\$401,221.66	\$2,407,330.00	15.96 %
Total Revenues	\$201,523.90	\$200,610.83	\$384,156.52	\$401,221.66	\$2,407,330.00	15.96 %
Expenses						
PERSONNEL	\$81,790.39	\$90,925.49	\$170,777.55	\$181,850.98	\$1,091,106.00	15.65 %
DIOCESE	\$16,311.67	\$16,311.67	\$32,623.34	\$32,623.34	\$195,740.00	16.67 %
RECTORY	\$1,123.41	\$1,833.33	\$2,096.47	\$3,666.66	\$22,000.00	9.53 %
CHURCH BUILDINGS						
BUILDING and MAINTENANCE	\$33,774.50	\$51,316.67	\$101,132.78	\$102,633.34	\$615,800.00	16.42 %
DEBT SERVICE	\$4,073.68	\$4,000.00	\$8,154.14	\$8,000.00	\$48,000.00	16.99 %
UTILITIES	\$11,287.44	\$12,216.67	\$22,042.76	\$24,433.34	\$146,600.00	15.04 %
FELLOWSHIP KITCHEN	\$2,515.70	\$1,531.25	\$3,051.62	\$3,062.50	\$18,375.00	16.61 %
Total CHURCH BUILDINGS	\$51,651.32	\$69,064.59	\$134,381.30	\$138,129.18	\$828,775.00	16.21 %
ADMINISTRATIVE SUPPORT						
ADMINISTRATION	\$3,255.15	\$1,886.25	\$5,638.08	\$3,772.50	\$22,635.00	24.91 %
FINANCIAL OPERATIONS	\$1,001.63	\$2,804.16	\$2,094.72	\$5,608.32	\$33,650.00	6.23 %
Total ADMINISTRATIVE SUPPORT	\$4,256.78	\$4,690.41	\$7,732.80	\$9,380.82	\$56,285.00	13.74 %
MINISTRIES						
COMMUNICATIONS	\$3,776.84	\$3,966.66	\$10,818.70	\$7,933.32	\$47,600.00	22.73 %
OUTREACH	\$0.00	\$1,135.34	\$0.00	\$2,270.68	\$13,624.00	0.00 %
EVANGELISM	\$0.00	\$760.42	\$241.14	\$1,520.84	\$9,125.00	2.64 %
FELLOWSHIP	\$648.71	\$2,166.67	\$3,356.31	\$4,333.34	\$26,000.00	12.91 %
MUSIC MINISTRY						
MUSIC-ADULTS	\$719.98	\$1,020.84	\$4,326.28	\$2,041.68	\$12,250.00	35.32 %
MUSIC-CHILDREN	\$419.13	\$333.33	\$938.26	\$666.66	\$4,000.00	23.46 %
Total MUSIC MINISTRY	\$1,139.11	\$1,354.17	\$5,264.54	\$2,708.34	\$16,250.00	32.40 %
PASTORAL CARE	\$0.00	\$183.32	\$250.00	\$366.64	\$2,200.00	11.36 %
WORSHIP	\$341.18	\$404.17	\$499.75	\$808.34	\$4,850.00	10.30 %
PRAYER & SPIRITUALITY	\$0.00	\$31.25	\$0.00	\$62.50	\$375.00	0.00 %
INFORMATION TECHNOLOGY/MEDIA	\$2,540.17	\$3,500.01	\$7,553.32	\$7,000.02	\$42,000.00	17.98 %
Total MINISTRIES	\$8,446.01	\$13,502.01	\$27,983.76	\$27,004.02	\$162,024.00	17.27 %
EDUCATION						
ADULT EDUCATION	\$1,773.68	\$1,333.34	\$2,504.34	\$2,666.68	\$16,000.00	15.65 %
CHILDREN'S EDUCATION	\$419.67	\$916.67	\$1,213.09	\$1,833.34	\$11,000.00	11.03 %
YOUTH	\$429.83	\$1,083.33	\$2,116.88	\$2,166.66	\$13,000.00	16.28 %
PARISH RETREAT	\$0.00	\$416.67	\$0.00	\$833.34	\$5,000.00	0.00 %
Total EDUCATION	\$2,623.18	\$3,750.01	\$5,834.31	\$7,500.02	\$45,000.00	12.97 %
OTHER EXPENSES						
WEDDING MINISTRY	\$0.00	\$316.67	\$0.00	\$633.34	\$3,800.00	0.00 %
FUNERAL MINISTRY	\$33.98	\$216.67	\$33.98	\$433.34	\$2,600.00	1.31 %
Total OTHER EXPENSES	\$33.98	\$533.34	\$33.98	\$1,066.68	\$6,400.00	0.53 %
Total Expenses	\$166,236.74	\$200,610.85	\$381,463.51	\$401,221.70	\$2,407,330.00	15.85 %
Net Total	\$35,287.16		\$2,693.01		\$0.00	0.00 %

Palmer Worship Council Meeting Minutes February 5, 2026

Attendees: Rev. Neil Willard, Rev. Allen Junek, Shannon Baldwin, Margie Dieter, Lesley Douthwaite, Victor Lamas, David Madrigal, Allen Nunley and Libby Spoede

Prayer – Victor opened the meeting with prayer.

Upcoming Activities –

- Feb.8 - The Rev. Stephanie Spellers Guest Preaching
- Feb.8 - Ministry Fair in Parish Hall (from 9 to 10 and following 10:00 am service)
- Feb.15 - Carnevale Celebration in Parish Hall (following 10:00 am service)
- Feb.18 - Ash Wednesday Services (7:00 am, Noon, and 7:00 pm) and Ashes to Go (from 7:00 am to 5:00 pm)
- Feb.19 thru Mar.26 – Thursday Night Lenten Meal and Formation Class at 6:00 pm
- Feb.20 thru April 3 – Fridays at Noon – Stations of the Cross in the Nave
- Feb.27 and 28 – Diocesan Council in the Woodlands
- Mar.29 – Palm Sunday, Rehearsal for Maundy Thursday at 11:15 am
- April 2 – Maundy Thursday – 7:00 pm Service followed by Gethsemane Vigil at St.Bede’s Chapel through 9:00 am on Good Friday
- April 3 – Good Friday – Noon Service followed by Stations of the Cross at 1:30 and Organ Recital at 7:00 pm
- April 4 – Easter Vigil Rehearsal at 10:00 am, Easter Vigil at 7:00 pm
- April 5 – Easter Sunday Services at 9:00 am and 11:00 am

Clergy Updates –

Clergy will read the Passion on Palm Sunday, similar to last year.

Music Updates –

Brady will follow up with information on Lenten Concert Series in the Nave

Service Updates –

The Altar Guild will meet in the Nave on Tuesday, Feb.17 at 5:00 pm to prepare ashes for Ash Wednesday.

Starting Feb.22, 10:00 am services will be Rite I and go through Easter.

A request was made to verify if Hal Gordon was still planning on presiding over the Stations of the Cross on Good Friday at 1:30 pm as he normally does. Victor asked him and Hal said yes. Victor will forward Customaries for Holy Week to Worship Council for review at next month’s meeting.

Verger Updates –

Plans are to reach out to Michael Rodriguez to see if he is interested in Jr. Verger role.

There will be two Vergers scheduled for the 10:00 service on Palm Sunday.

Vergers requested a Clergy schedule to assist with setting up for services.

Acolyte Updates –

Margie will prepare the next acolyte/serving schedule which will start on Ash Wednesday.

Plans are to look at starting and training for the new system within the next few months. Margie and/or Rev. Allen Junek will follow up regarding training for the new system. There was some discussion about current system's set up of handling assignment of substitutions for servers - decision was made to change from manual selection back to automatically assigning substitutes when selected.

Lectors Updates –

Margie will look at providing lectors training in February or March. Margie will also prepare lector schedule for Holy Week.

Ushers / Bell Ringers Updates –

Two questions were raised – 1) When should ushers take the count during the 10:00 services?

Answer – Count can be taken during the sermon.

2) How should ushers hand over the alms basins to clergy at offertory?

Answer – As the ushers approach the altar, one usher should gather all 4 alms basins and hand them to clergy.

Bell Ringers – Allen Nunley gave thanks and appreciation for the recognition in the Annual Report on last year's celebration of the 20th anniversary of the Installation of Bells at Palmer.

Other Business –

Next Worship Council Meeting date – March 5, 2026.

Outreach Council Minutes

February 22th, 2026

Members Present: Deacon Rev. Mary Reddick (chair), Dana Kurtin, Jeff Dieter, Linda Shelton, Jennifer Macia; members absent: Denise Zwicker, Sue Howard

We briefly met to review the year's budget. Note was made of numbers from the Palmer accountant for 2025; in particular it was noted that the Refugee Resettlement fund was not actually over budget.

Our initial budget from the Finance committee was \$7624.00. We asked for \$20,000. Our revised budget to work with is 13,624.00, with the hope of getting additional money in the second half of the year.

We agreed on the following general allocation of monies with the understanding that there will be flexibility in actual numbers as we move forward with planning and building out new ministries. In particular, the Casa Mateo project funding could come from Developing and General Outreach activity funds.

Emergency Aid Coalition	\$3124	
Lord of the Streets	\$4000	
Palmer's Assisting Re-Entry	\$1000	
New Hope Housing	\$750	
Migration Ministries	\$250	
General Outreach activities	\$3000	(replacing Serve Sunday)
Developing ministries	\$1500	

We heard from Linda Shelton that the Diocese has a fund set up that is available to assist families who are in financial hardship due to deportation. As an after-meeting addendum we also received clarification from Linda that there is \$1,703.80 set aside in restricted funds for Refugee resettlement.

And we heard from Deacon Reddick that the Bishop is spearheading a push to address the looming problem of hunger in Texas as the federal government is cutting funding to SNAP programs next year, and we anticipate Palmer playing a role in this response advocacy, education, and direct actions.

Respectfully submitted,

Jennifer Macia

Palmer Congregational and Community Engagement Council

Monthly Report – February 2026

Submitted by: Lauren Kirkwood

Present: Katherine Tuttle, Joey Hunter, Lauren Kirkwood, Roger Hutchison, Beth Anne Nelson, Jim Key

Absent: Alex Doan and Franchesca Sentmanat

Opening

The meeting opened with a brief check-in and a discussion of the Annual Meeting. People on the council and in the congregation expressed excitement for: the business administrator position being reinstated, the budget being healthy and balanced, the new parking garage plans for north of the Nave being constructed by Hermann Park, and that more young families are getting involved. Roger commented that this was the first time there were children in childcare during the Annual meeting, and that there were multiple families present. Eileen Raese was praised for her work connection and supporting the parents of young children.

Website and Communications

Roger reported that he is working on revamping the church bulletin and website to improve usability for members and visitors.

Rice University Partnership

The committee discussed ongoing support for the Rice University Students/Palmer partnership.

- Beth Anne shared that two of her graduating seniors are **pursuing ministry roles**: one is applying to divinity school and the other one to the service corp.
- The seminary-bound student may speak at an upcoming **10 a.m. Sunday Adult Formation**, offering congregants the opportunity to meet her and potentially contribute toward her educational expenses.
- A **High Tea** for Rice students will be held on **Friday, May 8, at 2 p.m. in Autry House**. Committee members will help promote the event and attend if possible.
- A **“Sunday Sendoff”** for Rice seniors is planned for **April 19 (or possibly April 26)**. High school graduates will be recognized later in the spring, with the recommendation to focus on celebrating their accomplishments rather than discussing post-graduation plans.

Ministry Fair

The **Ministry Fair** will take place on **February 8**, and committee members are encouraged to attend and explore current parish ministries and activities.

God Moments Project

Participation in the *God Moments* initiative has been limited. Katherine will reach out to individuals who may wish to submit their story. Sue Howard was identified as a valuable point of contact for this effort.

Pride Month

LGBTQ+ celebrations will take place in June. The committee agreed that Palmer should participate visibly but will not organize a separate event such as a float this year. Beth Anne will contact the diocese to determine opportunities for Palmer to support existing diocesan activities.

Next Meeting

The next Council meeting is scheduled for **April 7, 2025**.

Membership Council Update for Vestry
3/3/26

The Membership Council will be meeting on 3/8/26 and will not have minutes prepared for this Month's Vestry meeting packet. They will be included in the May packet.

Submitted by
Katherine Tuttle

Palmer Building and Grounds Council Meeting

February 13, 2026 - 12 Noon

Invitee	Attendance
<i>Tom Van Arsdel – Sr. Warden</i>	Present
<i>John Wallace – Jr. Warden</i>	Present
Kip Krause – Vestry – Chair	Present
Gerry Sandoval	Present
Johnna Kincaid	Present
<i>Ric Tharpe</i>	Present
Michael Massey – Vestry	Present
<i>Sue Murphy – Vestry</i>	Present

Discussion notes

1. Building Maintenance

- a. Gerry has a quote to replace the broken windows on the far North side of the campus building. Because they are historic lead windows, the Council agreed that they should be replaced with same to maintain the architectural integrity of the church.
- b. Question for Vestry as to which 2026 budget allocation covers this cost.

2. Updates on Handrails, Playground, Patio, and outdoor furniture

- a. We have been warned to fix the playground-specifically, the rubber membrane that serves as its foundation-before the next playground safety inspection, which is in August 2026. Gerry's quote for the cheaper "band aid" approach is in the low five figures, but will require yearly maintenance (both cost and time). The alternative, which is to replace the membrane, costs five times as much. The possibility was raised of asking the German school to contribute to the cost.
- b. Although Gerry wants to get the wrought iron gate repainted, no further refurbishing of the handrails is planned at this time, due to focus on other grounds issues. At most, we might plan for 'touch-up' work in 2026.
- c. Saturday, March 7 is set to be power washing the outdoor patio furniture and patio day. The council noted that this provides good volunteer opportunities for youth groups such as Archway and PDAP. All older volunteers are obviously welcome, as well.
- d. Planting and maintenance in the rose garden and the front of the nave is scheduled for the following Saturday, March 14. All green thumbs are asked to volunteer.

3. Campus Engineering Assessment Work

- a. Due to the extensive hours involved in this project, and availability of principals, the discussion and status review of the Assessment work will be presented in February 2026 B&G Meeting.

Palmer Building and Grounds Council Meeting

February 13, 2026 - 12 Noon

4. Ongoing Rectory Work

- a. "Softness" in floor remains to be addressed.
- b. Termite Treatment and Pest Control completed.



Know and share the love of Jesus Christ

**Palmer Memorial Episcopal Church
Finance Committee Minutes
January 15, 2026**

Present: Pam Harvey, Jessica Evans, Dick Viebig, Rosine Hall, Kip Krause, Tom Van Arsdel, Richard Avant, Bet Hunter, Dave Maxey

Opening Prayer – Rosine Hall

Action Items

- December 2025 minutes were approved as submitted Dick/Pam
- December 2025 financial reports were approved as submitted Dick/Kip
 - \$175k surplus due to no Associate Rector compensation until August, Employee Retention credit from the IRS

Discussion Items

- 2026 Budget discussions
 - Vestry to approve next week
 - Back date all raises for staff, custodial, security guards
 - Possible changes made later in 2026 if contributions are higher than expected
 - Pam/Jessica will work on budget summaries for staff
 - Jessica will update the prepaid pledges figures and 2025 final numbers and send updated version in the morning
- Discussion on Ken's stewardship report regarding demographics
- Buildings and grounds reported that there will be a presentation made to the Vestry next week with more details to be revealed soon
- Pam will reach out to Mimi Holt (auditor) regarding the unqualified opinion in the audit report
- Discussion about the finance committee's role in a capital campaign
- Annual report is due to Sue Howard next week
- The committee agreed that it is vital to review staff pay each year to maintain market rates

Closing Prayer – Rosine Hall

Senior Warden Report

For the March 17, 2026 Vestry Meeting

1. Special Committees for Capital Campaign and Centennial Celebration
 - a. Pam Lovett and Mike Soika are working to add members to the Capital Campaign committee. The Wardens committee, along with Pam and Mike, are reviewing possible candidates for the Committee. Pam Lovett and I had a meeting with Perry Mullins at the Diocese, who offered resources and advice on our Capital Campaign.
 - b. The Wardens Committee continues to discuss candidates for chairing the celebration committee.
2. Human Resources and Staffing update
 - a. We have posted the Communications Director position on multiple platforms. Numerous resumes have been submitted, and we are reviewing candidates for interviews.
 - b. The job description for Business Manager position is now final and will be posted on multiple platforms.
 - c. We have begun the annual Rector Review process and will schedule that for completion.
3. Buildings and Grounds
 - a. The initial report of Walter P. Moore has been completed and submitted. Additional work on the cost estimates is underway. The work of the mechanical, electrical, and plumbing engineers is also underway. We're on track to get a better estimate for a full campus restoration in February, subject to contractor bids.
 - b. Facility Sharing Agreements – We reached an agreement with Archway to extend the Facility Use Agreement through summer 2027. We will be approaching GISH about an extension as well.
4. The Wardens Committee has made recommendations for additional appointments to Vestry Councils, and those invitations have been made and accepted. Rosine Hall has accepted the role of chair of the Finance Council, and Sue Murphy has accepted the role of chair of the Facilities and Grounds Council.
5. We are approaching the owners of the Memorial Hermann Professional Building to discuss terms for a renewal of our parking agreement.
6. Father Willard, John Wallace, David Robinson and I met with the CEO of the Hermann Park Conservancy and senior members of Conservancy staff to discuss the Conservancy's plans for a parking garage just north of the church. The plan still is being finalized as part of the Conservancy's legal issues with Ben Taub, and plans should become clearer after the scheduled Country Commissioner's hearing on March 19. We may attend to provide support for the plan.
7. The Vestry held a retreat at the home of Jackie Campbell on February 21. The retreat was led by Father Allen Junek and focused on the theme of abundance and gratitude. The Vestry was also asked to consider what big questions it will need to answer in 2026, setting the stage for much of the Vestry's work for the upcoming year.

The Rector's Report for the March 2026 Vestry Meeting from the Rev'd Neil Alan Willard

1. With respect to the search for a new Director of Communications, I received more than 150 applications as a result of the job description being posted on multiple platforms. One of those platforms was Indeed.com, which is why the application number is so high. This also happened when the job description for the Rev'd Katherine Tuttle's position as Director of Parish Life was first posted. Although it generates a lot of "chaff," that is where Katherine found that job description, which she then confirmed by looking for it posted elsewhere on more official church websites. Of the applications submitted thus far, there have been only four that seem compatible with our needs. There is also at least one individual I have been encouraged to reach out to directly to invite to be part of this process, which I am doing this week. So there will be some interviews scheduled soon. In the meantime, a few applications continue to be submitted, and those will be reviewed as these interviews are lined up and take place.
2. With respect to the search for a new Director of Operations (i.e., business administrator), that job description is in the final stages of being polished and will soon be posted on multiple platforms, including a specific website highly recommended by the Rev'd Genevieve Razim, whom some Vestry members will remember from her time as Palmer's Associate Rector before my arrival here. She is currently the Rector of All Saints' Episcopal Church in Austin, which is a university parish like Palmer, and has identified qualified candidates for similar positions through postings on FedsForward.com, which can help nonprofits connect with professionals who are retiring during mid-life from their work in the federal government. That's not the only avenue open to us, but it seems like an important one not to overlook.
3. On the evening of the Feast of the Epiphany, Tuesday, January 6, we offered prayers and the burning of the greens (from the Christmas season) on the south lawn of the church and also marked the doors into the church office with chalk and prayers in the manner done for house blessings on and after the Epiphany.
4. On Friday, January 9, the Dinner and Discussion group welcomed Houston Saengerbund board member Christean Kapp as a guest speaker.
5. On the second Thursdays in January, February, and March, "Social Hour with the Rector" took place at the picnic tables under the trees outside Valhalla on the campus of Rice University. This is a regular, monthly gathering.
6. On the evening of Monday, January 12, Palmer and the Episcopal Church at Rice co-sponsored a guest speaker prior to the weekly worship service for Rice students in St. Bede's Chapel. Our guest was the Rev'd Lizzie McManus-Dail, Vicar of Jubilee Episcopal Church in Austin. She had asked Roger Hutchison, Director of Family Ministries and Digital Storytelling, to facilitate this conversation with her and questions from attendees about her recent book titled *God Didn't Make Us to Hate Us: 40 Devotions to Liberate Your Faith from Fear and Reconnect with Joy*.

7. On the evening of Monday, January 19, as part of my “On the Road with the Rector” series, I invited Palmers to join me for a book event at Brazos Bookstore featuring Rice University history professors Alex Byrd and Caleb McDaniel. They co-authored a book published last fall titled *Slavery, Segregation, and the Second Founding of Rice University*. They were also co-chairs of Rice University's Task Force on Slavery, Segregation and Racial Injustice from 2019 to 2023, and this book is one result of the work of that task force.
8. On the Fourth Sunday after the Epiphany, February 1, Palmer held its annual parish meeting after the 10:00 AM Choral Eucharist, with a potluck luncheon in the parish hall following that meeting. The Rector's Report was given as the sermon at the 8:00 and 10:00 AM worship services.
9. On the Fifth Sunday after the Epiphany, February 8, Palmer welcomed the Rev'd Canon Stephanie Spellers as our guest preacher. She and I attended Wake Forest University at the same time, although neither of us were Episcopalians when we first set foot on that campus. Canon Spellers served on the staff of former Presiding Bishop of the Episcopal Church Michael Curry. More recently, she authored the book *Church Tomorrow? What the 'Nones' and 'Dones' Teach Us About the Future of Faith*, which a widely diverse group of Palmers have read.
10. On the Last Sunday after the Epiphany, February 15, there was a pre-Lenten, celebratory event called Carneval in the parish hall and on the playground following the 10:00 AM Choral Eucharist. We have offered similar events in the past few years in place of a Shrove Tuesday dinner at the church on the evening before Ash Wednesday. This shift is becoming increasingly popular in many liturgical churches because of changing patterns of participation. In other words, a lot more people will stay for an event after a worship service on Sunday morning than will return to the church for an event during the workweek.
11. On Ash Wednesday, February 18, we offered liturgies in the church at 7:00 AM, 12:00 PM, and 7:00 PM. And from 7:00 AM until 5:00 PM, the imposition of ashes was offered on the sidewalks and intersections around the church as people were making their way into the Texas Medical Center. Palmers who volunteered to do this alongside a few members of the church staff interacted with more than 1,100 individuals through this ministry of prayer and presence.
12. On the morning of Thursday, February 19, a Lenten offering called “Coffee in the Courtyard” began. It's an opportunity on Thursdays at 10:30 AM during Lent to enjoy coffee and conversation with the Rev'd Allen Junek, Associate Rector.
13. Beginning on the evening of Thursday, February 19, two weekly classes have been offered as our Lenten series this year. One is a book study of Caleb Campbell's *Disarming Leviathan: Loving Your Christian Nationalist Neighbor*. The other features journaling based on reflections about life from Suleika Jaoud's *The Book of Alchemy*.

14. On Friday, February 20, the Dinner and Discussion group welcomed Rice University geologist/petrologist/geochemist Cin-Ty Lee as a guest speaker.
15. On Saturday, February 21, Palmer's Vestry retreat was held at the home of Jackie Campbell and facilitated by the Rev'd Allen Junek.
16. On Saturday, February 21, the Daughters of the King offered a Lenten Quiet Day in St. Bede's Chapel.
17. On the First Sunday in Lent, February 21, weekly classes for youth confirmation and for newcomers (including adult confirmation) began. The youth confirmation group meets during the 9:00 AM educational hour and is led by me and Roger Hutchison, Director of Family Ministries and Digital Storytelling. The newcomers group meets after the 10:00 AM Choral Eucharist and is led by the Rev'd Katherine Tuttle and Sue Howard, Director of Membership.
18. From Friday afternoon through Saturday afternoon, February 27-28, four members of the clergy and four lay delegates from Palmer attended the 177th Annual Council of the Episcopal Diocese of Texas, in The Woodlands. There are two parts of that gathering you might find interesting. The first is [the sermon by Bishop Jeff Fisher](#) during the opening worship service about things seen and unseen. The second is [the main address by Bishop Andy Doyle](#), which is an opportunity to hear from our diocesan bishop directly about our Christian community in the world today and down the road.
19. On the Second Sunday in Lent, March 1, new and continuing Vestry members were commissioned during the 10:00 AM Choral Eucharist.
20. On the Second Sunday in Lent, March 1, attendance at the 10:00 AM Choral Eucharist was about as high as it has ever been for a regular Sunday morning. It was practically standing room only, with many of our core members not present either due to travel or simply as a result of changing attendance patterns for churches throughout the United States, especially since the peak of the pandemic. However, on the Third Sunday in Lent, March 8, there were many empty pews at the 10:00 AM Choral Eucharist because of the convergence of spring break for HISD, the shift to daylight saving time, and rainy weather. In spite of that unique combination of circumstances, one of the challenges facing congregations these days is the impact of irregular attendance patterns that cause regular average Sunday attendance waves, up and down, from week to week.
21. On Friday, March 6, I participated in a one on one interview as part of a review of the Boniuk Institute for the Study and Advancement of Religious Tolerance at Rice University. It was an opportunity, as a community leader, to provide feedback about what that institute has offered in the past and what it might offer in the future. Some Vestry members may know Rice University sociology professor Elaine Howard Ecklund, who is the director of the institute.