

Palmer Memorial Episcopal Church
Vestry Meeting Minutes

Date: May 19, 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
Sheeba Thomas, Clerk
Ken Alexander
Jacquelyn Campbell
Camille Emig
Rosine Hall
Betty Key
Andrew Kraebel
Pam Lovett
Elizabeth Maynard
Sue Murphy

Vestry Members Absent:

John Wallace, Junior Warden
Shannon Wallace

Assisting Clergy Present:

Rev. Allen Junek, Associate Rector
Rev. Katherine Tuttle, Director of Parish Life and Membership

1. 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).

2. Review and Approval of Consensus Items — Rev. Neil Willard

The Vestry unanimously approved the minutes from the Vestry Meeting of March 17, 2026. The Vestry also received and approved the April Financial Summary from Jessica Evans (Director of Finance), along with reports from the Worship Council, Pastoral Care Council, Outreach Council and Deacon, Congregational and Community Engagement Council, Membership Council, Facilities and Grounds Council, Parish Life Council, Stewardship Council, Finance Council, Senior Warden, and Rector. The Vestry also reviewed and approved drafts of the Amended and Restated Certificate of Formation of the Endowment Fund and Amended Bylaws of the Endowment Fund.

3. Stewardship Council Update — Ken Alexander

- Vestry members have been requested to identify 30 parishioners whom they already know or whom they will make an effort to get to know in advance of Stewardship season
 - This summer, the stewardship committee will use this information to create stewardship groups for each vestry member
 - The small group events sponsored by the Stewardship Council this spring were attended by more than 150 people
 - Attendees of these events consistently expressed a desire for more small group gatherings to facilitate stronger connections among parishioners
-

4. Senior Warden's Report — Tom Van Arsdel

a. Vestry Minutes Approval Process

To facilitate the timely review and posting of vestry meeting minutes to Palmer's website, it was proposed and approved that the clerk will send draft minutes to the entire vestry within 2 weeks of the vestry meeting. Sue Howard will shepherd this process, ensuring adherence to stated timelines.

b. Certificate of Formation and Bylaws of Endowment Fund

The Articles of Incorporation have been updated to comply with Texas law pertaining to non-profit organizations. Recommended language proposed by the Diocese has been included. The articles have been renamed, "Amended and Restated Certificate of Formation," and adopted by the Endowment Board.

In accordance with recommendations from the Diocese, changes made to the Certificate and Bylaws were approved by the Endowment Board. They have now been approved by the Vestry and signed by the Clerk. They will be sent to the Bishop for review and approval. Once approved, they will be filed by the Diocese with the State of Texas.

c. Building Project Update

Additional work is required to fully evaluate options for proposed building renovation features.

A committee, made up of members with architectural and construction experience, has been formed to work with the project manager on this assessment.

Members:

- Michael Massey (Chair)
- John Hawkins
- David Robinson
- Eileen Raese
- Burdette Keeland
- Gail Adams

d. Creation of a Rectory Study Committee

No substantial renovations have been made to the rectory since its initial purchase. A committee has been formed to assess the state of the rectory and make recommendations to the vestry within 3 months.

Members:

- Alisha Renshaw (Chair)
- Kristie Van Arsdel
- David Cromack
- Lauren Davis
- Ron Robins

e. Centennial Celebration Committee Update

Committee Chairs have been identified:

- David Madrigal
 - David Palma
 - Catherine Beebe
 - Mark Beebe
-

5. Rector's Report

a. Director of Operations Search

Neil and the Wardens will be meeting with Feds Forward on 5/22/26 to assist in identifying candidates for this position.

6. Gratitude

Tom Van Arsdel expressed gratitude for the willingness of several Palmers to serve on the Building Project, Rectory Study and Centennial Celebration Committees

7. Benediction — Rev. Allen Junek

PALMER MEMORIAL EPISCOPAL CHURCH
Analysis of Revenues & Expenses
OPERATING FUND
April 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	\$146,226.56	\$158,266.66	\$626,423.64	\$633,066.64	\$1,899,200.00	32.98 %
OTHER OPERATING REVENUE	\$37,003.00	\$42,344.17	\$146,037.00	\$169,376.68	\$508,130.00	28.74 %
Total OPERATING FUND	<u>\$183,229.56</u>	<u>\$200,610.83</u>	<u>\$772,460.64</u>	<u>\$802,443.32</u>	<u>\$2,407,330.00</u>	<u>32.09 %</u>
Total BANK DEPOSITS	<u>\$183,229.56</u>	<u>\$200,610.83</u>	<u>\$772,460.64</u>	<u>\$802,443.32</u>	<u>\$2,407,330.00</u>	<u>32.09 %</u>
Total Revenues	<u>\$183,229.56</u>	<u>\$200,610.83</u>	<u>\$772,460.64</u>	<u>\$802,443.32</u>	<u>\$2,407,330.00</u>	<u>32.09 %</u>
Expenses						
PERSONNEL	\$84,868.05	\$90,925.49	\$340,859.10	\$363,701.96	\$1,091,106.00	31.24 %
DIOCESE	\$16,311.67	\$16,311.67	\$65,246.68	\$65,246.68	\$195,740.00	33.33 %
RECTORY	\$1,181.79	\$1,833.33	\$3,953.21	\$7,333.32	\$22,000.00	17.97 %
CHURCH BUILDINGS						
BUILDING and MAINTENANCE	\$77,759.73	\$51,316.67	\$221,140.69	\$205,266.68	\$615,800.00	35.91 %
DEBT SERVICE	\$4,057.49	\$4,000.00	\$16,276.02	\$16,000.00	\$48,000.00	33.91 %
UTILITIES	\$11,164.12	\$12,216.67	\$45,089.96	\$48,866.68	\$146,600.00	30.76 %
FELLOWSHIP KITCHEN	\$870.97	\$1,531.25	\$5,967.78	\$6,125.00	\$18,375.00	32.48 %
Total CHURCH BUILDINGS	<u>\$93,852.31</u>	<u>\$69,064.59</u>	<u>\$288,474.45</u>	<u>\$276,258.36</u>	<u>\$828,775.00</u>	<u>34.81 %</u>
ADMINISTRATIVE SUPPORT						
ADMINISTRATION	\$1,048.62	\$1,886.25	\$11,572.21	\$7,545.00	\$22,635.00	51.13 %
FINANCIAL OPERATIONS	\$1,526.96	\$2,804.16	\$4,736.41	\$11,216.64	\$33,650.00	14.08 %
Total ADMINISTRATIVE SUPPORT	<u>\$2,575.58</u>	<u>\$4,690.41</u>	<u>\$16,308.62</u>	<u>\$18,761.64</u>	<u>\$56,285.00</u>	<u>28.98 %</u>
MINISTRIES						
COMMUNICATIONS	\$5,717.71	\$3,966.66	\$19,009.77	\$15,866.64	\$47,600.00	39.94 %
OUTREACH	\$221.42	\$1,135.32	\$724.89	\$4,541.28	\$13,624.00	5.32 %
EVANGELISM	\$0.00	\$760.42	\$453.50	\$3,041.68	\$9,125.00	4.97 %
FELLOWSHIP	\$4,424.46	\$2,166.67	\$12,536.04	\$8,666.68	\$26,000.00	48.22 %
MUSIC MINISTRY						
MUSIC-ADULTS	\$1,226.00	\$1,020.84	\$5,552.28	\$4,083.36	\$12,250.00	45.32 %
MUSIC-CHILDREN	\$376.78	\$333.33	\$1,884.17	\$1,333.32	\$4,000.00	47.10 %
Total MUSIC MINISTRY	<u>\$1,602.78</u>	<u>\$1,354.17</u>	<u>\$7,436.45</u>	<u>\$5,416.68</u>	<u>\$16,250.00</u>	<u>45.76 %</u>
PASTORAL CARE	\$0.00	\$183.32	\$250.00	\$733.28	\$2,200.00	11.36 %
WORSHIP	\$159.40	\$404.17	\$781.25	\$1,616.68	\$4,850.00	16.11 %
PRAYER & SPIRITUALITY	\$0.00	\$31.25	\$0.00	\$125.00	\$375.00	0.00 %
INFORMATION TECHNOLOGY/MEDIA	\$4,077.70	\$3,500.01	\$15,471.69	\$14,000.04	\$42,000.00	36.84 %
Total MINISTRIES	<u>\$16,203.47</u>	<u>\$13,501.99</u>	<u>\$56,663.59</u>	<u>\$54,007.96</u>	<u>\$162,024.00</u>	<u>34.97 %</u>
EDUCATION						
ADULT EDUCATION	\$854.97	\$1,333.34	\$4,681.15	\$5,333.36	\$16,000.00	29.26 %
CHILDREN'S EDUCATION	\$1,669.98	\$916.67	\$4,376.34	\$3,666.68	\$11,000.00	39.78 %
YOUTH	\$2,600.97	\$1,083.33	\$6,331.61	\$4,333.32	\$13,000.00	48.70 %
PARISH RETREAT	\$0.00	\$416.67	\$1,600.00	\$1,666.68	\$5,000.00	32.00 %
Total EDUCATION	<u>\$5,125.92</u>	<u>\$3,750.01</u>	<u>\$16,989.10</u>	<u>\$15,000.04</u>	<u>\$45,000.00</u>	<u>37.75 %</u>
OTHER EXPENSES						
WEDDING MINISTRY	\$450.00	\$316.67	\$450.00	\$1,266.68	\$3,800.00	11.84 %
FUNERAL MINISTRY	\$900.00	\$216.67	\$1,433.98	\$866.68	\$2,600.00	55.15 %
Total OTHER EXPENSES	<u>\$1,350.00</u>	<u>\$533.34</u>	<u>\$1,883.98</u>	<u>\$2,133.36</u>	<u>\$6,400.00</u>	<u>29.44 %</u>
Total Expenses	<u>\$221,468.79</u>	<u>\$200,610.83</u>	<u>\$790,378.73</u>	<u>\$802,443.32</u>	<u>\$2,407,330.00</u>	<u>32.83 %</u>
Net Total	(\$38,239.23)	\$0.00	(\$17,918.09)	\$0.00	\$0.00	0.00 %

Palmer Worship Council

Meeting Minutes

May 7, 2026

Attendees: Rev. Neil Willard, Rev. Allen Junek, Margie Dieter, Lesley Douthwaite, Victor Lamas, David Madrigal, Elizabeth Maynard, Allen Nunley, Libby Spoede, Jackie Campbell

Prayer—Victor opened the meeting with prayer

(Elizabeth and Jackie were welcomed as new members of the Worship Council)

Upcoming Activities—

- May 8 & 9—Palmer Women's Retreat at Camp Allen
- May 14—Ascension Day with 7:00 pm service At St. Bede's
- May 17—Recognize graduates at 10:00 am service. Bell ringers will also be recognized at this service,
- May 24—Pentecost Sunday and potluck in the Parish Hall after 10 am service.
- June 5—LGBTQ+ Pride Eucharistic Service at Christ Cathedral at 6:30 or 7:00 pm (TBD)
- June 6—LGBTQ+ Pride Festival and Parade (11:00 am—10:00 pm) —901 Bagby Street

Clergy Updates—Laura Shaver, a new part-time employee, with whom we share with two other Episcopal churches, is now designing the Sunday bulletins as well as the order of service for weddings.

Service Updates—

- Ascension Day—May 14 at 7:00 pm at St. Bede's. Fr. Junek is collaborating with Brady for a pianist and cantor. We will need a reader and intercessor, but not a crucifer and torches. We will not be processing in or out. Discussion centered briefly on whether the readers and intercessors should be vested, and it was decided that vesting was not necessary.
- Pentecost Sunday -May 24 - Discussion ensued about selecting readers in various languages for the gospel reading. Several parishioners were mentioned: Steve Kilworth, Hal Gordon, Victor Lamas, and possibly a Rice student who could read Mandarin. Fr.

Junek will supply the English gospel reading to Margie, who will provide translations to readers. The Council wanted to make sure the dove kite was used during the service.

- Schedule of Rite I and Rite II services for the remainder of year—Starting Trinity Sunday, May 31, Rite I will be used until July 26, then Rite II will be used starting August 2 and going through Nov. 22

Verger Updates—we are currently in search of a Jr. Verger (Check with the Soika family)

Acolyte Updates—discussion ensued about the best way to schedule training for new servers and acolytes, and it was decided that perhaps several mini “refreshers” in training would best serve those who travel during the summer. Margie stated that it would be helpful to have more volunteers for the roles of crucifer and torch bearer. David will follow up on training dates with Fr. Junek and Margie.

EV training—training for more EVs was discussed briefly

Lector Updates--Margie stated that she currently has enough lectors.

Ushers/Bell Ringers Updates—

Ushers – Danna and Leslie will send out updated schedules to the ushers.

Bell ringers- On May 17 after the 10:00 am service, a prayer and blessing will be given outside on the second-floor landing between the Parish Hall and Choir Room. Blessing will be given for the bell ringers to recognize the feast of St. Dunstan (May 19), the patron saint of bell ringers. Allen Nunley is getting estimates for the repairs needed for the computer chimes.

Other Business—Elizabeth asked whether there were any accommodations for neurodivergent parishioners who wish to serve as ushers, and whether more accommodations were in place for the hearing impaired or large print for the visually impaired. It was suggested that Elizabeth speak to Roger Hutchinson and Fr. Junek as a dimension to pastoral care.

The next Worship Council Meeting is scheduled for June 4.

Submitted by Jackie Campbell and Elizabeth Maynard

Outreach Council Meeting
Sunday, May 3, 1:00 Conference Room

Present : Deacon Mary Reddick, Sue Howard, Denise Zwicker, Jenn Macia, Zach Rubio

Prayer and Check In

Welcome Zach Rubio, our student representative from Rice University, who was with us for his first meeting.

Linda Shelton Resignation

All around thanks to Linda Shelton for her service to ministry and for her membership on the council. Linda has resigned from the Palmer Outreach Council with this email note:

Greetings to each of you. I wrote to Mary yesterday to say I have decided that it is time for me to resign from the Outreach Council. I believe a new participant will bring more energy and creativity to contribute to the council's work and its future ministry and service projects. I have enjoyed years focusing on outreach and serving alongside each of you in many capacities. Please know you have my full support and prayers as you carry out this vital ministry to our neighbors and community on behalf of Palmer. Peace,

Linda

The Rev'd Linda Shelton, Deacon (Retired)

713-885-2169 cell

lindarshelton@gmail.com

Record Keeping

It was agreed that the council will keep records of all outreach events, including documentation of ministry leaders (including numbers) and people served (including numbers). This will help us to plan the outreach budget and also help to bolster support by creating more awareness of our outreach efforts.

Casa Mateo

Deacon Mary reported on activities at Casa Mateo, a former church and current residence for women refugees and their children who are legally in the U.S. Our planned project to remodel one room in the sanctuary building for use for small worship, individual prayers and small group activities has been put on hold as an architectural assessment goes forward for the entire building. Parish council members urged that the project be resumed as quickly as possible, and not sidelined for larger scope activities, since privacy and prayer should be the highest priority. They suggested that AC availability be resolved and appropriate space be designated and let the larger

assessment proceed independently and at its own pace. Thanks were expressed for Joe and Gail Adams who have been very helpful offering their architectural expertise and insight.

Yellowstone Academy

Yellowstone Academy has expressed enthusiastic thanks for Palmer's donation of candy-filled eggs at Easter. The council discussed organizing a book drive as its next activity with consultation with teachers and Yellowstone staff. This would be part of a Halloween celebration featuring costumes of characters in books assigned to students and it would give teachers a chance to exert influence on the allocation of resources.

Old Business

The council discussed appointing liaisons to keep in touch with Palmer ministries, including New Hope Housing, Hope Gardens, group sings at Belmont Village, Palmers Assisting Reentry (PAR), the Beacon, etc.

New Business

The council decided that gift cards should be funded and distributed by PAR to the men served by this ministry.

Zach Rubio agreed to coordinate Autry House communications to facilitate expanded communication between Palmer and the university. He said Rice students already have been working to launch outreach events on a monthly basis.

Summer outreach activity: We will populate the parish calendar with outreach events being planned this summer and beyond, including PAR 4th Monday dinners, Jerusalem Peacebuilders Camp, Belmont Village, a school supplies drive, Angel Tree, the Houston Food Bank and Emergency Aid Coalition support.

Jenn Macia agreed to be the liaison with the Houston Food Bank. Denise Zwicker agreed to be the liaison with PAR.

Next Meeting

The next meeting of the Outreach Council was scheduled for August 23 at 11:30 AM in the church conference room.

Deacon's Report of Outreach Events 2026

- 1.19.26 deliver to EAC 2 sets sheets; 50 baseball caps; 2 men's belts; 15 men's clothing
- 1.26.26 PAR dinner at Caleb House 6 vol 11 men
- 2.28.26 PAR dinner at Caleb House. 5 vol. 14 men
- 3.3.26 deliver to LOTS 21 pairs of shoes & 3 jackets
- 3.8.26 volunteer group (6) to work at Hope Farms
- 3.15.26 stuff 4,000 plastic eggs for Yellowstone Academy
41 volunteers for 320 students
- 3.17.26 staff EAC PopUp market 11 volunteers serving 50 families
- 3.23.26 PAR dinner at Caleb House 5 vol. 12 men
- 3.24.26 deliver to EAC 2 its leather shoes & 15 bags of Easter candy
- 3.27.26 Zoom meeting about Casa Mateo project (6 people)
- 4.5.26 Easter dinner for Caleb House ((PAR). 15 men
- 4.12.26 Second Sunday drive for EAC 450 canned goods + \$200.00 donations
- 4.12.26 volunteer at Hope Farms (8vol) replant 160 pots for plant sale to benefit the farm
- 4.19.26 New Hope Housing Sakowitz lunch for residents- 7 volunteers and 35 people fed
- 4.27.26 PAR dinner at Caleb House 7 volunteers & 12 men

Casa Mateo report:

In our previous meeting, we elected to move forward on the plans to remodel a room at Casa Mateo in their unused sanctuary building to be used as a multi-purpose room for prayer; small worship events and gathering small groups who need some privacy. We assembled a group of people, architects and men who liked to build, to meet to tour the

2026 Outreach checks issued

3.1.26 Jennifer Macia. 553111. 454.62. Plastic eggs

3.22.26. Cathy Troisi. 554042. 49.00 Food PAR dinner

4.4.26. Cathy Troisi. 554042. 220.44 Easter dinner for PAR residents

Palmer Congregational and Community Engagement Council

Monthly Report – April 2026

Submitted by: Lauren Kirkwood

Present: Katherine Tuttle, Lauren Kirkwood, Roger Hutchison, Beth Anne Nelson, Judith Lutkus

Absent: Alex Doan, Franchesca Sentmanat, Joey Hunter, Jim Key

The meeting opened with a brief check-in and prayer.

God Moments are back.

During Lent we had good turnouts for two offerings. In addition to a book study led by Allen Junek, Roger led a contemplative practice and two newcomers participated.

Judith Lutkus shared the Wednesday evening in-person **meditation** is continuing with a steady 5 or 6 individuals in St. Bede's. Jim Lober is considering joining in the fall.

Roger will collect quotes from Judith about in-person meditation and Lauren Kirkwood for online meditation to use in The Palmer to create more awareness. He has given a new look to The Palmer and it features a big story at the top of each issue. This week he included quotes from the **Parents' Group**. Katherine facilitates the in-person group list and Denise Zwicker facilitates the online group list.

Katherine hosted a successful pottery painting event for the **20's and 30's Group**. It was a great time for people to eat and talk, was relaxed and social.

Another event was the **Palmer Spring Quiet Day** which featured yoga, a meditation, and a writing session.

Third Thursdays is going well and the numbers remain stable.

Allen was called away for a family emergency, as his brother-in-law died suddenly. This left Katherine and Neil to handle Easter and Holy Week themselves. They did a beautiful job, and Palmer showed up. In addition, there were three funerals during this time period.

Katherine is planning for the Bishop's visit on April 26.. She is also working with the **Newcomers Council** on how to welcome people that are going to be joining Palmer. There are currently 9 people that are going to be confirmed or received along with 3 youth that will be confirmed. There are about 9 other people who are interested and Katherine will determine their level of interest and if they need more time for discernment. Following the service, we will have a **picnic in the park**. The April picnic, along with one the last weekend in October, is becoming a semi-annual tradition.

Evensong with an **art reception** following is slated for that day. Katherine will be unavailable to participate, but Brady and Allen will handle the service and Susan Alexander has the reception well in hand. Please encourage people to attend. Roger and Sue Howard will plan a way to notify people.

Beth Ann Nelson is focused on the **high tea** for the Rice students 3:00pm on May 8 and had a practice run with 15 or 20 people. Jimmy will help with set up, Roger will help with decorating and provide a bluetooth speaker for music. Judith will bring a flower for each table. Lauren and Judith will ask the Daughters of the King if anyone would like to volunteer to bring sandwiches, scones and other cookies. Beth Ann is planning on 35 - 50 people. The **20s and 30s Group** will also be invited to support the graduates, as they have been walking alongside each other.

The meeting ended in prayer.

Next Meeting

The next Council meeting is scheduled for **June 2, 2026**.

Membership Council Report
March 2026
Submitted by Katherine Tuttle

Date of meeting: March 8, 2026, at 11:15am at Palmer

Present: Katherine Tuttle, Stephanie Davidson, Joan Gallagher, Sue Howard, Rob Vines, Cindy Wallace, David Wallace

Absent: Kyle Raese, Rebecca Synder

Agenda for Meeting:

1. Prayer
2. Check-in
3. Review of events and activities for Newcomers
 - a. Spring Welcome Class
 - b. Houston Marathon
 - c. Brunch with some first time women's retreat participants
 - i. Sewing classes
 - ii. More activities and meet-ups for Parents of young children
 - d. Baseball game for parents of young children
 - i. Could do better promotion (planned last minute)
 - ii. Tickets being covered was a nice incentive for families.
 - iii. Setting up tables in the playground for families to eat at before the game but after church was good.
4. Ambassadors in the Pews raised with the Congregational council. (still need to talk to other councils)
5. An annual meeting report was given (see attachment) after a suggestion from Council in January.

Upcoming Events:

6. Instructed Eucharist is on the calendar for August as an annual recurring event. Katherine will confirm with the Worship Council over the summer, when the time is closer.
7. Mini-prayer blanket commissioned for next round of welcome bags and at a welcome table. They will also go into the Swag bags for the Welcome Class. What other items should go in the Welcome Bags?
8. Welcome Tent is still in need of support.- need to be thinking about extra support for Easter. Parking attendants in the South Lot directing people to the Memorial Hermann Lot?
9. Bishop Visit on April 26th. How to welcome these individuals? A small gift? Card?
10. Parents of Young Children trip to Arboretum in April
11. 20s/30s doing well, still consistently meeting monthly.
12. Ushers may need a refresh on helping people find seats with attendance growing.
13. Plan date and time of next meeting.

Summary of Meeting:

The group gathered informally for lunch at 11:15am and the meeting convened with a prayer at approximately 11:45 am.

Katherine provided an Agenda and a summary of her remarks prepared for the Annual Meeting. We discussed the success of recent events for Newcomers as outlined in the Agenda, including gathering input from the Spring Welcome Class regarding how they found Palmer.

It was noted that our March 1, Sunday 10am service had approximately 250 attendees, a standing room only crowd. We discussed what training/support could be given to ushers so they can feel confident in finding seats for attendees when the Church is full. There was also discussion about increasing usher awareness of what to do in the event of an emergency (this was theoretical, not because there has been any concerning incident).

There will be an instructional Eucharist on a Sunday in August; which we would like to publicize well in advance.

It would be helpful for Ushers to look in the pews before Mass and place the Welcome Cards at the front of the materials so they are easy to find.

The Bishop will visit on April 26, how to highlight this for guests and newer members. Cards and prayer books will be distributed.

Our next meeting is May 3 (Sue to sub in as the minute taker).

The meeting adjourned at approximately 12:45pm.

Membership Parish Council

May 3, 2026, 11:30 AM, Conference Room

Membership Council Agenda

1. Prayer
2. Check-in
3. Review of events and activities for Newcomers
 - a. Spring Welcome Class: wrap up and review
 - b. Bishop's visit: 18 confirmands (15 adults):
 - i. Feedback on event
 - ii. Each person was given a BCP, signed Card, and Certificate.
 - iii. Next time confirmands will wear a nametag with Confirmation/ Reception written on it.
4. Review Parish Life Report

Upcoming Events:

5. Instructed Eucharist is on the calendar for August as an annual recurring event. Katherine has confirmed with Allen and Neil and suggested it be brought up at the next Worship council.
6. Mini-prayer blanket commissioned for next round of welcome bags and at a welcome table. They will also go into the Swag bags for the Welcome Class. What other items should go in the Welcome Bags (Parish Life Staff team will be discussing bags in May).
7. Review of hosting Welcome Tent in March: how did it go?
8. Pending: Ushers may need a refresh on helping people find seats with attendance growing and safety training. KT will work on this over the summer.
9. Plan date and time of next meeting.

Prayer and Check In

Present: The Rev'd Katherine Tuttle, Cindy Wallace, Stephanie Davidson, Sue Howard, Rob Vines, and Kyle Raese

Absent: Joan Gallagher and Rebecca Synder

Review of Events

The spring newcomer class was smaller than in the fall but enthusiastic. Eleven people were confirmed and seven were received during Bishop Monterroso's visit on April 26. The mid-term pause in the class due to Holy Week may have interrupted momentum. After thoughtful discussion the council decided to change to one class a year to be held on Sundays, September 13 through October 4. Subsequently, newcomer lunches will be

held quarterly. And a discernment breakfast will take place in the spring to support decisions around confirmation, reception, and/or reaffirmation.

Newcomers will be invited to the next Instructed Eucharist scheduled for August and to a newcomers luncheon to be held the same day. Katherine will propose August 23th to the Worship Council.

Welcome Materials

Katherine asked the council to think of materials that can be included in welcome bags for people new to the parish.

Pastoral Support

Council members expressed their commitment to keeping in touch with people who may need pastoral support.

Date of Next Meeting

Due to summer travels, the council decided on **August 16th at 11:30 AM** in the Palmer conference room for the date and location of our next meeting

Addendum to Meeting:

After consulting with The Rev'd Neil Willard after the Membership Council meeting, **the 23rd will not work for an Instructed Eucharist** as this date will need to be focused on the return of the Rice students and staff.

We have moved the date of the Instructed Eucharist to August 16th with The Revs. Allen Junek and Katherine Tuttle co-presiding. I will contact the Membership Council to pick a new meeting date since we had picked 8/16 as a meeting date.

May 2026 Parish Life Vestry Report
Prepared by Sue Howard and Katherine Tuttle
Updated May 12th, 2026

At Bishop Monterroso's visit on 4/26/26 we celebrated 18 Confirmands:
Confirmations (13)
Receptions (7)

Additionally we have had:

New Confirmed Members by transfer (1)
Reactivation: (1)
New baptized members (1) (Not baptized at Palmer in 2026)
Baptisms (5)

In the spring we have:

People who attend the Spring 2026 Newcomer Class (17)
Other Active Newcomers (5)

Members who have transferred out since January 2026 (5):
Members who have died in since January 2026 (1):

Program Highlights:

- Chair Yoga Thursdays at 9:30
- Special evening book event with the Rev. Lizzie McManus-Dail in January
- Carnevale in February
- 55+ Third Thursday Outings: Glenwood Cemetery, Houston Museum of African American Culture, BAPS Mandir, Guided Nature walk at Houston Arboretum
- Annual Easter Grace Gardens
- Spring Quiet Day in April
- Family Day at Rice Baseball game in March
- Roger is leading a Sunday morning parenting class that is growing in size (9 am). It's the same time as the children's formation hour and choir practice.
- Young Professionals 20/30s+ group that meets monthly: We've done "Bibles and Brunch", Pottery Painting, a service project, and encouraged participation at the Spring Quiet Day.
- We had our annual spring Palmer in the Park Parish Picnic in April.
- We held the annual Ministry Fair in March with over 50 groups participating in February.
- We have worked at scheduling engaging talks for the 9 am formation hour every Sunday of the year (except Palm Sunday and Easter).
- Numerous active lay-lead groups and bible studies.

Scam Alert:

I received emails from someone named (REDACTED) saying that she attended services and would like to join our church. I sent her a membership form which is filled out electronically and sent back to me. She ignored attempts to connect in person but repeatedly asked for our directory. This seemed suspicious to me. She also never picked up her name tags. I never met anyone at Palmer who has met her and had not met her in person myself. When I googled her information nothing came up for her cell or email that matched her name. I believe this was potentially a scam to gain access to the directory to then use clergy and staff names (posted on our website) to I trick people into giving gift card/money transfers to this person's account. Situations like this are why it is important to not be too liberal in releasing directory information before a person has become established in the congregation. This is not the first time I have received scam requests to try and gain access to the directory but it was the most sneaky.

Pastoral Care Council Meeting Agenda
May 4, 2025 | 6:00pm

Attendees: The Rev'd. Allen Juneke, Jackie Campbell, Ruth Davies, Laurie Rigby, Laura Van Ness, Rivers Wallace.

Not present: Katie Pannell, Don Quast

- I. Welcome + Check-in's
- II. Prayer
- III. Communications Update(s)
 - A. Request Pastoral Care Form Update
 - 1. The main discussion focused on communications strategy, specifically whether to highlight the new pastoral care form in the Tuesday or Friday email, with the group deciding it should be featured in the Friday email as it aligns better with pastoral messaging. Allen will coordinate with Neil and Roger.
 - B. Spoken announcement/testimonials during 10am worship
 - 1. The Council also discussed plans for stewardship-style testimonies about pastoral care, with a list of six potential speakers being refined after input from the clergy. They identified six potential candidates including Linda Schubert, Betty Key, Jeff Carowitz, Ruth Davies, Laura Van Ness, and David Madrigal, with plans to start with Laura Van Ness. Allen agreed to coordinate with Neil and Katherine regarding timing and logistics, and the group decided to include ministry information in bulletin inserts to help speakers focus on their personal experiences rather than providing detailed ministry information. Allen will work with Roger to get a Loaves & Fishes blurb in the bulletin insert, and will reach out to Laura separately.
 - 2. The team also noted that they still need to complete blurbs for some ministries before working with Roger on formatting the inserts. Allen will find out which we still need.
- IV. Healing Service Update(s)
 - A. Came up in several meetings over the last month or so.
 - 1. Allen announced that he would take charge of bringing back the healing service, which will start quarterly with a goal to transition to monthly services. The team discussed potential dates and times, considering factors like parking, traffic, and community engagement. They agreed to propose two options to Neil for the Fall Healing Service: a Wednesday evening at 7pm, or a Sunday

afternoon at 4pm. The Council would like both options to feature a small reception afterwards. Perhaps the DOK could help with this?

V. Misc. Updates + New Business

- A. Allen mentioned pursuing certification as a facilitator for the Mourner's Path program and recalled that two people were interested in joining OSL, with Jacquelyn planning to follow up on their training requirements. The group briefly discussed the widowhood support group, which was reported to be going well with regular attendance, and Allen offered to follow up with [name omitted for privacy] about the group. Rivers provided an update on changes in the youth ministry due to Roger's transition out of his role.

VI. Pastoral Updates

- A. Discussed but not included for confidentiality.

VII. Closing Prayer – Compline

Palmer Building and Grounds Council Meeting

March 12, 2026 - 12 Noon

Invitee	Attendance
Tom Van Arsdel – Sr. Warden	
John Wallace – Jr. Warden	Present
Sue Murphy– Vestry – Chair	Present
Gerry Sandoval	Present
Johnna Kincaid	Present
Ric Tharpe	Present
Michael Massey	Present
Camille Emig - Vestry	Present

Discussion notes.

The entire meeting was dedicated to a presentation led by M. Massey, with input from project manager K. DeLaurenzo and team, to review the details and outstanding open items of the draft Palmer campus engineering Assessment report in advance of finalizing it for submission to the Vestry.

Subsequent Actions by the Council

The Council voted to approve increasing project manager K. DeLaurenzo's nominal fee to include the Rectory in the extensive assessment work he is performing for Palmer. The increase will come out of the budget contingency for same.

Palmer Building and Grounds Council Meeting

April 13, 2026 - 12 Noon

Invitee	Attendance
Tom Van Arsdel – Sr. Warden	Present
John Wallace – Jr. Warden	Present
Sue Murphy– Vestry – Chair	Present
Gerry Sandoval	Present
Johnna Kincaid	Present
Ric Tharpe	Present
Michael Massey	Present
Camille Emig - Vestry	Present

Discussion notes

“Historic” line-item Rectory maintenance and repair issues were pended in light of the Council’s prior vote to have the project manager conduct a survey and assessment of the Rectory, which has been completed and is now part of the overall Palmer engineering assessment.

Subsequent Actions by the Council

The Council voted, effective May 3, to confirm and approve the scope and cost of assessing and addressing issues raised by the Vestry during its review of the final campus assessment report at its April meeting; specifically regarded roofing, Palmer’s north and nave entrances, and the playground.

Palmer Memorial Episcopal Church
Finance Committee Minutes
March 11, 2026

Attendees: Rosine Hall, Pam Lovett, Richard Avant, John Wallace, Pam Harvey, Jessica Evans, Joan Gallagher, Shannon Wallace, Jeff Dieter. Absent: Danna Kurtin, Scott Sublette.

- Opening Prayer – Rosine Hall
- Welcome New Members: Joan, Shannon, Jeff, Danna, Scott.
- Member Elections: Pam Lovett was elected Vice Chair, the note-taking app “Plaud” was elected Secretary (experimentally)
- Action Items
 - Review and approve February 2026 meeting minutes – Motion made to approve and seconded. Only previously present members voted (which was less than quorum). Motion carried.
 - Review and approve February 2026 financial reports – An introduction to the reports was made by Pam and Rosine for new members. A discussion of February result was held. In terms of contributions, current year pledges were down a bit, but unpledged parishioners’ contributions were up. Building insurance was up, but we noted that is “bumpy”. One insurance payment was made for 2025 in November. Overall, financial situation looks good so far. Motion to accept was made and seconded. Motion carried.
- Discussion Items- several were added to the Agenda
 - Motion to approve revision of Outreach budgets/accounts: it was moved and seconded as follows:

Resolved: that we move to re-allocate funds already budgeted within the Outreach section of the budget. The Finance Council and the Vestry last month already approved adding \$6,000 to the \$7,624 originally budgeted to Outreach for 2026, totaling \$13,624. This proposed change would involve creating four new accounts and allocating the total Outreach among all accounts as follows: Emergency Aid Coalition-\$3,124.00, Lord of the Streets-\$4,000.00, PAR-\$1,000.00, New Hope Housing-\$750.00, Migration Ministries-\$750.00, General Outreach- \$3,000.00, Developing Ministries- \$1,000.00. Motion carried.
 - Summary budget handouts for staff. Pam proposed that she create monthly budget handouts for staff responsible for specific areas so that they could better track their expenses. Discussion followed. The FC agreed.
 - Discussion of whether to change Palmer to cash basis of accounting. The following info was from an email from the auditor Which Pam read to the group.

- Palmer prepares its financial statements using a non-GAAP basis, which is allowed but has fewer strict rules and more interpretation. A pure cash basis would report only cash receipts and payments, with cash as the only asset. Palmer currently uses a modified cash basis, since it reports investments and debt on the balance sheet. Because the Church controls the Endowment, the Endowment must be included in the financial statements. However, reporting investments at fair value is optional and is what makes Palmer's statements modified cash basis instead of pure cash.

In the past, Palmer took out a loan for property renovation and used the Rectory as collateral. The church chose to report the loan as a liability but not the property as an asset, which created negative net assets (a deficit) and led auditors to issue a modified opinion because the presentation could be misleading. Of course, Palmer does not own any property: the EDOT does. Over time, the loan has changed through repayments and new advances and is no longer directly tied to the property. Accounting guidance has also evolved, possibly allowing more flexibility in reporting. Although the Diocese is not worried about the audit qualification, the writer would prefer to eliminate it by adjusting the reporting approach. One option is switching to a pure cash basis, where:

Only cash appears as an asset.

Endowment investments and debt would not appear on the balance sheet.

Investment purchases and loan payments would appear as cash disbursements.

Details about investments and debt would be disclosed in the notes, not on the main financial statements.

This approach would likely align more closely with how Palmer manages its budget (cash in and cash out).

It was decided that Rosine, Pam, and possibly one or more other FC member would share a phone call with the Auditors before a decision is made. Current sentiment was to keep the current basis, but several questions remain.

- Discussion of outstanding check handling – delayed until next FC meeting
- Closing Prayer – Rosine Hall

Palmer Memorial Episcopal Church
Finance Council Minutes - April 22, 2026

Attendees: Rosine Hall, John Wallace, Pam Harvey, Jessica Evans, Joan Gallagher, Jeff Dieter, Danna Kurtin, Scott Sublette, Tom Van Arsdel. Absent: Richard Avant, Pam Lovett, Shannon Wallace

1. Opening prayer. The meeting commenced with an opening prayer by Rosine Hall.
2. Approval of Minutes. The March 11th meeting minutes were reviewed and approved unanimously.
3. Approval of Monthly Financial Reports. The March financials were reviewed. Rosine Hall stated she reviewed the financials carefully, especially in light of the previous day's vestry meeting, and found no issues. Jessica Evans noted that while current year pledges were slightly under budget, this was likely due to a large amount of prepaid pledges received earlier in the year, which is a typical pattern for the first quarter. Pamela Harvey pointed out that the year-to-date net total actuals (\$23,321.14) are positively positioned against the year-to-date budget (net total of \$0), indicating a healthy financial status. For newcomers, this line can be found at the very bottom of page 4 of the "Analysis of Revenues and Expenses – Operating Fund" for the current month. The March financials were approved unanimously.
4. Gift Cards for Palmers Assisting Reentry (PAR) program to provide gift cards to newly released men and to recommend this action to the vestry.

Cathy Troisi, who is heavily involved in PAR, will manage the process, including fundraising, purchasing and distributing gift cards, seeking reimbursement, and maintaining records. She plans to conduct fundraising for donations to be made directly to Palmer for the purpose of buying gift cards for the PAR program. Donations will go to a restricted fund for this purpose and it is separate from the general PAR outreach line item in the budget. Distribution amounts will be managed by the PAR team and will be a standardized amount for each card. The committee discussed fairness and potential tax implications. It was determined that individual recipients are unlikely to receive amounts high enough to trigger the IRS 1099 reporting threshold.

The motion to approve the PAR gift card program passed unanimously, and our recommendation will move to the Vestry for final approval.

5. An update on the renewed parking agreement with Memorial Hermann, which now uses a per-car cost. Tom Van Arsdel reported that the parking agreement was renewed with a negotiated rate of \$6 per car, moving away from the previous flat-fee model. The new

agreement includes an option to renew for two or three additional years with a 3% annual increase, providing cost certainty. The Finance Council stressed the strategic importance of encouraging garage use to free up closer spots, especially with future construction planned for the north lot. A suggestion was made to reserve more south lot spaces for those with specific needs, such as handicapped individuals or parents with young children.

6. A motion was approved to change the format of the audited financials to allow for the removal of the auditor's qualification statement.

- The finance committee recommends several changes to the audited financial statement format following a meeting with the auditors. The primary goal is to remove the auditor's "qualification statement," which the auditors now agree can be done. The motion to change the format of the audited financials as detailed below was approved.

- Presentation Basis: Will remain on a modified cash basis.

- Balance Sheet Items: Mortgage debt and endowment assets will remain on the books for transparency.

- Expenditure Basis: Expenditures will move to a pure cash basis. This will cause large periodic payments (e.g., insurance) to appear as "lumpy" single expenditures rather than being smoothed monthly.

- Transition Plan: The 2025 audit will be a single-year statement without the qualification. The 2026 audit will return to a two-year comparative format.

- The budget will also be adjusted to reflect this "lumpy" expenditure model.

- This resolution is expected to prevent future uncertainty and unnecessary conversations with external entities like lenders. The motion carried unanimously.

7. Closing Prayer. The meeting was formally adjourned with a closing prayer led by Pam Harvey.

May 12, 2026 Stewardship Council Report to the Vestry

The Stewardship Council met most recently on May 8 at 9 am by Zoom.

Attending:

Ken Alexander, Chair

Betty Key

Jeanine Baker

Pam Lovett

Andrew Kraebel

Not attending:

Peter Yacoe

John Wallace

Spring 2026 Stewardship “Thank You” Events

We reviewed the progress of the spring 2026 Stewardship “thank you” events, to which 400 Palmers were invited. Seven events have been completed hosted by Pam Lovett, Ken & Susan Alexander, Betty & Jim Key, Neil and Carrie Willard, Peter and Donna Yacoe, and two events at Palmer hosted by John Wallace and Andrew Kraebel. There remain scheduled as of this writing two events to be hosted by Jeanine Baker and George Sayre and John and Connie Wallace in their homes.

Observations: We feel these events are exceeding expectations. We expect that, upon completion, more than 150 Palmers will have attended one of these events. The feedback has been very positive and appreciative. Those attending include a real cross-section of Palmer pledgers. Several people who could not attend any of the events responded that they were pleased to have been invited. Apparently, they felt appreciated and thanked just by receiving the invitation.

A surprise has been how many of those attending did not know fellow long-time Palmers who also attended the same event. We also received many comments appreciating the small-group format, and recommendations that Palmer resume other opportunities for such gatherings, such as “cottage dinners” and other informal gatherings.

We also learned that due to an unexpected glitch in ShelbyNext, email invitations were not sent to a number of Palmers who we intended to invite. When we discovered this, we sent belated invitations with apologies, and added an additional “thank you” event so that there were 3 from which they could choose.

Further action by Stewardship Council: Once the events all conclude, we intend to conduct an after-action review. We anticipate that in connection with Stewardship for 2027, we will apply lessons learned from these events, to include ways for recognizing, honoring, and thanking Palmer’s donors. We have provided information about the

unexpected glitch in ShelbyNext that caused the initial omission of some invitations, and are looking for a resolution.

Planning for 2027 Stewardship

We have begun planning for 2027 Stewardship, the public efforts for which we expect will kick off on Sunday, September 20 (five days after our September 15 Vestry meeting). Covenant Sunday will be November 15, 2026.

Vestry participation in 2027 Stewardship

Each Vestry member will receive shortly (if you haven't already) an email with a draft list of Palmers for each Vestry member to contact as part of our 2027 Stewardship efforts. This is quite similar to what the Vestry has done the last two years. *Please review the email and its attachments **before** the Vestry meeting on May 19, 2026, and bring the requested information with you to the meeting.*

We ask you to do this work **now** for two reasons. It will assist the Stewardship Council in preparing for the fall efforts. It will also give you more time to become acquainted with your fellow Palmers, particularly those you will be communicating with in the fall about Stewardship.

New Stewardship Council Member

Andrew Grizzle has agreed to join the Stewardship Council. Thank you, Andrew!

Future Scheduled Stewardship Council Meetings

We have established a planned schedule for Stewardship Council meetings for the remainder of 2027, subject to additions and changes:

Monday June 8, 3:30 PM

Monday, July 6, 3:30 PM

Monday, August 3, 3:30 PM

Monday, August 31, 3:30 pm

Monday, October 19, 3:30 PM

Monday, November 9, 3:30 PM

Monday, December 7, 3:30 PM

We plan for these meetings to take place on Zoom.

Senior Warden Report

For the May 19, 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, and are in the process of interviewing potential third party fundraising consultants. I had a productive call with the leader of the recently-announced capital campaign and building campaign at St. John the Divine to inquire about their process and thoughts on running a successful campaign.
 - b. The Wardens Committee continues to discuss candidates for celebration committee. Two committee chairs have accepted invitations to help lead the committee, and additional leadership positions should be announced shortly.
2. Human Resources and Staffing update
 - a. Roger Hutchison has accepted the job of Communications Director. Some of the responsibilities will be filled by other personnel, as described in the Rector's Report
 - b. The job description for Business Manager position is being posted on multiple platforms.
 - c. We have completed the annual Rector Review process.
3. Buildings and Grounds
 - a. The initial report of Walter P. Moore has been completed and submitted. The consensus of the Vestry is to move ahead on a project and capital campaign to restore the campus, along with developing possible new uses for the existing space. Additional work on space planning and potential new features is underway. A Project Committee is being formed to shepherd the rest of his process and help manage the upcoming construction. Updates to the Parish will be made this summer.
 - b. Facility Sharing Agreements – We reached an agreement with Archway to extend the Facility Use Agreement through summer 2027. We are close to finalizing a renewal agreement with GISH, which includes refurbishing the playground to pass school inspections this summer.
 - c. We have formed a special committee to study the Rectory and make recommendations to the Vestry on how to move forward with respect to the Rector's housing. The committee consists of Alisha Renshaw (chair), Ron Robbins, David Cromack, Lauren Davis, and Kristina Van Arsdell
4. We conducted a Warden's Forum on May 3 to update the Parish on major developments and Vestry work.
5. We renewed our parking agreement with Memorial Hermann Professional Building garage, and have shifted to a per-car charge going forward.
6. Father Willard, John Wallace, David Robinson and I met with the CEO of the Hermann Park Conservancy and senior members of Conservancy on Zoom to receive an update on the Fannin Garage being planned for the North Lot. Some financing has been secured, and they are moving ahead with the rest of their fundraising and planning for commencement of the project. We will continue to meet quarterly with the Conservancy going forward.
7. To address issues with ShelbyNext, we are exploring the resources the software developer has to troubleshoot and fix any bugs.

8. Shannon Wallace has accepted the position of Chancellor, and Mike Murphy has been appointed Vice-Chancellor

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

1. With respect to the search for a new Director of Operations (i.e., business administrator), that job description has been posted on multiple platforms. But we hope the most fruitful source of candidates will come through working with an organization called FedsForward, which was 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. They have the ability to help nonprofits connect with professionals who are retiring during mid-life from their work in the federal government. I recently had an hour-long Zoom conversation with the executive director and founder of FedsForward, Karen Lee, and was impressed by the depth of the questions she was asking me about Palmer, including questions about our values, upcoming building projects, and the plans of the Hermann Park Conservancy to build a parking garage near the church. So the next step will be a second conversation with her that will also include the wardens.
2. Roger Hutchison is now the Director of Communications and Family Ministries. In this role, Roger will focus on storytelling, communication, and the Christian formation of children and their households, connecting people within our congregation and sharing the life of our parish within and beyond our walls. Roger will continue his work with parents and children on Sunday mornings and will also help in the process of transitioning the leadership for our youth ministries after there is a search for someone new for that part-time leadership. Roger is currently in the process of creating a new Communications Council. So look for those reports later.
3. Laura Shaver, who works part-time for two Episcopal churches in Texas and formerly served as Director of Communications for the Episcopal Diocese of West Texas, is now the contract worker who designs bulletins for our weekly services and for various pastoral and special occasions. She works for Palmer remotely and has been going a great job connecting with clergy and folks in our music ministry.
4. Later this month and into the summer, the clergy will be reaching out to households on a list from the Stewardship Council to check in on them and see how they're doing, both personally and within the life of the congregation.
5. The Rev'd Katherine Tuttle will be meeting with Ken Alexander to help him work through the problems he has personally been experiencing with emails being sent through ShelbyNext. She will also be receiving a higher level of access within ShelbyNext so that she can grant permission for group leaders to be able to add or remove individuals from their groups on their own.

6. Holy Week and Easter Day services went well, and I was especially pleased by the fact that the 9:00 AM and 11:00 AM Easter Day liturgies (the only Sunday of the church year when the worship times are shifted slightly to best accommodate our extra guests) were both comfortably full and, generally speaking, equally divided.
7. After the 10:00 AM Choral Eucharist on Sunday, April 12, I gave a tour of the church and other buildings on the campus for our newcomers.
8. My wife Carrie and I have been invited to serve as community associates with Chao College, which is one of two new residential colleges at Rice University. We attended a Chao College associates event at Rice on Wednesday, April 22.
9. On Sunday, April 26, we welcomed Bishop Hector Monterroso, Bishop Assistant in the Episcopal Diocese of Texas, at the 10:00 AM worship service, which included both youth and adults being confirmed (i.e., making a public affirmation of their Christian faith in the presence of a bishop) or received into the Anglican Communion.

Amended Bylaws of Palmer Memorial Episcopal Church Endowment Fund

Article One

Name and Purpose

1. The name of this corporation is Palmer Memorial Episcopal Church Endowment Fund.

2. This corporation is formed and shall be operated exclusively for the benefit of and to carry out the purposes of Palmer Memorial Episcopal Church, Houston, Texas ("Palmer Memorial Episcopal Church"). More specifically, the purpose of this corporation is to support, encourage and assist the religious activities of Palmer Memorial Episcopal Church and the growth of the Endowment Fund; and in the accomplishment of this purpose this corporation may receive gifts, devises and bequests of, and otherwise acquire, funds and properties and the income therefrom. ~~The corporation shall be operated exclusively for such purposes, and, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of such purposes, no part of its net earnings shall inure to the benefit of, or be distributable to, any trustee, officer or other private person. No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting, to influence legislation, and it shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office, and incur expenses as permitted by its Amended and Restated Certificate of Formation. Subject to Article Six of the Corporation's Amended and Restated Certificate of Formation, the corporation may make contributions to the Church. The corporation is not, however, liable for the debts of the Church.~~

Article Two

Trustees and Meetings

1. The direction and management of the affairs of this corporation and the control and disposition of its funds and properties shall be vested in a Board of Trustees composed of five persons, each of whom must be a resident of Harris County, Texas, or any county adjacent thereto, and a communicant in good standing

of Palmer Memorial Episcopal Church; and if any trustee shall cease to be such a resident of Harris County, Texas, or any county adjacent thereto, or such a communicant in good standing of Palmer Memorial Episcopal Church, that person shall automatically cease to be a trustee. The Rector, Treasurer, and Senior Warden of the Church may also serve as ex officio members of the Board of Trustees, but are not entitled to vote. The five elected persons named in the Articles of Incorporation's Amended and Restated Certificate of Formation ~~Incorporation of the corporation shall serve as the initial~~ are currently serving as trustees ~~of the corporation from the inception of the corporation and during~~ for the terms of years shown opposite their respective names therein, and thereafter until their successors are duly elected and qualified.

2. Annually at a Vestry meeting held following the Annual Parish Meeting, the Vestry of Palmer Memorial Episcopal Church, upon nomination of a nominee or nominees recommended by the Board of Trustees, shall elect for ~~terms~~ expiring on April 1 following five years after the election trustee(s) qualified therefor to succeed any trustee(s) whose appointed term(s) have expired or will expire by April 1 of that year, as is set forth in Articles of Incorporation. A trustee may continue to serve after the expiration of the trustee's term until a successor is elected for a period not to exceed six months. No trustee shall be eligible for re-election as a member of the Board of Trustees for one year following the expiration of that trustee's term.

3. ~~Upon the majority vote of the Board of Trustees recommending that a trustee should be removed from office, such a trustee may be removed, with or without cause, by a two-thirds vote of the Vestry of the Church.~~

3.4. In the event of a vacancy of a trustee position prior to the expiration of the trustee's term, the Vestry of Palmer Memorial Episcopal Church shall elect a trustee to fill the vacancy in the Board of Trustees from a nominee or nominees recommended by the Board of Trustees for a term commencing upon that election and expiring on April 1 following five years after the trustee's election.

4.5. Annual meetings of the Board of Trustees shall be held in April of each year. At each such annual meeting of the Board of Trustees, the Board of Trustees shall elect officers for the ensuing year. In the event of the resignation of an officer, the Board may elect a replacement officer at a meeting. Routine regular meetings of the trustees shall be held as called.

5.6. Meetings of the trustees may be called by the Chair, or by the Vice-chair in the absence of the Chair, and in any event by three of the trustees acting

jointly, at any time. At least three days' written notice of any meeting shall be given to all trustees. A trustee by writing may waive notice of any meeting of trustees; and attendance at any meeting shall constitute a waiver of notice of such meeting. Meetings may be attended in person, telephonically, by videoconference, or by combination thereof.

~~6.7.~~ Three or more trustees in attendance at any meeting properly called shall constitute a quorum for the transaction of business, and a vote of the majority of the trustees thus present shall be sufficient for the transaction of any ordinary business of the corporation and all other business, except as otherwise provided by the ~~Articles of Incorporation and these By-Laws~~Amended and Restated Certificate of Formation and these By-Laws. In between meetings of the Board, the trustees may vote by electronic mail, provided that at the next meeting the trustees also ratify their prior electronic mail votes and such ratification is recorded in the minutes of the meeting.

Article Three

Duties and Authority of Trustees

1. The primary duty of the Board of Trustees shall be to hold and administer the corpus of the Palmer Memorial Episcopal Church Endowment Fund, including all additional contributions, gifts, grants, bequests and devises which may from time to time be made to the Fund, and all undistributed income earned on such amounts, if any (the "Fund"), as specified in the ~~Articles~~Amended and Restated Certificate of IncorporationFormation of the corporation, as amended. The Fund shall be held, administered and invested with the objective to preserve the corpus of the Fund for the long-term benefit of Palmer Memorial Episcopal Church. The Board of Trustees shall make distributions from the Fund to Palmer Memorial Episcopal Church from time to time in such amounts that are, in the sole reasonable discretion of the Board, consistent with the mission to preserve the Fund for the long-term protection of the corpus of the Fund and to provide for the current support of the ministries of Palmer Memorial Episcopal Church.

2. Nothing herein shall limit the power of the Board to administer such other funds or property as may from time to time be entrusted to its care by the Vestry of Palmer Memorial Episcopal Church or by any other entity empowered by the Vestry to so entrust such funds. In the event that the Vestry or other such entity entrusts such funds to the Board of Trustees for investment and/or management, the Board of Trustees shall have total discretion as to the investment and/or management of such funds, but the authority for the disbursement of such funds

shall rest wholly with the Vestry or other entity empowered by the Vestry with such authority.

3. At each Annual Parish Meeting of Palmer Memorial Episcopal Church, the Board of Trustees shall deliver an annual report on the status of the funds committed to its care.

4. No person serving as a trustee of this corporation shall be held liable to this corporation or any other entity for his actions as a trustee except upon a showing that such person has acted intentionally and for his own benefit.

Article Four

Officers

1. The officers of the corporation shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer, and such other officers as the Board of Trustees may from time to time determine. Each of the four officers named shall be trustees, and any other officers determined by the Board of Trustees may be, but need not be, trustees.

2. The officers of the corporation shall have such powers and duties as usually pertain to their offices, except as the same may be modified by the Board of Trustees, and each officer shall have additional powers and duties as may from time to time be conferred upon him or her by the Board of Trustees.

Article Five

Amendments

1. These Bylaws may be amended at any meeting of the Board of Trustees, by the affirmative vote of at least a majority of all of the trustees, provided that notice of the proposed amendment be given in writing to all of the trustees at least ten (10) days before such meeting. However, no such alteration, amendment or repeal of the these Bylaws will become effective unless and until it has been approved in writing by Vestry of Palmer Memorial Episcopal Church and by the Bishop of the Diocese, which approval must be evidenced by the signature of a duly authorized representative of the Vestry and of the Bishop of the Diocese at the end of the document evidencing the alteration, amendment or repeal.

Article Six

Conflicts of Interest Policy

1. The trustees, officers and such other persons as shall be determined by the Board shall be subject to the conflicts of interest policy attached hereto as Annex A, as such policy may be amended from time to time by the Board.

~~2.~~ These Bylaws were adopted by unanimous vote of the Board of Trustees after the required notice at a meeting on ~~the 5th day of October, 2025~~_____, 2026.

Palmer Memorial Episcopal Church Endowment Fund

~~Revised Effective October 5, 2025~~

By:_____

Jere Ahrens, Trustee

~~Revised Effective October 5, 2025~~

By:_____

Dawn Hawley, Trustee

~~Revised Effective October 5, 2025~~

By:_____

Alisha Renshaw, Trustee

~~Revised Effective October 5, 2025~~

By:_____

Jim Rosenbach, Trustee

~~Revised Effective October 5, 2025~~

By:_____

~~Cindi Tharpe~~Catherine Beebe, Trustee

Approved by the Vestry of Palmer Memorial Episcopal Church on the _____
day of _____, 2026.

Name: _____
Clerk

Approved on the _____ day of _____, 2026

The Right Reverend C. Andrew Doyle
Bishop of the Episcopal Diocese of Texas

**Amended & Restated ~~Articles~~Certificate of ~~Amendment to~~
~~Articles of Incorporation~~Formation of**

Palmer Memorial Episcopal Church Endowment Fund

Palmer Memorial Episcopal Church Endowment Fund (the “Corporation” or the “Endowment Fund”) hereby adopts this Amended and Restated Certificate of Formation (the “Restated Certificate”), which amends the Articles of Incorporation of the Corporation as previously filed with the Secretary of State on December 14, 1981 (the “Original Articles”) and the Articles of Amendment to the Original Articles adopted on February 10, 2004, and restates the amended certificate of formation in its entirety.

Article 1

The name of ~~this corporation~~the Corporation is Palmer Memorial Episcopal Church Endowment Fund. ~~These Amended & Restated Articles of Amendment shall alter and amend only the following described provisions of the original Articles of Incorporation dated December 10, 1981 (“original Articles”) as previously amended by the Articles of Amendment dated November 10, 2004~~

Article ~~Three~~2

~~Article Three of the original Articles is hereby deleted in its entirety and the following is substituted as Article Three of the Amended Articles:~~

The ~~Palmer Memorial Episcopal Church Endowment Fund shall be a perpetual~~Corporation ~~is a~~ non-profit corporation.

Article ~~Six~~3

~~Article Six~~The period of the original ArticlesCorporation’s duration ~~is hereby deleted in its entirety~~perpetual.

Article 4

The Corporation is organized and shall be operated exclusively for the following is substituted as—benefit of, and to support, encourage, and assist the charitable, educational, and/or religious purposes and activities of Palmer Memorial Episcopal Church (“the Church”), which is a parish in union with the Episcopal Diocese of Texas and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, (the “Code”) and Section 509(a)(1) of the Code. The Corporation shall be “supervised or controlled in connection with” the Church within the meaning of Section 509(a)(3)(B)(ii) of the Code. In support and furtherance of such purposes of the Church, the Corporation may:

(a) accept and receive endowment funds, consisting of contributions, gifts, bequests, devises, and grants to the Corporation for the benefit of the Church;

(b) manage and invest the endowment funds to the fullest extent allowable under Texas law; and

(c) subject to ~~Article Six of the Amended Articles~~6 below, and to the extent allowable under Texas law, make (1) contributions to the Church out of the endowment funds (2) expenditures for reasonable compensation for services rendered and expenses incurred for the purposes of management and investment of the endowment funds, education concerning the purposes and importance of the Endowment Fund and means for contributing to it, and recognition of donors to the Endowment Fund; and

(d) exercise all of the powers of a Texas non-profit corporation to the fullest extent allowable under Texas law in accomplishing the purposes set forth in sections (a) through (c), above, of this Article 4.

It is intended that this Corporation shall have the status of a corporation that is exempt from federal income taxation under Section 501(a) of the Code as an organization described in Section 501(c)(3) of the Code and which is other than a private foundation by reason of being described in Section 509(a)(3) of the Code.

The Corporation hereby recognizes and accedes to the authority of the Constitution and Canons of the Protestant Episcopal Church in the United States of America and the Episcopal Diocese of Texas.

Article 5

The Corporation shall have no members and no capital stock.

Article 6

The original corpus of the ~~corporation~~Corporation and all additional contributions, gifts, grants, bequests, and devises which may from time to time be made to the ~~corporation~~Corporation, and all undistributed income earned on such amounts, if any, shall constitute the ~~Palmer Memorial Episcopal Church~~Endowment Fund. The Endowment Fund shall be held, administered and invested with the objective to preserve the corpus of the Fund for the long-term benefit of Palmer Memorial Episcopal Church. The Board of Trustees shall make distributions from the Fund to Palmer Memorial Episcopal Church from time to time in such amounts that are, in the sole reasonable discretion of the Board, consistent with the mission to preserve the Fund for the long-term protection of the corpus of the Fund and to provide for the current support of the ministries of Palmer Memorial Episcopal Church.

Article ~~Seven~~7

The ~~last paragraph of Article Seven~~street address of the registered office of the ~~original Articles~~Corporation is hereby deleted in its entirety1225 Texas Street, Houston, Texas

~~77002, and the following is substituted as the last paragraphname of Article Seven of the Amended Articles:~~

~~Each trustee shall be elected by the Vestry of Palmer Memorialits registered agent at such address is Protestant Episcopal Church from a nominee or nominees recommended by the Board of Trustees. Trustees hereafter shall be elected for a term expiring on April 1 following the expiration of five years from their election. A trustee may continue to serve after the expiration of the trustee's term until a successor is elected for a period not to exceed six months. No trustee shall be eligible for election as a member of the Board of Trustees for one year following the expiration of that trustee's term.~~

~~Except as altered by these amendments to Article Three, Article Six, and Article 7, the original Articles remain in effect as adopted.~~

~~There being no members of the corporation, these Amendments to the Articles of Incorporation of the Palmer Memorial Episcopal Council of the Diocese of Texas ("Church Endowment Fund were adopted by unanimous vote of the Board of Trustees at a meeting on the 5th day of October, 2025.Corporation").~~

Article 8

The Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Code, and the use, directly or indirectly, of any part of the Corporation's assets in any such activity or transaction is hereby expressly prohibited.

Regardless of any other provisions of this Restated Certificate or the laws of the State of Texas, the Corporation shall not:

- (1) permit any part of the net earnings of the Corporation to inure to the benefit of any private individual (except that reasonable compensation may be paid for personal services rendered to or expenses incurred for the Corporation affecting one or more of its purposes);
- (2) devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise; or
- (3) participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

Article 9

Upon the dissolution of the Corporation, after all liabilities and obligations of the Corporation in the process of winding up are paid, satisfied and discharged, the assets of the Corporation shall be applied and distributed as follows:

- (1) assets held by the Corporation on a condition requiring return, transfer, or conveyance because of the winding up or dissolution shall be returned, transferred, or conveyed in accordance with that requirement; and
- (2) the remaining assets of the Corporation shall be distributed to the Church, provided that such organization continues to exist as a parish or mission in union with the Episcopal Diocese of Texas and shall be at that time described in Section 501(c)(3) and Section 509(a)(1) or Section 509(a)(2) of the Code; and
- (3) if the Church no longer so exists or is not so described, the remaining assets shall be distributed to the Church Corporation, if it accepts the same, or if the Church Corporation fails or refuses to accept the assets, then to such an organization described in Section 501(c)(3) of the Code as shall be designated by the Bishop of the Diocese of Texas.

Article 10

The business and affairs of the Corporation shall be managed by the board of directors of the Corporation (hereinafter referred to as the “Board of Trustees”), which may exercise all corporate powers and responsibilities prescribed by applicable law. The number of Trustees shall never be less than three (3) nor more than nine (9) elected members, as may be fixed by resolution of the Board. The terms of office, qualifications, and manner of election and removal of Trustees shall be as set forth in the Corporation’s Bylaws. The names and addresses of persons currently serving as Trustees are:

<u>Name</u>	<u>Address</u>	<u>End of Term</u>
<u>Jere Ahrens</u>	<u>6528 Wakeforest St. Houston, TX 77005</u>	<u>April 1, 2028</u>
<u>Dawn Hawley</u>	<u>5111 Braeburn Drive Bellaire, TX 77401</u>	<u>April 1, 2029</u>
<u>Alisha Renshaw</u>	<u>3803 Wakeforest St. Houston, TX 77098</u>	<u>April 1, 2027</u>
<u>Jim Rosenbach</u>	<u>4310 Dunlavy St., Apt. 515 Houston, TX 77006</u>	<u>April 1, 2030</u>
<u>Catherine Beebe</u>	<u>3403 Deal St. Houston, TX 77025</u>	<u>April 1, 2031</u>

Article 11

A director of the Corporation shall not be liable to the Corporation for monetary damages for any act or omission in the director's capacity as a director, except that this ARTICLE 11 does not eliminate or limit the liability of a director for:

- (1) a breach of a director's duty of loyalty to the Corporation;
- (2) an act or omission not in good faith that (i) constitutes a breach of duty of the director to the Corporation or (ii) involves intentional misconduct or a knowing violation of law;
- (3) a transaction from which a Director received an improper benefit, regardless of whether the benefit resulted from an action taken within the scope of the Director's duties; or
- (4) an act or omission for which the liability of a Director is expressly provided by an applicable statute.

If it is determined that the law of the State of Texas (including, without limitation, the Texas Business Organizations Code ("BOC")) authorizes, or if such law is amended to authorize, action further eliminating or limiting the personal liability of directors, then the liability of a director of the Corporation shall be eliminated or limited by this ARTICLE 11 (without the need of any formal amendment), to the fullest extent permitted by such statutes as so amended. Any repeal or amendment of such statutes or of the foregoing paragraph shall be prospective only and shall not adversely affect any right of protection of a director of the Corporation existing at the time of such repeal or modification.

Article 12

The Corporation may indemnify a person who was, is, or is threatened to be made a named defendant or respondent in litigation or other proceedings because the person is or was a director or other person related to the Corporation, to the extent provided by Chapter 8 of the BOC. The Board of Directors shall have the power in the Bylaws to define the requirements and limitations for the Corporation to indemnify directors, officers, or others related to the Corporation.

Article 13

Subject in each case to the written approval of the Vestry of the Church and the Bishop of the Episcopal Diocese of Texas, the Board of Trustees may amend this Restated Certificate and the Corporation's Bylaws in whole or in part.

Article 14

This Restated Certificate becomes effective upon filing with the Secretary of State.

In witness whereof, the undersigned signs this Restated Certificate subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the Corporation to execute this Restated Certificate.

Date: _____

Palmer Memorial Episcopal Church Endowment Fund

By: _____

Jere Ahrens, Trustee

By: _____

Dawn Hawley, Trustee

By: _____

Alisha Renshaw, Trustee

By: _____

Jim Rosenbach, Trustee

By: _____

~~Cindi Tharpe~~ Catherine Beebe, Trustee

Approved:

Clerk, Vestry of Palmer Memorial Episcopal Church

Date: _____

The Right Reverend C. Andrew Doyle,
Bishop of the Episcopal Diocese of Texas

Date: _____