

**REGULAR MEETING OF THE VESTRY
ALL SAINTS CHURCH, PASADENA**

December 7, 2025

PRESENT Greg Adams, Jonathan Berry, Patrick Briggs, Blaine Cavena, Connie Chung, Cress Diehl, Luca DiMassa, Barbara Andrade DuBransky, Chris Folz, Bill Gould, Clara Hill-Williams, Al Hughes, Cruz Jackson, Tony Jackson, Cathy Keig, Ben Martin, Dan McCarrel, Mark Moreno, Nancy Naecker, Gloria Pitzer, Billie Rainer, Andie Reid, Tim Rich, Erica Tamblyn, Monique Thomas, Lorynne Youn

ALSO PRESENT Karen Meier, Sarah Nolan, Susan Russell, Kathy Onoye

GUEST Terry Knowles

The meeting was called to order at 12:05 p.m. by Priest-in-Charge Tim Rich in the Learning Center and via Zoom. Rich then offered an opening prayer.

Hill-Williams acknowledged the Tongva land on which All Saints sits and led the vestry in reading the Mission Statement aloud together.

Hughes welcomed the visitors.

BUSINESS ITEMS

Approval of Minutes

It was moved by Tony Jackson, seconded by Pitzer and Folz, and the vestry unanimously approved the minutes of the November 9, 2025, meeting.

Approval of the Committee Reports

It was moved by Thomas, seconded by Keig, and the vestry unanimously approved accepting the committee reports on record.

Giving Report

Nolan thanked Monique Thomas and Ben Martin for their leadership on the annual campaign. She reported that as of December 1, pledges received total \$2,200,000 with an anticipated fulfillment of \$2,589,468 at year-end, close to the \$2.6 million that was budgeted. Statements are being sent for pledges that are still unfulfilled.

For 2026, pledges currently total \$2 million, and Nolan feels that we are on track for \$2.85 to \$2.9 million in pledges. Phone calls are very important. Chung shared her experience and Tony Jackson shared the importance of all Vestry members contributing their time and resources to the Giving campaign.

Nolan shared information about the 2026 All Saints Gala, planned for Saturday April 25, 2026, at the University Club. The chairperson is Mehdi Emrani. The goal of the event is to develop a revenue stream through sponsorships, community partnerships and individuals who are not parishioners. Nolan asked vestry to put this event on their calendars. We are looking for sponsors to cover our costs. The theme is *Turning Hope Into Action*.

Eaton Fire Anniversary

Russell distributed the flyer for the events marking one year since the Eaton Fire. The offerings will begin with a healing service on January 4 and end with a forum with Dr. Lucy Jones on January 11. On Sunday evening January 11, the diocese is holding an evensong written by Dr Jones. Wednesday will be noon service and Taize service and clergy will be available to those who need support. Vestry was able to give input. Berry suggested that we should have some way to get out into the Eaton community to give some support. All Saints needs to get into the community. Russell shared that more will be added.

Financial Report

Rich shared that Erin Sacco Pineda's father passed and asked that we keep her in our prayers. Knowles reported that October operating results were just slightly better than budget. Pledging in that month was light – as is typical and expected.

Justice and Organizing expense was significantly over budget, due to a change in security for Safe Haven. As a reminder, a bequest in May 2021 from Robert Postma provided 20% of his estate assets (about \$400K) to All Saints Church. Knowles stated that "While this gift was not restricted by Mr. Postma, discussions I had with his representative (I was Director of Giving at the time) confirmed that he would have appreciated these funds being used on behalf of Safe Haven. Those funds have now been depleted, and I understand that there will be fulsome discussion about how to continue this ministry into the future. Also, a search for possible grant funding is underway. Meanwhile, we will budget for this cost increase out of an abundance of commitment to the people of Safe Haven."

Year-to-date operating loss as of October 31 is significantly deeper than what was budgeted at that point in time. Nonetheless, given the years-long trend of giving at or near the end of the year, we expect 2025 results to be on budget.

It was moved by Keig and seconded by Folz, and the vestry unanimously approved putting the financials on record.

SACRED BEING

Connie Chung reported that approximately 45 people have completed the 11-session series. Sacred Ground material was used, adapted for Sacred Being. We built community and healing space. Monique Thomas reported that she and Chung are meeting with Sacred Ground leadership to arrange a joint meeting to discuss how we build our beloved community.

TELLING THE WHOLE STORY PRESENTATION

Bill Gould reported on the work done thus far. He shared draft language for the plaque for repentance and repair. It will be shared with St. Barnabas for their input. There will be an event on the laying of the cornerstone plaque. There will also be an educational wall. Rich said the plaque is to show who All Saints is collectively and how we hold ourselves accountable. The Vestry needs to show leadership by affirming the plaque.

BYLAWS: VESTRY TERM START/END DATES

Rich shared the proposed revision of dates for terms of vestry members. McCarrel shared that there are other revisions needed and we need a first reading and second reading of bylaws revisions. McCarrel will work on cleaning up the language. Keig suggested that a small committee go through all the bylaws.

Rich suggested that this revision be addressed at the January vestry meeting.

FINANCE COMMITTEE CHARTER

Tony Jackson presented the Finance Committee charter. He has put together a document that spells out what the Finance Committee does, including the Budget and Investment Subcommittees. It defines the size of the committee, how members are appointed and term lengths. The charter has been reviewed by the Finance Committee and moved forward to the vestry. Cavena shared that one amendment was not included in the draft but should be included. It says the Finance Committee members are appointed or reappointed by the rector or priest-in-charge in consultation with the wardens. In our bylaw's revision, the Finance Committee is appointed by the rector or priest-in-charge and approved by a majority of the vestry. This was taken as a friendly amendment.

It was moved by Folz, seconded by Naecker and the vestry approved the charter as amended.

UPCOMING PARISH EVENTS

Naecker shared the trifold brochure of Advent events. She encouraged the vestry to share a copy with friends. She highlighted the Our Lady of Guadalupe Service on December 9. Francisco Garcia will be here and there will be a convivium following the service. She asked vestry to consider attending. Blue Christmas, a service for those struggling with the season, is on December 15. We will have wonderful services during Advent. In January we will start Episcopal 101 for those who have completed Getting Connected.

SAFE PARKING UPDATE

Tamblyn began by sharing that we have housed our 62nd and 63rd persons. Starting in January we will have a vision clinic once a month where glasses will be made on site after the exam. There will also be a dental clinic. This is in conjunction with the Tzu Chi Buddhist Foundation. On February 23rd there will be a Memorial for the Unhoused with speakers from Tzu Chi, the Islamic Center and other friends of All Saints.

Rich shared about the City Council meeting on Safe Parking. We are trying to work cooperatively with the city. We had sufficient votes to pass City Council, but one member was traveling so the vote fell short of the majority needed. We are encouraging our city council members who are in favor of the program to bring it back. Many parishioners signed the petition this morning asking the City Council to reconsider.

PRIEST-IN-CHARGE REPORT

Rich shared that he is excited about Our Lady of Guadalupe Service on Tuesday and very thankful to Rosemary Muñiz and Carlos Carillo for their work. The icon for the Lady of Guadalupe is beautiful. John Perez is our donor who is making it possible.

We are in contact with Stephanie Spellers for her work in February, and Diana Butler Bass will be here on February 1.

Rich commended Thomas Diaz for his pastoral work. Recently we had a memorial celebration of Luca, a fourteen-month-old child. His parents came to church on Sunday feeling supported by All Saints. We are so blessed to have Thomas Diaz on our pastoral staff.

WARDEN REPORTS

Hughes encouraged the vestry to come and help at the CYF Dinner on Wednesday. It is our way to support our youth. Hughes also encouraged vestry to submit their pledges.

LOOSE ENDS

- Rich shared that our CYF assistant resigned and we have a college student who was offered the position.
- Rich said that Becca Stevens said she was glad to be back and they sold all the socks.
- Rich will be away to perform a family wedding on December 20.

COMMENTS FROM GUESTS

Parishioners had an opportunity for open comment.

Cavena moved and Keig seconded to adjourn the regular meeting at 2:00 p.m. and move into Executive Session. Closing prayer was offered by Tim Rich

Respectfully submitted,
Kathy Onoye

Executive Session

At the conclusion of the regular meeting the Vestry moved into Executive Session to discuss the draft FY2026 budget.

Vestry Committee Reports

December Meeting 2025

Addendum to December 7, 2025 Vestry Meeting Minutes

NO REPORT:

Children, Youth & Families

Finance (separate agenda item)

Giving (separate agenda item)

Pastoral Care

Personnel

BUILDINGS & GROUNDS

Submitted by Rachel Barker, Buildings & Grounds Committee

Update on Committee Records and Communications

- Discussion and demonstration of the new Membership Portal where all future communications should go through. Features of the new system reviewed include:
 - How members can see their own membership data
 - Roster of all committees
 - How to email committee members directly through the portal and how communication will be permanently logged for historical purposes
- All Saints IT system discussed for storage of all documents for our committee responsibilities, including:
 - Minutes and agendas
 - Project Documents
 - Our library of Building Documents

SAFE Parking Status

- Update provided by Erica regarding current project status. Hearing needed to address appeals filed by The Alexandria Group and Maryland Apartment and we're optimistic it will pass. Groups appealing project discussed, including their long-standing history of church opposition and ongoing efforts to work together.

State Security Grant Status

- Grant to harden ASC against hate crimes and its approval discussed.
- Work is at the beginning of the process and will be done in phases
 - Security cameras (and a system to record video)
 - Door sensors to allow us to "lock down" when there is an active threat
 - (Eventually) a system to alert staff and parishioners of an imminent or active threat, including automated Public Address Announcements, "clickers" for staff and ushers to generate alerts, and other technology to make us safer.

Status of Door and lock issues throughout campus

- Update provided by Rachel & Mark regarding full schedule of existing doors being developed
- Several doors have access control/additional devices in place that are marked with numbers - copy of the list will be provided by Phil
- Depending on costs, some of this might be paid for from our recently approved State anti-hate crime grant. Cost of the work to be approved by Vestry discussed and being worked on as part of door schedule.

Update on Church Roof

- Church slate roof repair status discussed, including:
 - Most concrete repairs now complete in area around Chapel
 - Martin Roofing started work on Tuesday the 4th
 - Roofer has now removed the slate from half of the Phase 1 area. Tile breakage rate so far is very low – less than one percent.
 - Current status of temporary roofing is “no worse than before”
 - Some of the scaffolding is in place on the South Driveway. Additional scaffolding to be installed on the roof next week.
- Report on early findings of roof condition discussed, including:
 - Old underlayment is definitely brittle and failed (from age)
 - Copper flashing was improperly installed in the 1991 roof replacement
 - Prior plywood installation was not properly secured – has been corrected by Martin Roofing
- City permitting contact person discussed and we’re going to attempt to have multiple contacts so Verna/staff can be primary and Phil/B&G can be secondary.

B&G Committee position on tearing down Scott Hall and the Print Shop/Corner Building

- Projects, Deferred Maintenance Committee, and historical context discussed.
- No updates at this time.

Holy Rakers update

- Lonnie will be scheduling a meeting with Valley View to involve Holy Rakers for initial assessment to be provided for a comprehensive evaluation and repair of the irrigation system. Verna has \$1000 for 2026 to provide towards this as well.

MEETING ADJORNED

COMMUNICATIONS

Submitted by Connie Chung, Communications Committee Chair

The Communications Committee met on Monday 11/17. Our next meeting will be Monday 12/8.

Many thanks to Keith Holeman for leading the Communications 101 workshop on 11/16/25 that he co-created with Connie Chung. 18 people attended, many of whom expressed interest in helping the church with communications.

The communications committee is working on the following projects:

- 1) Updating Yelp/Google/Wikipedia entries ~ Susan (see October notes)
- 2) Instagram page updates w/ CYF ~ Anna, Abby, Luca, Willow (see October notes)
- 3) Exploring Partnerships with Episcopal Communicators & university interns ~ Connie, Susan, Maddie (see October notes)
- 4) Lynndi presented on what she learned about ways to better communicate to a targeted audience, with intentionality, depending on the platform. The committee will continue to discuss/ learn together on this topic, so that we can share with the rest of the church.

- 5) Keith and Connie will continue to lead a series of comms training workshops to build a corps of comms volunteers (next workshop will be about video/ photography in January; the following one will be about social media)
- 6) Susan is leading the staff effort to announce/ share about upcoming events at key events that draw people from the community as a way to invite more people to join us after a big event like Christmas Eve (e.g. Announce Advent events during Diana Butler Bass event; announce January events during Advent; announce Lenten & Easter events in community events in Jan & Feb)
- 7) Ben is exploring a potential opportunity to share about ASC in a podcast about LGBTQ+ community and faith/ spirituality.
- 8) Mark is exploring ways to better communicate our campus map/ create signposts for newcomers so that they feel more welcomed and oriented on our campus. We have asked that more campus maps be available at the Welcome Table for visitors.

Communications Committee Members: Abby Austin, Anna Proulx, Ben Martin, Billie Rainer, Connie Chung (chair), Keith Holeman (staff) Luca DiMassa, Lynndi Scott, Maddie Gavel-Briggs, Mark Moreno, Susan Russell (staff), Willow Baughman

CONGREGATIONAL LIFE

Submitted by Nancy Naecker, Congregational Life Chair

Welcome Ministry

- Welcome/Connect Cards received for October/November 2025: 22
 - Interests checked:
 - AAPI: 3
 - CYF: 4
 - CYF Choirs: 2
 - Latino/Hispanic Ministry: 3
 - LGBTQ+: 7
 - Music: 6
 - PCHH: 4
 - Peace & Justice: 7
 - Senior Saints: 2
 - Spiritual Formation: 5
 - Small Groups: 6
 - 20/30's: 6
 - 40's, 50's & Friends: 4
 - Women's Community: 4
 - Volunteering: 10
- **Welcome Emails** were sent by Front Desk Volunteer – Merrily Dunlap to all those who filled out a connect card/welcome card. All the folks who filled out a Connect Card were added to the groups they indicated interest in.

Greeters

- **Newcomers Coffee:** scheduled for Dec 7 in the Chapel immediately following 10 am service.

Senior Saints

- The November 6 lunch gathering featured the Rev Dori Torrey and Sacred Collage with 32 Senior Saints attending.
- Senior Saints Christmas party is scheduled for Dec 7 with lunch, music by pianist Mina Choi, games and a Christmas carol sing-along.
- Senior Saints helped to provided and staff the dessert table at the Advent 1 wreath making and potluck.
- Thank you to the Senior Saints Leadership Team: John Bulbrook, Carolyn Ellis, Cecelia Flynn, Grace Galton, Marylouise Lau, Nancy Naecker and Frank Wells.

LGBTQ+ Ministry

- Transgender Day of Remembrance and Resilience was held on Nov 23 – a time to gather in solidarity to mourn those who have been victims of anti-trans violence, and to ensure that their lives, and deaths, are not forgotten.

40's, 50's & Friends

- **Holiday Potluck, Karaoke, and a White Elephant Gift Exchange is planned for 12/28 from 12-3pm in Sweetland Hall.**
- **40s/50s group** helped at the **bracelet-making station** at the Advent 1 service/program which helped to bring your warmth create a welcoming, cross-generational space.

Women's Community

- Women's Community Christmas Party is planned for December 6 at a parishioner's home benefiting the Immigration Resource Center of San Gabriel Valley.

Hispanic/Latino Ministry

- Virgen de Guadalupe Service on Dec 9 at 6pm followed by the Convivio at 7pm with pan dulce and Mexican hot chocolate. Organized by Carlos Carrillo and Rosemary Muniz.

Episcopal 101 – Winter 2026

- Episcopal 101: Discover the Heart of the Episcopal Tradition. Episcopal 101 is an engaging introduction to Episcopal identity, created for anyone seeking to understand our liturgy, history, values, and way of life.
- This class is ideal for: Newcomers who want to learn how the Episcopal Church prays, believes, and organizes its communal life, and lifelong Episcopalians hoping to deepen or refresh their understanding of the tradition with a progressive, accessible lens.
- January 18 – Feb 8 from 12 – 2pm in the Learning Center.

Becoming Beloved Community

- Sacred Ground
 - Registrations to start around MLK weekend for Cadre 2 of Sacred Ground.
 - Sacred Ground small group to study the book My Grandmother's Hands started this November, led by Laura Thompson.
- Sacred Being
 - Continues to meet regularly with Mark Chase and Monique Thomas and forming a community of support and inquiry.

Faith Formation for December – 9am on Sundays

- Dec 7 | Advent Two: Alternative Christmas Market
- Dec 14 | Advent Three: Our Lady of Guadalupe, led by the Latino/Hispanic Ministry
- Dec 21 | Advent Four: Becoming Beloved Community, led by members of the Beloved Community Team

Leadership Support & Development

- Individualized (one-on-one) Training on the new ChMS (ChurchStaQ) platform for Ministry Leaders continues and is led by Nancy Naecker, Amanda McCormick and Samantha Kramer.
- Nov 16 – Communications Workshop for Ministry Leaders led by Keith Holeman and Connie Chung in the Learning Center at 12pm was a huge success! Attended by 27 Ministry Leaders and those who help with ministry communications. Plan to repeat the workshop in the winter.
- Small Group Facilitator Training is planned for January 25 from 12-1:30pm. Come to learn skills and techniques to be an effective small group facilitator. Become proficient in creating a nurturing and safe environment for each individual in the group.

Small Groups

- **ASC Writing Group** led by Bernice Fong has moved back to in-person meeting every other Thursday.
- **Artist Guild** is providing a Christmas ornament making event on the lawn after the 10am service on Dec 14 – open to everyone.
- **The Way of Love** will begin on Jan 11, 2026 and run through Feb 15: The Way of Love is a way of life. More than a program or a curriculum, it is an exploration of spiritual practices that you can incorporate into your life, bringing you into a closer relationship with God our creator and with Jesus helping us to live lives modeled after his.

PEACE & JUSTICE

Submitted by Lorynne Young, Peace & Justice Committee Chair

EDEN MINISTRY

The monthly meeting was held 11/2/25.

The 4/19/26 date for Earth Day was approved by the Church.

Everyone was encouraged to attend the following events: EDEN-member Howard den Hartog's memorial on 11/15, the 11/5 City Council Committee meeting on PWP's Optimized Strategic Plan, the 11/5 Eco-Breakfast with a focus on Pasadena storm water projects, and the 11/8 California Native Plant Society plant sale in Monrovia. Discussion included background on the four traffic speed reduction plans for "greenways" approved by the City Council.

FOSTER CARE PROJECT.

Mid-month was another lunch being served at My Friend's Place. This time 56 homeless youth enjoyed a Thanksgiving meal of Roast chicken stuffing, cranberry sauce, vegetables, and mashed potatoes, followed by a special big cake.

Throughout the month we have been advertising requests for grocery cards for the foster families to help them celebrate Thanksgiving. Food insecurity is a problem for most of them at this time.

We have provided about 60 cards, mostly for \$50 but 5 were for \$200.

We were the first to put the wishes of some of our children on the Angel tree. 40 tags produced 40 takers in one morning.

The training for coaches to monitor families who are reuniting with their children that took place 3 weeks ago produced 3 new coaches. They are eager to be assigned families.

Two names were submitted as possible new members of the Steering Committee. They both are strong candidates to join the group. They will attend the FCP retreat that occurs in January. Mary Ann Erhart will once again moderate this.

INTERFAITH STUDY GROUP

We had a very successful Interfaith event on November 9th covering some of the realities of Artificial Intelligence and concerns. Sarah Nolan presented the program that night with her well-designed power point and her engagement with an eager audience. Here's the writeup.

We do not have any Interfaith programs planned with the public until January 2026 because of the demands and conflicts of the multiple faith holidays.

On November 30, we will be presenting ourselves at the Pasadena Mennonite Community. We explained who we are, what we do and how we approach our mission to build kinship among faiths. This is our first attempt to present at an outside organization in an effort to become known. We hope to present ourselves to other outside organizations as well as the All Saints Community.

We also hope to attend Christmas Eve Service at All Saints together at the 8pm Service.

Right now, we are hoping to have a presentation in January with the new Rabbi at the Pasadena Temple.

SAFE HAVEN

Safe Haven housed its 61st person at a time that funding is drying up.

SAFE PARKING

The safe parking program was granted by board of zoning appeals. Nearby condo residents appealed and the city council supported their appeal and tuned down the safe parking program.

TRANSFORMATIONAL JOURNEYS

Transformational Journeys had a very successful trip to Oaxaca for Dis de Los Muertos led by Gail Gunther and a local trip to Home Boys and Learning Works.

ALL SAINTS CHURCH FINANCE COMMITTEE CHARTER

Approved by the Vestry on December 4, 2025

Operations/Priorities

The Finance Committee operates via two sub-committees, Budget and Investment, and as a committee of the whole. The primary responsibilities of each are:

Budget Subcommittee

- The annual budget is intended to see that annual financial obligations are met to ensure operational integrity over the year, and to enhance existing programming and contribute to the long-term financial sustainability and growth of the church in size and diversity. The Budget Subcommittee develops the overall annual church budget based on its review of departmental budgets developed by relevant church departmental leaders.
- In addition to staff, the Budget Subcommittee solicits input on potential expenses in the budget from relevant sources, including:
 - Clergy
 - Vestry committee leadership
 - Relevant reports of purpose-specific Task Forces, Committees or other groups appointed or approved by the Rector or Priest-in-Charge.
- Solicits input on potential revenues from the relevant staff members as well as from the Controller, the Director of Giving & Development, and the Vestry Giving Committee Chair.

Investment Subcommittee

- Annually reviews the Investment Policy Statement, recommending revisions to the Finance Committee.
- In accordance with ASC's Investment Policy Statement, the Investment Subcommittee oversees the Funds that contain the long-term endowment and investment assets of All Saints Church. The Funds include:
 - ASC's General Endowment
 - ASC's Quasi Endowment
 - The Rectory Investment Fund
 - The George F. Regas Peace and Justice Fund
 - The Alexander and Adelaide Hixon Rector's Discretionary Fund
 - The Margaret H. Sedenquist Endowment for Healing Ministries
- Reviews investment objectives and guidelines for the Funds to maintain a prudent investment standard.
- Reviews at least annually the performance of one or more qualified Investment Managers for the Funds and, using prudent due diligence procedures, recommends changes in managers required to achieve investment objectives.
- Reviews the strategic asset allocation of the Funds in accordance with permissible investment ranges of the portfolio as noted in ASC's Investment Policy and recommends prudent changes in asset allocation in consultation with Investment Managers.
- Reviews and reports to the Finance Committee on the performance of the Funds at least quarterly.

Finance Committee

- Periodically reviews church policies governing income, expenditures and endowments, and church financial strategies to ensure prudent financial management and long-term financial sustainability.
- Reviews reports and recommendations from the Investment Subcommittee and makes prudent changes in financial strategies and policies when they are required.
- Reviews the annual church budget developed by the Budget Subcommittee to ensure its overall integrity in terms of balance between expenses and revenues, including the inclusion of revenue coming from ASC's investment Funds required to achieve a balanced budget.
- Recommends an annual church budget for adoption by Vestry.
- Reviews monthly and annual financial reports, monitors trends, and recommends mid-course adjustments as needed to maintain financial stability and ethical stewardship
- Reviews and recommends for Vestry approval, from one or more of the Funds, expenditures outside the annual operational budget as required for the long-term sustainability and growth of the church.

Membership

In addition to the incumbent Junior and Senior Wardens and Treasurer, the Finance Committee is comprised of 5-9 members, at least one of whom must be a Vestry member. Finance Committee members are appointed or reappointed for a three-year term by the Rector or Priest-in-Charge, in consultation with the Wardens and the Finance Committee chair, and with the approval of a majority of the Vestry. Committee members may serve up to two 3-year terms, with terms to begin and conclude concurrent with the Annual Meeting. After a minimum of one year off the Committee, an individual is eligible to be reappointed. From among its members, the Rector or Priest-in-Charge, in consultation with the Wardens, appoints or reappoints a committee chair.

The Finance Committee has two sub-committees, Budget and Investment, each comprised of 4-6 parishioners and/or Finance Committee members. Annually, the Rector or Priest-in-Charge appoints members and a chair for each sub-committee, in consultation with the Finance Committee chair.