

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

May 4, 2025

PRESENT Jonathan Berry, Patrick Briggs, Blaine Cavena, Connie Chung, Luca DiMassa, Barbara Andrade DuBransky, Chris Folz, Bill Gould, Clara Hill-Williams, Al Hughes, 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 Young

EXCUSED Greg Adams, Cress Diehl, Cruz Jackson, Thomas Diaz, Samantha Kramer, Sarah Nolan, Erin Sacco Pineda, Verna Zamora

ALSO PRESENT Amanda Baughman, Mark Chase, Melissa Hayes, Keith Holeman, Samantha Kramer, Karen Meier, Susan Russell, Jonathan Stoner, Kathy Onoye

The meeting was called to order at 12:09 p.m. by Senior Warden Hughes in the Forum and via Zoom. Melissa Hayes then offered an opening prayer.

Hughes welcomed the visitors.

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

**BUSINESS ITEMS**

Approval of the Consent Agenda

- Report of the Clerk: It was moved by Pitzer, seconded by Thomas, and the vestry unanimously approved the minutes of the April 6, 2025 meeting.
- Committee Reports: It was moved by Tamblyn, seconded by Cavena, and the vestry unanimously approved the current meeting committee reports. Keig shared that it would be helpful if all committees submit a report.

Giving Report

Meier shared that the Giving Report, sent out prior to the meeting, is straightforward.

Financials/Budget Report

Meier reported that the budget is on track for the first quarter. The main variance is in Personnel, due to separation payments for staff reorganization which were initially budgeted to happen over multiple months but actually concluded sooner than anticipated. We anticipate being under budget in expenses and over budget in income and giving for YTD. This is a good sign.

Rich shared that next month we will have an increase in income due to a 3-day filming this month and another that may happen. Zamora and Kramer have been working hard to expand this income stream. We are clear on getting paid for the work. Rich asked the vestry to be clear to parishioners who ask that while it may cause a little inconvenience, this is valuable income that helps the bottom line.

## Audit Committee Charter

Cavena presented a draft charter for the Audit Committee. Keig recommended that we include a review every three years. It was moved by Keig and seconded by Tamblyn that the vestry establish an audit committee as defined by this charter, with the addition to operations of an item 7 whereby the selection of the auditor would be reviewed every 3 years. The vestry unanimously approved the charter, which is attached to these minutes.

## **CHURCH ROOF REPAIR NEED AND CONSIDERATION**

Lonnie Shield and Phil Naecker reported on the necessity for the repair to help the vestry understand the situation and be fully informed. The estimated cost is \$700,000. No motion is needed today; the presentation is just to inform the vestry on the issue. The Finance Committee will find the best way to pay for the project and will present that at the next vestry meeting. The vestry had time to ask questions and clarify both the scope of the work and the immediate need for this to be done. This will come back to the vestry next month for a decision.

## **PRIEST-IN-CHARGE REPORT**

Rich took time to thank and praise the staff for the work they did during Lent, Holy Week and Easter. He gave special acknowledgement to Keith Holeman, Susan Russell, Mark Chase, Nader Eldahaby, Melissa Hayes, Thomas Diaz, Sarah Nolan, Jonathan Stoner, Weicheng Zhao, Jenny Tisi, Grace Chung, and others. It was a tremendous effort. Holeman shared that for Easter alone we had 1,635 in church, and 2,565 total including streamers. The collection was tremendous. Hearts were moved with the singing and preaching.

Rich commended Jenny Tisi for the wonderful ministry with our young people, and the meaningful music she guides them to make. The confirmation of Asher and Eliza is tremendous and part of her nurturing our youth through music and ministry.

He commended Chase as our outward face of All Saints in the world. He has worked with Sacred Being for the BIPOC and AAPI community here. He commended Susan Russell for the work on Sacred Ground which launched today. Thank you for getting these programs started.

Rich commended Thomas Diaz on our fire relief response. We continue to have phone outreach and continue to have events. He thanked the staff for their work. Rich commended Amanda Baughman for the energy and growth of our children and youth program. He thanked Sarah Nolan for her Giving Retreat. He thanked Nancy Naecker and Thomas Diaz for an amazing Volunteer Appreciation Luncheon. Verna Zamora is working on getting more film revenue. He commended them all.

We have had many funerals this month. We are all sharing in the work and trying to eliminate the chaos. The reorganization is working well. He plans to help with further clarification of roles and responsibility. Sometimes staff needs to say no as they may be beyond their band width.

Please keep Weicheng Zhao and Fang Gao in your prayers. Fang's father has died and they are in China with Fang's family.

## **SENIOR WARDEN REPORT**

Hughes shared that Sacred Ground launched today. We have 15% participation of the congregation. We hope the vestry will consider attending.

He asked the vestry to plan to attend the Vestry Retreat May 23-24. Participation is important.

The vestry also needs to go online and complete the Safe Church training. Besides being required by the canons, your completion is important. Samantha Kramer will be checking and reminding you to complete.

### **JUNIOR WARDEN REPORT**

Jackson reported that the vestry will be reviewing the committee structure at the June meeting. Every vestry member must be involved with at least one committee. He has defined the committees and worked with the committee chairs and staff, asking what their committees do and what they hope to do.

### **LOOSE ENDS / COMMUNICATION TO THE PARISH**

- Thomas thanked Rich for his work. The vestry acknowledged him for his work.
- Thomas reminded the vestry that our youth concert called All That Jazz will be on May 18 at 5 pm. She commended Jenny Tisi and said it will be fantastic.
- Tamblyn shared that on May 18 our Safe Parking will be discussed at the Planning Department meeting. Safe Parking is operated by Showers of Hope and the city is paying for the program. There is room for 25 persons in north parking. She also announced that the 59<sup>th</sup> Safe Haven patron will go into permanent housing.
- McCarrel shared that the last Compline service will be at St. John's Cathedral tonight. It is wonderful. You are welcome to join for dinner at 6 p.m..

### **COMMENTS FROM VISITORS**

Parishioners had an opportunity for open comment.

The regular meeting was adjourned at 1:15 p.m. with a closing prayer by Mark Chase.

The vestry adjourned to Executive Session to discuss vestry roles and responsibilities.

Respectfully submitted,  
Kathy Onoye

# **Audit Committee Charter**

## **All Saints Church, Pasadena**

### **Authority**

The Audit Committee is a Committee of the Vestry established under Article V, Section 3 of the Bylaws of the Church.

### **Membership**

The Audit Committee will consist of three to five members, appointed annually by the Rector. Audit Committee members should be independent of the decision making and financial record keeping functions of the Church. Members of the Committee shall be financially literate. It is recommended that at least one member have expertise in nonprofits and nonprofit accounting.

1. The Committee may not include staff members, officers, the chairperson of the Finance Committee, or members of their families.
2. No person may serve on the Committee who controls entities doing material business with the Church.
3. The Rector may fill vacancies on the Committee. The Rector may remove a Committee member from the Committee at any time, with or without cause.

### **Operations**

1. The Committee shall elect its own chairperson and recorder. The Committee will meet with such frequency as it may determine. The chairperson of the Committee will preside over Committee meetings.
2. A majority of Committee members will constitute a quorum. Committee approvals will require a majority vote of the Committee members present at a meeting at which a quorum is present.
3. The Committee will report its activities to the Vestry on a regular basis and will keep minutes of its meetings.
4. The Committee may invite any Vestry member, officer, staff member, outside advisor, or other person who is not a Committee member to attend Committee meetings or meet with Committee members, but such persons will not have voting power and will not be held out as Committee members.
5. The Controller will serve as the Committee's staff liaison.
6. The Committee will review this charter periodically and recommend any proposed changes to the Vestry for review.

## Responsibilities

1. Select the auditors, set their compensation within budgetary limitations, and agree to the scope of the audit consistent with diocesan and industry standards. If the budget is insufficient to contract an auditor, the Committee will seek Vestry approval for the recommended contract.
2. Meet with the auditors and staff to discuss the audit plan, the annual financial statements, and the completed audit before any other distribution of the auditor's findings.
3. Review the audit and determine whether to recommend the auditor's report to the Vestry for acceptance.
4. Review the auditor's observations and comments including any management letter and confer with the auditor to satisfy Committee members that the Church's financial affairs are in order.
5. Report to the Vestry, in executive session if necessary, on the auditor's work and recommend acceptance of the auditor's report or others action.

**Adopted by Vestry on May 4, 2025**

**Attested by Kathy Onoye**  
Clerk

**Vestry Committee Reports**  
May Meeting 2025  
Addendum to May 4, 2025 Vestry Meeting Minutes

**NO REPORT:**

Buildings & Grounds  
Finance/Giving (sent as a separate document)  
Peace & Justice  
Personnel

**CHILDREN, YOUTH & FAMILIES**

Submitted by Jonathan Berry, CYF Committee Chair

The past month has been busy for CYF! Here are some highlights:

- Our Director Amanda Baughman launched a parent survey to assess the needs of families with children of all ages. Feedback will help us plan offerings and structure for the coming program year.
- Jonathan Stoner lead the Wednesday night youth group in preparation, participation and refectation of Holy Week, hosted a special presentation by Mike Hernandez and welcomed the Middle East Ministry to speak on how youth around the world are taking action for peace in Gaza.
- Youth participating in June’s choir trip have continued diligent preparation.
- Acolyte teams and youth choirs contributed immensely to our numerous Holy Week services
- Exceptional turnout for Easter Sunday services with 17 children in childcare and 51 children attending Children’s Chapel.
- Hugely successful post-service Easter egg hunt!
- Youth participated in a listening session with the Bishop Coadjutor Search Committee.
- Four infants and one youth were baptized on Sunday, April 27<sup>th</sup>.
- Confirmation for Asher Glawe and Eliza LeMoine will be at St. John’s Cathedral on May 3<sup>rd</sup>.

**PASTORAL CARE HEALTH & HEALING**

Submitted by Thomas Diaz, Director of Pastoral Care & Parish Life

*“The Lord is near to the brokenhearted, and saves the crushed in spirit.” – Psalm 34:18*

The Pastoral Care ministry at All Saints Church has continued to serve with deep compassion and commitment during a full and active Lenten season. Over the past month, we have accompanied many families through memorial services, continued making pastoral visits by our clergy and lay staff, and remained present with households and community members still feeling the effects of the Eaton Fire.

We are grateful to have concluded our first round of *Rising from the Ashes* support groups. Several participants have expressed interest in continuing, and we have extended those gatherings for a few more weeks to meet the ongoing need.

Looking ahead, I'm pleased to announce two additional *Self-Restorative Days* designed to offer rest, reflection, and healing:

- **For Youth:** Sunday, May 25 from 1:00–4:00 PM
- **Adult & Family:** Sunday, June 22 from 1:00–5:00 PM

Our pastoral staff remains engaged with local networks and resource agencies, providing referrals and support for those impacted by the fire's aftermath.

Finally, as we look toward strengthening our structure, I met with our Junior Warden, Tony Jackson, to discuss the potential re-formation of a Pastoral Care Vestry Committee. We believe this could offer an additional layer of support and discernment for our parish's pastoral care ministry.

Thank you for your continued prayers and support of this sacred work.

## **CONGREGATIONAL LIFE**

Submitted by Nancy Naecker, Congregational Life Committee Chair

### **Welcome Ministry**

- Welcome Cards received for April 2025: 29
  - Interests checked
    - AAPI: 0
    - CYF: 3
    - CYF Choirs: 1
    - Latino/Hispanic Ministry: 3
    - LGBTQ+: 7
    - Music: 9
    - PCHH: 6
    - Peace & Justice: 12
    - Senior Saints: 3
    - Spiritual Formation: 5
    - Small Groups: 7
    - 20/30's: 8
    - 40/50's: 1
    - Women's Community: 11
    - Volunteering: 7
- Welcome Emails were sent by our Welcome Team Volunteers - Charlotte Maya, Anina Minotto and Marianne Ryan to all those who filled out a welcome card.

### **Getting Connected Class: An Introduction to All Saints Church**

- Concluded on April 27 with a festive Welcome Ceremony with 15 graduates at the 10am service followed by a Welcome Reception in the Learning Center led by Thomas and Tim Rich. Connectors present: Dan McCarrel, Lorynne Young, Nancy Naecker, Al Hughes and Sarah Nolan.

### **Greeters**

- Greeters staffed the Welcome Table for many of the Holy Week Services and all three Easter Services – thank you to Ben Martin for organizing the team.

### **Eaton Fire Response**

- Laura Thompson has been asked to follow-up and check-in with the ASC folks who lost their home or have been displaced from their home after the Eaton Fire.

### **Senior Saints**

- Susan Russell will present “**From Generation to Generation: The History of All Saints Church**” on **Thursday, May 1** as **Susan Russell** joins us for a presentation and conversation exploring fun facts to know and tell about the history of All Saints from 1882 to today.

### **Small Groups**

- **Artist Guild** had their annual art show at the Earth Day Celebration on the lawn on April 27 following the 10am service.
- **LGBTQ+ Support Group:** continues to meet every Tuesday led by Billie Rainer and Troy Wise.
- **Fiction Fun** reads *Lessons in Chemistry* by Bonnie Garmus on Friday, May 23 at 7pm in the Guild Room.

### **Parish Lenten Supper**

- 60 All Saints parishioners meet for Lenten Supper on Thursday, April 10, in Sweetland Hall. They came together to share a potluck meal in community during this sacred season. Thank you to Parish Celebrations and Leah Nelson for managing this event.

### **LGBTQ+ Ministry**

- **A Celebration of Resilience & Resistance, Saturday, May 17 | 11:00 AM – 2:00 PM**  
Sponsored by the Bishop’s Commission on LGBTQ Ministry and the Sacred Resistance Task Force.

### **40/50’s & Friends**

- May 4 – All are invited to watch the rom-com, *The Wedding Banquet*, in the theaters for a bit of laughter and fun in conjunction with the **LGBTQ+ and AAPI communities**.
- May 9 and 12 – walk the Huntington Library and Gardens

### **Women’s Community**

- May 17, 10-2pm (9:30am for coffee and socializing), Learning Center is the **Women's Community Health and Well-Being Retreat \$25** (scholarships are available). Join the Women's Community for a relaxing, reinvigorating retreat and renewal, focusing on women’s health and wellbeing. Topics include evidence-based guidelines for social, emotional, mental, physical, spiritual, and other aspects of well-being and how trauma impacts our health throughout our lives. Keynote features Dr. Emily Dossett, Repro-ductive Psychiatrist, USC Assistant Professor in Psychiatry, Obstetrics/ Gynecology and Dr. Carol Hekman, Psychotherapist, Psychoanalyst, trained in

Richard Rohr's Living School on spirituality. We'll also enjoy discussion and Centering Prayer time, lunch, and yoga meditation.

### **Becoming Beloved Community**

- Sacred Ground
  - Sacred Ground: a nationwide church initiative for racial reconciliation that will move us closer to Beloved Community. Sacred Ground is a film- and readings-based dialogue series on race, grounded in faith.
  - The 11-part series builds around a powerful online curriculum of documentary films and readings that focus on Indigenous, Black, Latino, and Asian/Pacific American histories as they intersect with European American histories.
  - Registration is in process with 60 folks registered so far with 10 small groups. This is a series of 11 sessions over 22 weeks – May to Sept 2025.
  - Co-chairs: Lori Kizzia and MaryAnn Ahart.
  - Small Group Facilitators: Al Hughes, Wendy Edwards, Terry Moore, Hannah Earnshaw, Kaia Duke, Rick Thyne, Betty Cole, Marianne Ryan, MaryAnn Ahart, Ben Martin, Beth Houskamp, and Bonnie Rice and Billie Rainer.
- Sacred Being
  - Will provide an opportunity for people of color to come together to find a pathway of liberation from internalized racial oppression. This new program will also be open for enrollment soon.

### **Church Management System (ChMS) migration**

- ASC is moving to a new ChMS called ChurchStaq
- All parishioner profiles have migrated successfully
- Groups and Committees have been migrated to ChurchStaq and are being confirmed by Amanda McCormick
- We plan to “officially” announce the migration to the parish on May 15, 2025