

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, January 19, 2025, 12:20 p.m.

Present: Fr. Hunter Ruffin, Rector; Alex Davis, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney; Beth Hunt; Heidi Thomas; Aaron VanBriesen; Jan Wagner; Jude Wickelgren; Cece Wilhite; Andrea Stewart, Clerk.

Absent: Ann Neal, Treasurer

Gathering:

Fr. Hunter opened the Vestry meeting at 12:20 p.m. Referring to his sermon, Fr. Hunter asked each in attendance to share a moment of overwhelming grace we had experienced.

Consent Agenda:

The Junior Warden provided additional information to supplement his monthly written report. The December Vestry Meeting Minutes, The Senior and Junior Wardens' Reports, and the Rector's Report were approved by consensus.

Discipleship and Mission:

- Fr. Hunter presented a resolution to draw funds from the Burkhardt Endowed Fund for use in 2025. The Fund requires vestry action to approve the use of funds. Aaron VanBriesen motioned to approve the resolution. Pat Blackman seconded the motion. The motion carried.
- The names of nominees for Junior Warden and Vestry were presented. For a three-year term: Kathy Carney, Floyce Chavez, Daniel Milowski, and Alex Mather-Charles. For a two-year term: Beth Hunt. For a one-year term: Kim Stone. For Junior Warden: Curtis Wood.
- Vestry liaisons were reminded that the Annual Report from each ministry is required for presentation at the parish annual meeting.
- Rather than a weekend Lay Leadership Retreat this year, the Diocese plans to host three Discipleship Days--one each in the Valley, Tucson, and Flagstaff. The event in the Valley will be held at Christ Church of the Ascension on Saturday, March 1. Fr. Hunter encouraged the Vestry members to attend. Registration and information can be found on the Diocesan website (azdiocese.org).

Financial Report:

- Ann Neal, Parish Treasurer, emailed the financial reports as of December 31, 2024, to the Vestry. The year-end loss is better than expected at \$50,000. The mortgage balance remains about \$620,000. Heidi Thomas motioned to accept the Treasurer's Report. Cece Wilhite seconded the motion. The motion carried.
- Asked about the status of pledging households, Fr. Hunter stated that 80 pledges have been submitted, and we are about 20 short.

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Other Items Requiring Vestry Action:

When the Nursery building is available we will need to update the Access Control System. Kathy Carney moved to approve the use of \$5,000 from the bequest from Ms. Jessie Williams for the control system. Jude Wickelgren seconded the motion. The motion carried.

New Business/Future Agenda Items:

The Lenten Retreat will be held on the weekend of April 4 to 6. Friday evening activity will consist of dinner, a session, and fellowship. The Saturday schedule will include a more intense session with a break at midday, dinner, and an evening session. The retreat will close with worship on Sunday morning. The Vestry will then have a workday on Sunday. A regular Vestry meeting will be held in February.

Closing Prayer and Sending:

Fr. Hunter closed the meeting with prayer. Pat Blackman motioned to adjourn the meeting. Heidi Thomas Seconded the motion. The motion carried. The meeting was adjourned at 1:55 p.m.

Respectfully submitted,
Andrea Stewart, Clerk

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, February 16, 2025, 12:15 p.m.

Present: Fr. Hunter Ruffin, Rector; Jan Wagner, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney; Beth Hunt; Daniel Milowski; Kim Stone; Heidi Thomas; Aaron VanBriesen; Jude Wickelgren; Ann Neal, Treasurer; Andrea Stewart, Clerk.

Absent: Alex Mather-Charles

Gathering:

- Fr. Hunter opened the Vestry meeting at 12:15 p.m. Referring to his sermon, Fr. Hunter asked each in attendance to share a moment of overwhelming grace we had experienced.
- Fr. Hunter welcomed Jan Wagner as the Senior Warden and the new members of the Vestry: Alex Mather-Charles, Daniel Milowski, and Kim Stone.

Consent Agenda:

The Junior Warden provided additional information to supplement his monthly written report. Fr. Hunter provided his monthly Rector's Report orally. The January Vestry Meeting Minutes, The Senior and Junior Wardens' Reports, and the Rector's Report were approved by consensus.

Engaging Legal Counsel:

With new enforcement actions available to law enforcement personnel, it is necessary to engage legal counsel to guide the Church of the Epiphany in the event law enforcement personnel should arrive on our campus unannounced and unrequested by the parish. As Epiphany is a separate entity within the Diocese of Arizona, we need our own counsel.

Fr. Hunter has approached Mary O'Grady, former Senior Warden, to advise Epiphany on our legal obligations and our response should this situation occur. Curtis Wood motioned that Epiphany seek a written agreement with Mary O'Grady to advise and represent Epiphany. Kim Stone seconded the motion. The motion carried.

Financial Report:

Ann Neal, Parish Treasurer, emailed the financial reports as of January 31, 2025, to the Vestry. The year-end loss is better than expected at \$50,000. She pointed out that our Mission Investment (mortgage balance) is now below \$600,000. Heidi Thomas motioned to accept the Treasurer's Report. Pat Blackman seconded the motion. The motion carried.

Annual Meeting Minutes:

The Vestry is required to approve the minutes from the Annual Parish Meeting. Pat Blackman motioned to approve the minutes from the Annual Parish Meeting. Kathy Carney seconded the motion. The motion carried.

Discipleship and Mission:

- Fr. Hunter stated that he will email a document listing all parish ministries to allow the members of the Vestry to rank in order of preference with which they would most like to be liaison. He will make his best attempt to assign each individual one of the two ranked highest. The liaison's

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responsibility will be to meet with the ministry groups in order to share information from the Vestry meetings as appropriate and relate concerns of the ministries back to the Vestry.

- Fr. Hunter introduced the concept of Vestry Person of the Day (VPOD). A member of the Vestry will make the announcements at the beginning of the 8:00 and 10:00 services. That Vestry member will also reserve a table at coffee our and join the Rector and invite anyone who would like to participate with “Coffee with the Rector”. Kim Stone motioned to implement the VPOD program. Pat Blackman seconded the motion. The motion carried.
- Each parish is required to submit a report, referred to as the Parochial Report, to the Diocese. Fr. Hunter handed out a draft of this year’s report and reviewed it with the Vestry. There was some discussion about two of the responses on the report relating to the work and life of the parish. Kathy Carney motioned to accept the report as amended. Pat Blackman seconded the motion. The motion carried.
- The Parish Lenten Retreat will be held Friday, April 4 through Sunday, April 6. Fr. Hunter asked the Vestry members to personally ask at least two members of the congregation to attend.
- Discipleship Day for Central Arizona will be held at Christ Church of the Ascension on Saturday, March 1. Fr. Hunter encouraged the Vestry members to attend. The keynote speaker will be the Rev. Jim Clark, formerly Rector of St. Barnabus on the Desert. Registration and information can be found on the Diocesan website (azdiocese.org). Carpooling was suggested.

Other Items Requiring Vestry Action:

- Beth Hunt inquired about the status of hiring a sexton for the parish. Fr. Hunter said the job of 15 hours per week was ready to be posted. It can be posted for free on our parish website and the diocesan website. Any other venues will require a fee, so it is best to try other sources first.
- Fr. Hunter has interviewed two people for the nursery neither of whom had the supervisory experience needed. To allow more time to find a second person, Fr. Hunter wants to contact Arizona Lullaby and offer to pay six months in advance and lower the required hours from four to three. Pat Blackman motioned to have Fr. Hunter offer to pay Arizona Lullaby for six months in advance for lowering the employee’s hours to three per Sunday. Kim Stone seconded the motion. The motion carried.

New Business/Future Agenda Items:

None noted.

Closing Prayer and Sending:

Fr. Hunter closed the meeting with prayer. Kathy Carney motioned to adjourn the meeting. Pat Blackman Seconded the motion. The motion carried. The meeting was adjourned at 2:13 p.m.

Respectfully submitted,
Andrea Stewart
Clerk of the Vestry

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Vestry Meeting, March 16, 2025

Present: Fr. Hunter Ruffin, Rector; Jan Wagner, Senior Warden (via Zoom); Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney; Beth Hunt; Alex Mather-Charles; Daniel Milowski; Kim Stone; Heidi Thomas; Aaron VanBriesen; Jude Wickelgren; Ann Neal, Treasurer; Andrea Stewart, Clerk.

Gathering:

Fr. Hunter opened the Vestry meeting at 12:29 p.m. The Gospel of Luke 13: 31-35 was read and discussed.

Consent Agenda:

The February Vestry Meeting Minutes, the Senior and Junior Wardens' Reports, and the Rector's Report, which were received prior to the March meeting, were approved by consensus.

Discipleship & Mission

- The role and effectiveness of the Vestry Liaisons was discussed. Questions that arose from discussion included:
 - Which ministries are active;
 - Who decides which committees will exist; and
 - Are the committees actually viable?

Fr. Hunter suggested that for a committee/ministry to continue required a leader and six (6) other individuals to consistently participate in meetings and activities. No decision was made.

- Kim Stone, Heidi Thomas, Jude Wickelgren, and Andrea Stewart attended the Diocesan Discipleship Day on March 1. They each shared information from the day's sessions. The Vestry members who did not attend the event were encouraged to attend one of the remaining Discipleship Days to be held in Flagstaff or Tucson.

Financial Report:

- Men of Epiphany have indicated they are willing to close their checking account at National Bank as long as they are able to receive detailed reports of their deposits and distributions. Kim Stone motioned to close the account. Curtis Wood seconded the motion. The motion carried.
- There have been continuing issues with National Bank including rolling over the Certificates of Deposit and obtaining a credit card that benefits Epiphany. After researching options, Curtis Wood recommended that the account with National Bank be closed, and accounts opened with Chase Bank. Kathy Carney motioned that the Vestry grant the Treasurer the authorization to close the National Bank accounts and open accounts with Chase Bank. Pat Blackman seconded the motion. The motion carried.
- Ann Neal, Parish Treasurer, emailed the financial reports as of February 28, 2025, to the Vestry. Heidi Thomas motioned to accept the Treasurer's Report. Kim Stone seconded the motion. The motion carried.

Other Items Requiring Vestry Action:

- Fr. Hunter presented the application for Tamara Noel's candidacy for ordination. Aaron VanBriesen motioned to approve the application. Pat Blackman seconded the motion. The motion carried.

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New Business/Future Agenda Items:

- An inquiry was made as to if and how to notify the church of an increase in giving. Fr. Hunter stated that a new intention to give form could be submitted if the individual or household wanted this to be official.
- Fr. Hunter stated that he would submit to the Vestry an increase in his housing allowance based on advice from his CPA.
- As part of the Parish Retreat to be held April 4 to 6, there will be a call to action of the members of the parish. A Visioning Day will be held in which the parishioners in attendance will create a mission and vision statement for the parish. This will include determining Epiphany's core values and pour mission in the world (to be and to do). After discussion it was decided to schedule the Visioning Day for June 7, 2025.

Closing Prayer and Sending:

Fr. Hunter closed the meeting with prayer. Pat Blackman motioned to adjourn the meeting. The meeting was adjourned at 2:54 p.m.

Respectfully submitted,
Andrea Stewart
Clerk of the Vestry

CHURCH OF THE EPIPHANY – TEMPE

Vestry Training Meeting, April 6, 2025

Present: Fr. Hunter Ruffin, Rector; Jan Wagner, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney; Beth Hunt; Alex Mather-Charles; Daniel Milowski; Kim Stone; Heidi Thomas; Aaron VanBriesen; Jude Wickelgren; Ann Neal, Treasurer; Andrea Stewart, Clerk.

Special Guest: The Rev. Dr. Jane Patterson

As this was a training session rather than a regular Vestry meeting to discuss parish finances and other business, the format of these “minutes” follows the topics and discussions as they occurred.

2024 in Review

Celebrations:

- Closer to financial freedom
- Continue listening to our community and continue leaning forward
- Responded to needs of neighbors through Cooling Center
- MOE reached critical mass to be self-sustaining and perpetuating
- New faces and practice of hospitality
- 1 A/C down; 3 to go
- Lighting, doors, and other upgrades
- Capital improvements and reducing debt at the same time

Repent:

- Overly ambitious in our goals; dilutes energy
- Vestry liaison – not fulfilling that goal

Hope in Shared Future:

- Pull chairs into the church
- Geography and community grows into community hub
- Grow deeper into our relationships with each other and God
- More combined services

Grace—thing on fruit of the Spirit

- Coming back to church more regularly
- Patience
- Reprioritize church
- Learning to listen
- More intentional about calling; not just transactional
- Feeling God’s grace through each other

Life of a Community Illustration (attached)

What did you learn about “calling”?

Many different ways, paths, channels
Can be personal
Can be wrong or misinterpreted
Many areas of one’s life
Always evolving
Sometimes ends

Intention for 2025

1. Day of Visioning (June 7)
 - Craft new mission and vision for the parish
2. Small groups
 - Equipping facilitators
 - Invite small group formation in the parish

Intentional Small Groups

- Pastoral Care
- Formation
- Fellowship with God and neighbor

Themes

- Prayer/fulness
- Spirituality/Spiritual friendship
- Flourishing
- Small groups/Affinity groups
- Grace-filled/gracious discipling
- Knowing how to say “no” or bring something to an end
- Intentionality

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Vestry Meeting, May 18, 2025

Present: Fr. Hunter Ruffin, Rector; Jan Wagner, Senior Warden (via Zoom); Curtis Wood, Junior Warden; Kathy Carney; Beth Hunt; Alex Mather-Charles; Daniel Milowski; Kim Stone; Heidi Thomas; Jude Wickelgren; Ann Neal, Treasurer; Andrea Stewart, Clerk.

Gathering: Fr. Hunter opened the Vestry meeting at 12:19 p.m. The Book of Revelation 21:1-6 was read and discussed.

Consent Agenda:

The May Rector's, Senior and Junior Wardens Reports, which were received prior to the meeting, were approved by consensus.

Discipleship & Mission

- Jan Wagner, Senior Warden, gave a brief history of the parish which has led to this next step of gathering for a Parish Day of Visioning. This event is scheduled for Saturday, June 7 in the parish hall. Jan stressed how important it is for the members of the Vestry to participate. At least one third of the parishioners are needed to attend the event to ensure its successful. Fr. Hunter will issue an email inviting members of the parish to attend. The members of the Vestry were also asked to personally invite members.
- It has been suggested to install a wrought iron gate to separate the north and south ends of the Education Building. This would be similar to the gate that separates the narthex from the restrooms in the main church building. This would provide both privacy and security and allow other groups to use the rooms at the south end of the Education Building while the Cooling Center uses the north end. The cost may be around \$3,000. Curtis Wood, Junior Warden, will research additional information so that the Vestry can decide at the June Vestry meeting.
- Alex and Katie Mather-Charles prepared a proposed policy and procedure document for the parish nursery. Alex, who is a member of the Vestry, began a review of the document allowing Vestry members to ask questions and propose changes. This review will be completed by the June Vestry meeting at which time the Vestry will vote on it.

Financial Report:

- Ann Neal, Parish Treasurer, emailed the financial reports for March and April of 2025 to the Vestry. Revenue for giving and special gifts is ahead for 2025 compared to 2024, with the exception of regular givers. Pledge, plate and contributions are \$226,000 over the prior year. Kathy Carney motioned to accept the Treasurer's Report. Heidi Thomas seconded the motion. The motion carried.
- A new banking relationship will be instituted once the Rector, Senior and Junior Wardens, and Parish Treasurer are able to coordinate their schedules.

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Other Items Requiring Vestry Action:

- Fr. Hunter submitted a resolution to change the proportions of his salary versus his housing allowance, which does not affect the total remuneration. Kim Stone motioned to approve the resolution. Jude Wicklgren seconded the motion. The motion carried.

New Business/Future Agenda Items:

- There was no new business to discuss.

Closing Prayer and Sending:

Fr. Hunter closed the meeting with prayer. Kathy Carney motioned to adjourn the meeting. Heidi Thomas seconded the motion. The meeting was adjourned at 2:48 p.m.

Respectfully submitted,
Andrea Stewart
Clerk of the Vestry

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Vestry Meeting, June 22, 2025

Present: Fr. Hunter Ruffin, Rector; Jan Wagner, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney; Alex Mather-Charles; Kim Stone; Aaron VanBriesen; Andrea Stewart, Clerk.

Gathering: Fr. Hunter opened the Vestry meeting at 12:16 p.m. with prayer. Vestry member, Jude Wickelgren, passed away unexpectedly on May 22. The Vestry members shared their memories and thoughts about Jude, including her extraordinarily strong faith, her concern about her family, friends, clients at work and the state of the nation and the world, her total presence in anything in which she was involved. Fr. Hunter offered his counsel and support to anyone who needs to discuss this loss and resources for counseling if needed.

Consent Agenda:

The May Rector's and Senior and Junior Wardens Reports, which were received prior to the meeting, were approved by consensus.

Discipleship & Mission

- The Vestry had a final meeting via Zoom on May 10 to discuss the Nursery and Childcare Policies and Procedures for Epiphany. Pat motioned to accept the Policies and Procedures. Kim seconded the motion. The motion carried.
- Fr. Hunter stated that one of the nursery staff members tendered her resignation, as of June 29. As we are required to have two adults trained in the diocesan safeguarding practices, Epiphany has two options. The first is to hire a second person to work in the nursery, which will take time for interviews, background checks, and safeguard training. The second is to engage Arizona Lullaby Guild  which we used to provide our second nursery attendant previously. This will also guarantee a replacement person should one of the two staff be absent. The cost between having our own staff and using an outside organization is negligible. Curtis motioned to engage Arizona Lullaby Guild to provide staffing for the nursery as of July 6. Kathy seconded the motion. The motion carried.
- Expansion of the columbarium is a two-step process. First, in order to accept a generous \$30,000 gift for the columbarium, the Vestry would need to vote to move the Memorial Garden/Columbarium fund to our endowment fund which would enable it to grow through investment. Second, the Vestry would need to approve the actual expansion of one of the columbarium walls. Aaron motioned to move the Memorial Garden/Columbarium fund to the endowment fund. Alex seconded the motion. The motion carried. Kim motioned to expand the south columbarium wall. Pat seconded the motion. The motion passed.
- Fr. Hunter provided a document summarizing the outcomes of the Day of Visioning held June 7. The group of approximately 30 parishioners achieved a great deal of work in identifying our core values, mission, vision, and a Rule of Life to guide Epiphany towards that vision. As there was some work the group was not able to complete in one day, Fr. Hunter invited the Vestry members to consider being part of a working group to complete the efforts made. The group would consist of 2 to 3 Vestry members and 2 to 3 lay members of the congregation.

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- The Senior Warden began a discussion of the annual Stewardship planning. The Episcopal Network for Stewardship (TENS) has a program which includes all the pre-made materials we would need. These items and themes could be matched to parts of our Day of Visioning results. The Stewardship committee would ideally consist of 3 Vestry members and 3 lay members of the congregation. Work needs to begin by August.

Financial Report:

- Ann Neal, Parish Treasurer, emailed the financial reports for May 2025 to the Vestry. Ann was not able to attend the Vestry meeting. Due to the loss of several parishioners recently, the affect on the year end finances needs to be evaluated by the Finance Committee. As of June 1, 2025, the monthly debt payment was cut almost in half. This will allow an annual savings of approximately \$12,000. As a side note, the \$20,000 for use of the Education building for the Cooling Center has not yet been received. The Treasurer's report was unanimously approved.

Other Items Requiring Vestry Action:

- An air conditioner unit in the Education building needed immediate maintenance. As the cost of repair at \$1,212.97 exceeds the limit for the Junior Warden, Vestry approval is required. Pat motioned to approve the payment. Aaron seconded the motion. The motion carried.

New Business/Future Agenda Items:

- Fr. Hunter emailed a brief outline of procedures in the event staff from Immigration and Customs Enforcement (ICE) appear at Epiphany. These procedures will be reviewed in detail at the August Vestry meeting.

Closing Prayer and Sending:

Fr. Hunter closed the meeting with prayer. Kathy Carney motioned to adjourn the meeting. Fr. Hunter adjourned the meeting at 2:16 p.m.

Respectfully submitted,
Andrea Stewart
Clerk of the Vestry

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Vestry Meeting, August 17, 2025

Present: Fr. Hunter Ruffin, Rector; Jan Wagner, Senior Warden; Curtis Wood, Junior Warden; Kathy Carney; Floyce Chavez; Beth Hunt; Alex Mather-Charles; Heidi Thomas; Aaron VanBriesen; Ann Neal, Treasurer; Andrea Stewart, Clerk

Absent: Pat Blackman; Kim Stone

Guest: Cassandra Swick

Gathering: Fr. Hunter opened the Vestry meeting at 12:15 p.m. with prayer. Galatians 3:23-29 was read followed with discussion of how it relates to today's church, how we each may relate to or struggle with the issues, and how Epiphany is attempting to live into the division-less identity of being "in Christ".

Consent Agenda:

The Rector's and Senior and Junior Warden Reports, and June Vestry meeting minutes, which were issued prior to the meeting, were approved by consensus.

Discipleship & Mission

- Daniel Milowski resigned from the Vestry. Floyce Chavez was nominated to fill the position until the next Annual Meeting. Kathy motioned to appoint Floyce to the Vestry. Heidi seconded the motion. The motion carried.
- A candidate was nominated for Holy Orders. Alex motioned to advance this nomination to the Diocese. Kathy seconded the motion. The motion carried.
- A review of the procedures to follow regarding immigration was tabled until the September Vestry meeting.
- The Senior Warden shared the theme of the Stewardship campaign. It will begin the first part of September and last four weeks. The Stewardship Committee consists, so far, of Jan Wagner, Pat Blackman, Kathy Carney, Beth Hunt, and Alex Mather-Charles. Two to three more committee members are desired.
- The Day of Visioning held June 7 resulted in a new mission statement for Epiphany. The mission statement is to be revised so that it is less wordy, can be more easily remembered, and fit on a bumper sticker. Heidi and Kathy volunteered to be part of the committee to complete the work of a revised mission statement along with a Rule of Life for Epiphany. Two to four more people are desired for the committee. The revised mission statement is to be presented to the Vestry for approval at their September meeting. The Rule of Life is to be ready to be presented to the congregation at the Annual Meeting.
- The Diocesan Convention is scheduled for October 10 and 11. Epiphany is allowed to have four delegates as well as both wardens and all clergy to attend. Heidi and Stanlie James put their names forward to be delegates. Andrea put her name forward to be an alternate. Kathy motioned to elect Heidi and Stanlie as delegates and Andrea as the alternate. Beth Hunt seconded the motion. The motion carried. Floyce then put her name forward to be a delegate. Kathy motioned to elect Floyce as a third delegate. Aaron seconded the motion. The motion carried. A fourth delegate is needed to represent Epiphany at the convention.

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- Repair of a plumbing leak beneath the basketball court was made by PlumbSmart. This issue necessitated immediate action, and as it exceeded the \$1,000.00 limit without Vestry approval, it was presented to the Vestry subsequent to payment. Kathy motioned to approve the payment of \$6,255.92 to PlumbSmart in arrears and charged to the Buildings and Grounds account. Beth Hunt seconded the motion. The motion carried.
- Fr. Hunter has held conversations with the pastor of the Church of South India about the use of the Epiphany facilities. The congregation has periodically held events in Burkhardt Hall and the Education Building.

Financial Report:

- Three bids were obtained to rekey some doors and remove key access to specific doors which are rarely used or otherwise are not necessary for entering the building(s). This will ensure we rely more on the access control system which will record all access or attempt to access any door. The lowest bid was provided by Al's Locksmith Service, which Epiphany has used for many years. Kathy motioned to accept the bid from Al's Locksmith Service. Floyce seconded the motion. The motion carried. Fr. Hunter stated that anyone with access to the doors will be required to have Safe Church training/certification.
- In preparation for the Windows 11 update Epiphany needs to repurpose some of our technological equipment and purchase some additional equipment. We are over budget for our 2025 Hardware/Software budget. Fr. Hunter presented a report of hardware needed breaking it down into our minimum necessary options and all equipment. Beth motioned to approve the funds to include all the equipment. Aaron seconded the motion. The motion carried.
- Ann Neal, Parish Treasurer, emailed the financial reports for June and July 2025 to the Vestry. She noted special gifts to various funds and pointed out that the mortgage loan is now below \$500,000. Fr. Hunter stated that he estimated at the end of the year Epiphany will be overbudget between \$15,000 and \$45,000 which is better than the \$60,000 originally budgeted. Aaron motioned to approved the financial reports. Beth seconded the motion. The motion carried.

New Business/Future Agenda Items:

- Curtis stated that at the September meeting he will present several expenses to the Vestry for approval, including obtaining bids to paint the fencing around the basketball court and the west wall between our property and the alley, repairing some auto-off faucets, possibly replacing water heaters, and patching the basketball court.

Closing Prayer and Sending:

Fr. Hunter solicited prayer requests and closed the meeting with prayer. Kathy Carney motioned to adjourn the meeting. Fr. Hunter adjourned the meeting at 2:17 p.m.

Respectfully submitted,
Andrea Stewart
Clerk of the Vestry

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Vestry Meeting, September 21, 2025

Present: Fr. Hunter Ruffin, Rector; Jan Wagner, Senior Warden; Curtis Wood, Junior Warden; Kathy Carney; Floyce Chavez; Beth Hunt; Alex Mather-Charles; Kim Stone; Heidi Thomas; Aaron VanBriesen; Ann Neal, Treasurer; Andrea Stewart, Clerk

Absent: Pat Blackman

Gathering: Fr. Hunter opened the Vestry meeting at 12:16 p.m. with prayer. He then asked each person to share the “heart of their month/week”.

Consent Agenda:

The Rector presented his monthly report orally, including the formation of the Stewardship Committee and upcoming formation classes (Justice & Prophets and “Being With”). The Senior and Junior Warden Reports and August Vestry meeting minutes, which were issued prior to the meeting, were approved by consensus.

Discipleship & Mission

- The Vestry is required to offer financial and spiritual support to candidates for ordination. Tamara Noel is a candidate to the diaconate. Kim motioned to support Tamara in her pursuit of ordination. Kathy seconded the motion. The motion carried.
- A review of the procedures provided by legal counsel to follow regarding immigration were reviewed.
- Kathy Carney presented the Core Values that a committee from the Day of Visioning suggests that Epiphany adopt.
 - United in Christ: Worship, Serve, Love
 - Spiritual Growth (Worship, Love)
 - Sacramental Life (Worship)
 - Service (Serve, Love)
 - Justice (Serve, Love)
 - Inclusivity (Serve, Love)
 - Community (Serve, Love)

Heidi motioned to accept the committee’s suggestion. Aaron seconded the motion. The motion carried.

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- The Junior Warden has the authority to initiate maintenance and repair expenses up to \$1,000.00. A resolution was presented to increase the amount to \$2,500.00 for ordinary maintenance and repairs and \$5,000.00 for emergency maintenance and repairs. Aaron motioned to approve the resolution giving the Junior Warden the authorization to approve ordinary maintenance and repair expenses up to \$2,500.00 and emergency maintenance and repairs to \$5,000.00 without approval of the Vestry. Kim seconded the motion. The motion carried.

Financial Report:

- Ann Neal, Parish Treasurer, emailed the financial reports for August 2025 to the Vestry. All parishes and missions within the diocese are required to have an annual audit of their financial records. In preparation for the audit at the end of January 2026, the Vestry needs to approve the financial reports for the year to be audited, along with expenses related to the audit. Further research will be conducted to determine what action and related expenses are needed. Kathy motioned to approved the financial reports. Kim seconded the motion. The motion carried.

New Business/Future Agenda Items:

- A resolution regarding conflict of interest for Vestry members in retaining vendors will be addressed at the next meeting.

Closing Prayer and Sending:

Fr. Hunter solicited prayer requests and closed the meeting with prayer. Floyce motioned to adjourn the meeting. Fr. Hunter adjourned the meeting at 2:17 p.m.

Respectfully submitted,
Andrea Stewart
Clerk of the Vestry

CHURCH OF THE EPIPHANY – TEMPE

Vestry Meeting, October 19, 2025

Present: Fr. Hunter Ruffin, Rector; Jan Wagner, Senior Warden; Curtis Wood, Junior Warden; Kathy Carney; Floyce Chavez; Beth Hunt; Kim Stone; Heidi Thomas; Aaron VanBriesen; Ann Neal, Treasurer; Andrea Stewart, Clerk

Absent: Pat Blackman; Alex Mather-Charles

Gathering: Fr. Hunter opened the Vestry meeting at 12:18 p.m. He asked each person to respond to the question “How do you practice a prophetic imagination for God’s vision of the world?”

Consent Agenda:

The Rector’s Report, Senior and Junior Warden Reports, and September Vestry meeting minutes, which were issued prior to the meeting, were approved by consensus.

Discipleship & Mission

- Amendments to the Parish By-Laws were discussed, including Vestry terms, paramount authority, property held in trust, prohibition against unauthorized disposition or encumbrance of property, leadership policy, and removal of a Vestry member. The proposed amendments would bring Epiphany more in line with the diocese. Voting on the amendments will take place at the November Vestry Meeting.
- Fr. Hunter and Christian are securing bids on repair of the sanctuary and nursery roofs. The cost, estimated to be between \$50,000 and \$80,000, will be covered by the Capital Projects Fund. To prevent drawing down the balance in the Capital Projects Fund from being too low, there is the possibility of obtaining a partial loan from the diocese at a below market rate. The Vestry will further consider this option once all bids are obtained.
- Fr. Hunter has been in discussion with the Pastor of the United Church of Christ of India regarding additional use of the facilities at Epiphany. A Vestry work group consisting of Jan Wagner, Heidi Thomas, and Beth Hunt will conduct further research on the joint use of Epiphany’s facilities and present their recommendations to the Vestry at the November meeting.

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, October 19, 2025

- Interest has been expressed in having the Nursery open for the 8:00 a.m. worship service. This would require staff to begin one hour earlier. The increase in cost would be \$46 per week and \$2,392 per year. Heidi Thomas motioned to approve the additional expenditure for the nursery staff. Floyce Chavez seconded the motion. The motion carried.

Financial Report:

- Ann Neal, Parish Treasurer, emailed the financial reports for September 2025 to the Vestry. Kathy Carney motioned to approved the financial reports. Kim Stone seconded the motion. The motion carried.
- An appraisal of the value of Epiphany's facilities is needed for the annual audit. Two bids have been received, and a third bid is needed. Once the third bid is obtained, all the bids will be presented to the Vestry members via email. The Vestry will select the company to prepare the appraisal in a vote by email and confirmed at the November meeting.

New Business/Future Agenda Items:

- There was no new business.

Closing Prayer and Sending:

Fr. Hunter solicited prayer requests and closed the meeting with prayer. Floyce Chavez motioned to adjourn the meeting. Kathy Carney seconded the motion. Fr. Hunter adjourned the meeting at 2:10 p.m.

Respectfully submitted,
Andrea Stewart
Clerk of the Vestry

CHURCH OF THE EPIPHANY – TEMPE

Vestry Meeting, November 16, 2025

Present: Fr. Hunter Ruffin, Rector; Jan Wagner, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney; Floyce Chavez; Beth Hunt; Heidi Thomas; Aaron VanBriesen; Ann Neal, Treasurer; Andrea Stewart, Clerk

Absent: Alex Mather-Charles: Kim Stone

Gathering: Fr. Hunter opened the Vestry meeting at 12:19 p.m. Following a reading of Canticle 9 - The First Song of Isaiah, members of the Vestry shared their thoughts on:

- How does your community of faith reflect thanksgiving to God? How do you?
- How do you “ring out your joy” as a faithful believer?

Consent Agenda:

Fr. Hunter shared his monthly report orally. The Rector’s Report, Senior and Junior Warden Reports, and October Vestry meeting minutes, which were issued prior to the meeting, were approved by consensus.

Discipleship & Mission

- Amendments to the Parish By-Laws were discussed at the October meeting. The following amendments, copies of which are attached at the end of these meeting minutes, were voted upon as follows:
 - Article 1 Section 6 – Paramount Authority (New): Motion to accept by Pat Blackman. Seconded by Heidi Thomas. Motion carried.
 - Article I, Section 7. Property Held in Trust (New): Motion to accept by Kathy Carney. Seconded by Aaron VanBriesen. Motion carried.
 - Article I, Section 8. Prohibition Against Unauthorized Disposition or Encumbrance of Property (New): Motion to accept by Curtis Wood. Seconded by Kathy Carney. Motion carried.
 - Article V, Section 6. Leadership Policy (New): Motion to accept by Kathy Carney. Seconded by Pat Blackman. Motion carried.
 - Article V, Section 7. Removal of a Vestry Member (New): Motion to accept by Floyce Chavez. Seconded by Kathy Carney. Motion carried.
 - Article V, Section 2. Eligibility for Election, Re-Election, or Appointment (Amended): Motion to accept by Kathy Carney. Seconded by Pat Blackman. Motion carried.

CHURCH OF THE EPIPHANY – TEMPE
Vestry Meeting, November 16, 2025

- Bids on repair of the building roofs were obtained from three contractors. As the Vestry discussed the costs and condition of the roofs, it was decided to obtain more information on costs for the repair of all roofs by each company. Once this additional information has been received the Vestry will decide which contractor to engage. The Rector and treasurer will then submit a Fund B Loan application through the diocese to supplement the expense which will be covered by the Capital Maintenance fund.
- Fr. Hunter presented to the Vestry an initial budget for 2026. The Vestry will further discuss the proposed budget at the December meeting. Fr. Hunter encouraged consideration for how the budget reflects the core values of Epiphany.
- The vestry received an update on the possibility of welcoming the United Church of Christ of India to Epiphany as its permanent worship home. Epiphany and UCCI are in ongoing negotiations about the use of space, a shared calendar of events, and working out service times and transitions. UCCI is able to pay \$4,800 a year in rent for the use of space on Sundays. When asked if there were any hesitations for moving forward with welcoming UCCI, no member of the vestry raised any concerns.

Financial Report:

- An appraisal of the value of Epiphany's facilities has been conducted, and we are waiting for the result.
- The audit of Epiphany's financials is in process.
- Ann Neal, Parish Treasurer, emailed the financial reports for October 2025 to the Vestry. Pat Blackman motioned to approve the financial reports. Heidi Thomas seconded the motion. The motion carried.

New Business/Future Agenda Items:

- There was no new business.

Closing Prayer and Sending:

Fr. Hunter solicited prayer requests and closed the meeting with prayer. Floyce Chavez motioned to adjourn the meeting. Pat Blackman seconded the motion. Fr. Hunter adjourned the meeting at 2:40 p.m.

Respectfully submitted,

Andrea Stewart
Clerk of the Vestry

Supplemental Bylaw Amendments – Church of the Epiphany Tempe Vestry

(Prepared for consideration at the Vestry Meeting on 11/16/2025)

Article I, Section 6. Paramount Authority (New)

Whereas, the Vestry recognizes that parish governance must conform to the Constitution and Canons of The Episcopal Church and of The Episcopal Diocese of Arizona; and

Whereas, this principle should be explicitly reflected in the Bylaws;

Be it further resolved that the Bylaws of the Church of the Epiphany Tempe shall be amended to include the following:

The Constitution, Canons, Rules, Regulations, and Discipline of the Church—now known as the Constitution and Canons for the Government of The Episcopal Church in the United States of America—and the Constitution and Canons of The Episcopal Diocese of Arizona shall, unless contrary to the laws of the State of Arizona, always form and be deemed to be a part of the Bylaws of this Corporation and shall prevail against anything elsewhere contained that may appear to be repugnant to such Constitution, Canons, Rules, Regulations, or Discipline.

Adopted by the Vestry of Church of the Epiphany Tempe on this 16th day of November, 2025.

Article I, Section 7. Property Held in Trust (New)

Whereas, Canon 10.1 of the Canons of The Episcopal Diocese of Arizona affirms that all parish property is held in trust for The Episcopal Church and the Diocese; and

Whereas, the Vestry desires to reaffirm this canonical principle in the parish Bylaws;

Be it further resolved that the Bylaws of the Church of the Epiphany Tempe shall be amended to include the following:

All real and personal property held by or for the benefit of this Parish is held in trust for The Episcopal Church and for The Episcopal Diocese of Arizona.

Adopted by the Vestry of Church of the Epiphany Tempe on this 16th day of November, 2025.

Article I, Section 8. Prohibition Against Unauthorized Disposition or Encumbrance of Property (New)

Whereas, Canon 10.4 of the Canons of The Episcopal Diocese of Arizona prohibits the alienation, sale, or encumbrance of real property without the written consent of the Bishop and Standing Committee; and

Whereas, the Vestry seeks to incorporate this restriction within the parish Bylaws for clarity and compliance;

Be it further resolved that the Bylaws of the Church of the Epiphany Tempe shall be amended to include the following:

No real property or interest in real property of any kind or character held by this Parish shall be alienated, sold, disposed of, mortgaged, encumbered, or granted without the written consent of the Bishop and Standing Committee of The Episcopal Diocese of Arizona. Any attempted transaction made without such written consent shall be null, void, and of no force or effect.

Adopted by the Vestry of Church of the Epiphany Tempe on this 16th day of November, 2025.

Article V, Section 6. Leadership Policy (New)

Whereas, diocesan policy prohibits clergy other than the Rector or Vicar, paid lay staff, and their immediate family members from serving in elected leadership to preserve boundaries and integrity of governance; and

Whereas, the Vestry affirms this policy as part of its local governance standards;

Be it further resolved that the Bylaws of the Church of the Epiphany Tempe shall be amended to include the following:

Clergy, other than the Rector or Vicar, and paid lay staff shall not serve in leadership positions such as Vestry or Bishop's Committee members, Clerk of the Vestry, Treasurer, or Junior or Senior Warden. Immediate family members of clergy and paid lay staff shall likewise not serve in any of these capacities. Immediate family members shall not serve together simultaneously on the Vestry or Bishop's Committee.

Adopted by the Vestry of Church of the Epiphany Tempe on this 16th day of November, 2025.

Article V, Section 7. Removal of a Vestry Member (New)

Whereas, consistent attendance and participation in Vestry meetings are vital to the spiritual and administrative leadership of the parish; and

Whereas, the Vestry seeks to formalize attendance expectations within the Bylaws;

Be it further resolved that the Bylaws of the Church of the Epiphany Tempe shall be amended to include the following:

Any Vestry member who is absent from three (3) meetings within a year without cause or excuse shall be subject to removal by a majority vote of the remaining Vestry members. Cause or excuse for absence shall be determined at the sole discretion of the Rector or Senior Warden.

Adopted by the Vestry of Church of the Epiphany Tempe on this 16th day of November, 2025.

Article V, Section 2. Eligibility for Election, Re-Election or Appointment (Amended)

Whereas, the current Bylaws restrict Vestry members from immediate re-election following a term; and

Whereas, the Vestry wishes to amend this section to allow one consecutive term before requiring a one-year break in service;

Be it further resolved that the Bylaws of the Church of the Epiphany Tempe shall be amended to include the following:

Section 2 of the Bylaws is hereby amended to read as follows:

No person shall be eligible for re-election as a member of the Vestry more than once consecutively. After serving two consecutive terms, a member shall not be eligible for re-election until after the expiration of one year from the termination of their previous service on the Vestry. No person shall be eligible for re-election as Junior Warden after three (3) successive terms until the expiration of one year from the expiration of said third successive term.

Adopted by the Vestry of Church of the Epiphany Tempe on this 16th day of November, 2025.

We, the undersigned, hereby certify that the foregoing amendments were duly adopted by the Vestry of Church of the Epiphany Tempe, Tempe, Arizona, on the 16th day of November, 2025.







Rector / Priest-in-Charge

Senior Warden

Clerk of the Vestry

CANONS (BY-LAWS) OF THE CHURCH OF THE EPIPHANY-TEMPE

Revised November 2025

ARTICLE I .

Membership

Section 1. MEMBERS of the corporation shall be all communicants in good standing and enrolled in the Parish Register, who are eighteen (18) years of age or older.

ARTICLE II.

Meetings

Section 1. ANNUAL PARISH MEETINGS. The Annual Parish Meeting of the MEMBERS of the corporation shall be held during the month of January at a time and place within the Parish specified by the Rector.

Section 2. SPECIAL PARISH MEETINGS. Special Parish Meetings shall be held at such times as may be specified in the notice thereof.

Section 3. CALL OF PARISH MEETINGS. The Annual Parish Meetings shall be called by the Rector, or in default of such call, by the Senior Warden, Junior Warden or Clerk, in that order. Special Parish Meetings may be called by the Rector and shall be called by him/her at the request of a majority of the Vestry or upon request of one-third (1/3) of the MEMBERSHIP, in writing with affixed signatures.

Section 4. NOTICE OF PARISH MEETINGS. Notice of Parish Meetings shall be given by publication in such bulletin or written circular mailed to the MEMBERS as may be convenient, and as may be directed by the Rector, or, in default of direction, by the Senior Warden, Junior Warden or Clerk, in that order, not less than fifteen (15) days prior to the date of the meeting, unless otherwise provided by law.

Section 5 . TRANSACTION OF BUSINESS. Any business whatsoever properly to come before the meeting and within the jurisdiction or authority of the MEMBERS may be transacted at an Annual Parish Meeting, but only such business as shall be fairly specified in the notice thereof shall be transacted at the Special Parish Meeting.

Section 6. QUORUM. At any Parish Meeting, a quorum for the transaction of business all consist of the whole number MEMBERS actually present in person, not less however. than ten (10%) percent of the whole MEMBERSHIP of the corporation.

Section 7 . VOTING. Voting at any Parish Meeting shall be restricted to MEMBERS present in person, and voting by proxy shall not be permitted. The Vestry may from time to time establish a policy for absentee voting.

Section 8 . PLACE OF MEETING. A Parish Meeting shall be held at such place as shall be specified in the notice as determined by the Rector, or in default of determination, by the Senior Warden, Junior Warden, or Clerk, in the order, but no meeting shall be held outside the geographic boundaries of the Parish, nor, except for compelling cause, otherwise than on Parish property.

Section 9: HOUR OF MEETING. A Parish Meeting shall be held at such hour as shall be specified in the notice, which shall be an hour convenient to the largest number of MEMBERS, as reasonably determined by the Rector, or in default of the determination, by the Senior Warden, Junior Warden, or Clerk, in that order.

Section 10. CONDUCT OF MEETINGS. The Rector, or in his/her absence, the Senior Warden, Junior Warden, or Clerk, in that order, shall preside at Parish and Vestry Meetings, which shall be conducted in accordance with the Constitution and Canons for the Government of the Protestant Episcopal Church of the United States of America, the Constitution and Canons of the Diocese of Arizona, the Articles of Incorporation of THE CHURCH OF THE EPIPHANY-TEMPE, these Canons (By-Laws), and Roberts Rules of Order.

ARTICLE III.

Vestry

Section 1. COMPOSITION OF VESTRY. The Vestry shall consist of the Rector, two Church Wardens (who shall be entitled to vote as members of the Vestry) and nine Vestry members, provided however, that in the case of one or more vacancies on the Vestry arising from any cause, the Vestry shall for all purposes be deemed and held to consist of such number of the foregoing persons who shall be then in office.

Section 2. ELIGIBILITY FOR ELECTION, RE-ELECTION OR APPOINTMENT. No person shall be eligible for re-election as a member of the Vestry more than once consecutively. After serving two consecutive terms, a member shall not be eligible for re-election until after the expiration of one year from the termination of their previous service on the Vestry. No person shall be eligible for re-election as Junior Warden after three (3) successive terms until expiration of one year from the expiration of said third successive term.

Section 3 . TERM OF OFFICE AND ELECTION OF VESTRY MEMBERS. Regularly elected Vestry members shall hold office for a term of three (3) years or until their successors are elected or appointed and qualified, with one-third (1/3) of the Vestry members being elected each year.

If on the date of any Annual Parish Meeting an appointed Vestry member is in office, or if there is a vacancy on the Vestry (other than a vacancy due to the normal expiration of a term in office), then

at the Annual Parish Meeting, the MEMBERS shall fill the vacancy by specially electing a Vestry Member. Such socially elected Vestry members shall hold office for the balance of the unexpired term of the Vestry member they are replacing, unless their successors are elected or appointed and qualified prior to that date.

Appointed Vestry members shall hold office until the Annual Parish Meeting following their appointment unless their successors are appointed and qualified prior to that date.

Section 4. APPOINTED VESTRY MEMBERS. In case of a vacancy in the office of Vestry member occurring from any cause other than expiration of term, the Vestry shall appoint, from persons possessing the necessary qualifications, an appointed Vestry member who shall serve until the next Annual Parish Meeting.

Section 5. REGULAR VESTRY MEETINGS. Regular Vestry Meetings shall be held at least monthly on such day and at such place as shall be determined in advance by the Vestry. The monthly requirement may be suspended during the months of June, July and August.

Section 6 . SPECIAL VESTRY MEETINGS. Special Vestry Meetings may be held at any time, and may be called by the Rector, Senior Warden, Junior Warden, or a majority of the Vestry.

Section 7 . NOTICE OF VESTRY MEETINGS. No Notice shall be required for any regular Vestry meeting which shall be held on a fixed day and time determined in advance by the Vestry, but not less than Twenty-Four (24) hours written or oral notice of Special Vestry Meetings shall be given by the Rector, Senior Warden, Junior Warden, or Clerk.

Section 8 . QUORUM. A quorum of the Vestry shall be seven or more members of the Vestry.

Section 9. REMOVAL OF A VESTRY MEMBER. Any Vestry member who is absent from three (3) meetings within a year without cause or excuse shall be subject to removal by a majority vote of the remaining Vestry members. Cause or excuse absence shall be determined by the sole discretion of the Rector or Senior Warden.

ARTICLE IV.

Officers

Section 1. THE RECTOR. The Rector is the President of the corporation and The Rector or The Rector's designee shall preside at all meetings of the Vestry and of the MEMBERS of the corporation. The Rector shall be elected by the Vestry in accordance with the applicable provisions of the Canons of the Government of the Protestant Episcopal Church of the United States of America and the applicable provisions of the Canons of the Diocese of Arizona. In the

event of a vacancy in the Rectorate, the Bishop of the Diocese of Arizona shall have all the powers and rights of the Rector.

Section 2. THE SENIOR WARDEN. At each Annual Parish Meeting, the Rector shall appoint a Senior Warden who shall serve until the next Annual Parish Meeting, or until his/her successor shall be appointed and qualified. In the event of a vacancy in the office of Senior Warden, the Rector shall appoint a successor Senior Warden who shall serve as such until the next Annual Parish Meeting, or until his/her successor shall be appointed and qualified.

Section 3 . THE JUNIOR WARDEN. At each Annual Parish Meeting the MEMBERS shall elect a Junior Warden, who shall serve until the next Annual Parish Meeting, or until his/her successor shall be elected and qualified. In the event of a vacancy occurring in the office of Junior Warden, the Vestry shall appoint from the MEMBERS of the corporation a successor to serve for the remainder of the unexpired term.

Section 4 . THE CLERK OF THE VESTRY. The Clerk of the Vestry shall be the Secretary of the corporation and shall see to the performance of the usual duties of the corporate secretary. At the first Vestry Meeting after the Annual Parish Meeting, the Vestry shall elect a Clerk, either from their own membership or from the MEMBERS of the corporation who shall serve for a term of one year or until his/her successor has been appointed and qualified. In the event of a vacancy occurring in the office of the Clerk, Vestry shall, in a like manner, elect a successor who shall serve for the remainder of the unexpired term.

Section 5 . THE TREASURER. The Treasurer shall perform the usual functions of a corporate treasurer, and in addition, shall submit to the Vestry a monthly statement of receipts, disbursements and cash, or equivalent, on hand, in such form as the Vestry shall specify. At the first meeting of the Vestry following the Annual Parish Meeting, the Vestry shall elect a Treasurer, either from their own membership or from the MEMBERS of the corporation who shall serve for a term of one year, or until his/her successor shall be appointed and qualified. In the event of a vacancy occurring in the office of Treasurer, the Vestry shall, in a like manner, elect a successor who shall serve for the remainder of the unexpired term.

Section 6. LAY DELEGATES TO THE CONVENTION. The Churchwardens selected at each Annual Parish Meeting shall be ex-officio delegates to the Annual Convention for the year of their service and shall represent the Parish thereat. At each Annual Parish Meeting, the MEMBERS shall elect from their own ranks, additional lay delegates to the Annual Convention for such year, in the proportion of one delegate for each fifty (50) communicants or major fraction thereof, except that the total number of additional lay delegates shall not exceed five (5). The MEMBERS of the corporation shall at each Annual Parish Meeting also elect from their own ranks such number of alternate lay delegates to the Annual Convention for each year as the Rector shall deem advisable, in order to make reasonable certain of adequate representation thereat. In default of such election at the Annual Parish Meeting, the Vestry shall elect from the MEMBERS, such number of lay delegates and alternates to the Annual Convention for such year as shall be permitted hereunder.

ARTICLE V .

Miscellaneous

Section 1. PARAMOUNT AUTHORITY. In case of any conflict, the provisions of these Canons (By-Laws) shall at all times be deemed to be governed by, and to be in all respects subordinate to the Constitution and Canons for the Government of the Protestant Episcopal Church of the United States of America, as now and hereafter adopted, and as amended and modified by the annual conventions heretofore and hereafter to be held, and the Constitution and Canons of the Diocese of Arizona, and as hereinafter adopted, modified and amended by the annual conventions hereafter to be held.

Section 2 . COMMITTEES. The Rector shall from time to time create committees and appoint chairpersons of such committees as he or she shall choose. The appointment of any committee chairperson shall be subject to the approval of the Vestry.

Section 3. ELECTION PROCEDURE. The Junior Warden and members of the Vestry shall be elected by majority vote of the MEMBERS of the corporation at the Annual Parish Meeting. Lay delegates and alternates to the Convention, other than the Churchwardens, shall be elected in a like manner as the Vestry.

Section 4. AMENDMENTS. These Canons, which shall constitute the By-Laws of the corporation of THE CHURCH OF THE EPIPHANY-TEMPE may be amended, modified, repealed, supplemented or superseded at any time by two-thirds ($\frac{2}{3}$) vote of the members of the Vestry. No amendment shall have any force and effect unless the same shall be in accordance with the applicable provisions of paramount authority as set forth in Section 1, of this article.

Section 5. PARAMOUNT AUTHORITY. The Constitution, Canons, Rules, Regulations, and Discipline of the Church-now known as the Constitution and Canons for the Government of The Episcopal Church of the United States of America-and the Constitution and Canons of The Episcopal Diocese of Arizona shall, unless contrary to the laws of the State of Arizona, always form and be deemed to be a part of the Bylaws of the Corporation and shall prevail against anything elsewhere contained that may appear to be repugnant to such Constitution, Canons, Rules, Regulations, and Discipline

Section 6. PROPERTY HELD IN TRUST. All real and personal held by or for the benefit of this Parish is held in trust for the Episcopal Church and for The Episcopal Diocese of Arizona.

Section 7. PROHIBITION AGAINST UNAUTHORIZED DISPOSITION OR ENCUMBRANCE OF PROPERTY. No real property or interest in real property of any kind or character held by the Parish shall be alienated, sold, disposed of, mortgaged, encumbered, or granted without written consent of the Bishop and Standing Committee for The Episcopal Diocese of Arizona. Any

attempted transaction made without such written consent shall be null, void and of no force or effect.

Section 8. LEADERSHIP POLICY. Clergy, other than the Rector or Vicar, and paid lay staff shall not serve in leadership positions such as Vestry, of Bishop's Committee members, Clerk of the Vestry, Treasurer, Junior or Senior Warden. Immediate family members of clergy and paid lay staff shall likewise not serve in any of these capacities. Immediate family members shall not serve together simultaneously on the Vestry or Bishop's Committee.

SIGNATURES

CHURCH OF THE EPIPHANY – TEMPE

Vestry Meeting, December 21, 2025

Present: Fr. Hunter Ruffin, Rector; Jan Wagner, Senior Warden; Curtis Wood, Junior Warden; Pat Blackman; Kathy Carney; Floyce Chavez; Beth Hunt; Alex Mather-Charles; Kim Stone; Heidi Thomas; Aaron VanBriesen; Ann Neal, Treasurer; Andrea Stewart, Clerk.

Gathering: Fr. Hunter opened the Vestry meeting at 12:19 p.m. Following a reading of Matthew 1:18-25, members of the Vestry shared their thoughts on the role and character of Joseph.

Consent Agenda:

Fr. Hunter shared his monthly report orally, including Advent activities, Progress and next steps in the Giving campaign, the year-end Giving campaign, and formation classes in 2026. The Junior Warden updated the Vestry on upcoming projects and bids received. The Rector's Report, Senior and Junior Warden Reports, and November Vestry meeting minutes were approved by consensus.

Discipleship & Mission

- Fr. Hunter emailed the proposed 2026 budget to the Vestry for review prior to this meeting. Vestry members asked additional questions for clarification. Pat Blackman motioned to approve the 2026 budget as presented. Kathy Carney seconded the motion. The motion carried.
- A resolution was presented to the Vestry stating the portion of the Rector's annual salary to be designated as a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. Floyce Chavez motioned to approve the resolution. Kim Stone seconded the motion. The motion carried.
- The nominating committee for the 2026 Vestry and Junior Warden elections will meet in early January to develop a slate of candidates. Parishioners in good standing will be invited to run for three 3-year positions, one 2-year position, and the Junior Warden position.
- Beginning in January, Vestry members will make phone calls to thank parishioners who have submitted a 2026 Intention to Give form. Making known their intentions early is critical to ensure an accurate budget is proposed for the following fiscal year.
- The Vestry discussed holiday gifts for the Epiphany staff.

Financial Report:

- An appraisal of the value of Epiphany's facilities has been received and was provided to the auditor.
- The audit of Epiphany's financials has been completed. The Vestry is waiting for the final report to review and determine recommendations to implement.
- Ann Neal, Parish Treasurer, emailed the financial reports for November 2025 to the Vestry. Pat Blackman motioned to approve the financial reports. Heidi Thomas seconded the motion. The motion carried.

New Business/Future Agenda Items:

- There was no new business.

Closing Prayer and Sending:

Fr. Hunter solicited prayer requests and closed the meeting with prayer. Floyce Chavez motioned to adjourn the meeting. Pat Blackman seconded the motion. Fr. Hunter adjourned the meeting at 2:04 p.m.

Respectfully submitted,
Andrea Stewart
Clerk of the Vestry



2222 S. Price Rd. • Tempe, AZ 85282 • 480.968.4111 • www.epiphanytempe.org

RESOLUTION OF Church of the Epiphany-Tempe

WHEREAS, the Church of the Epiphany-Tempe is electing to draw on its endowed funds to fund mission and ministry in the year of our Lord 2026,

AND WHEREAS, the Burkhardt Endowed Fund requires vestry action to approve the use of funds for mission and ministry in the parish and the world,

THEREFORE BE IT RESOLVED that the vestry of Church of the Epiphany-Tempe hereby authorizes a draw of not more than 5% of the fund value as of 31 December 2025 and

BE IT FURTHER RESOLVED that the funds drawn from the Burkhardt Endowed Fund shall be used to support the 2026 parish retreat, to be hosted at the parish in the fall of that year, and additional formation programs to be offered over the course of the year.

_____ (print name)

_____ (signature)

Warden

Attest:

_____ (print name)

_____ (signature)

Clerk

_____ (print name)

_____ (signature)

Rector



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WHEREAS The Rev. Charles Hunter Ruffin is employed as a minister of the Gospel by The Church of the Epiphany-Tempe, which does not provide a residence for him; the Vestry of The Church of the Epiphany-Tempe resolves that of the total annual compensation of \$107,940 to be paid to The Rev. Charles Hunter Ruffin during the year 2026, \$43,000 is to be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.