



St. Barnabas Episcopal Parish of Denver, Colorado

Vestry Meeting Minutes

Wednesday, February 26, 2025

In Person & On Zoom at St. Barnabas, Grant Hall
1280 Vine Street, Denver, CO 80206

In attendance: Carrie Corrigan, David Ford (Clerk), John Graves, Jim Hayes (Jr. Warden), Jamie Henderson (Treasurer) [on Zoom], Pastor Stephanie Kopsch (Interim Rector), Bill (& Aiden) Lundgren, Barb Mattison, Jolene Whitney-Bruch (Sr. Warden), Patti Walter (Pastoral Associate), Carolyn Wolfrum

Absent: Sis Flor (out of town)

1. Call to Order and Approval of Agenda – Jolene called the meeting to order at 6:15 p.m. ***Jolene moved to approve the agenda. Carrie seconded the motion. All voted in favor of the motion.***

2. Approval of Minutes – ***Jolene moved to approve the minutes of the January 22, 2025 Vestry meeting with a minor wording change to item #5. Carrie seconded the motion. All voted in favor of the motion.***

3. Devotional – Patti, moved by Jim's recent loss of his wife Claire, stated that because cooking is not Jim's passion, but eating is, the Vestry is giving Jim a gift certificate to the new Cherry Cricket in Littleton to be delivered by email at 1:00 a.m. tonight. Jim reminisced on how he met Claire, their courtship, Claire's strength of character and her love for children. Jim described Claire as a sweet introvert with a fiery spirit. Patti led us in prayer and prayed for Jim and Claire.

4. Welcome New Vestry Members – Jolene welcomed our two newly elected Vestry members in attendance – John and Carolyn. Carolyn is continuing after ending her most recent three-year term and being elected to finish out Andrea Crary's remaining term of one year. John is happy to be back on the Vestry after a one-year absence from his last term. The other newly elected Vestry member, Sis Flor, was absent/out of town tonight, but will be at the Vestry Retreat in ten days.

5. New Rector Search Updates – Carrie related that Nate Stone is now the official co-chair of the Rector Search Committee. The committee has qualified candidates and has completed two interviews of potential candidates and has two more to come. One applicant was rejected (see [Attachment #1](#) for the committee's full update). The

committee will advance two maybe three candidates for Vestry consideration. Stephanie said usually three candidates are advanced but will confer with Canon Vanessa. The application process is still open; three more applications were received after the process was re-opened. The candidates have been great on paper and in person. The committee is doing great as a team working together, with a lot of good expertise. A new rector can probably be expected by summer. Carrie reported the committee was having a great and fun time and meeting wonderful people.

6. L'Ecole Lease Update – Jim triumphantly reported that we have a signed five-year lease with L'Ecole! Jim and Jamie originally thought about a three-year lease but L'Ecole wanted the five-year lease. They put in a clause about property taxes if it ends up that we must pay these. Yard clean-up was also included and was split with L'Ecole. There are concerns about Godly Play being moved. L'Ecole must put in permanent sinks in every classroom; the temporary sinks are only an approved variance for three years. The soundproofing for Patti's office will probably happen on the north wall of the chapel. The Music Director's cabinets will go in the current storage room at the north end of Grant Hall. The Music Director's office will be relocated to the north portion of the Parish Administrator's current office. It is anticipated to cost about \$3,750 to soundproof Patti's office and about \$13,000 to soundproof and build out the Music Director's office. ***Jim moved to approve up to \$16,000 for work on Patti's and the Music Director's offices once the Diocese Property Committee has approved the contract with L'Ecole. Jolene seconded the motion.*** Discussion ensued. The funds will come from the capital improvements funds. L'Ecole's new lease will start June 15 for five years. We will need to have the work done before June 15. Jamie said the balance in the capital improvements fund is \$153,000. It is unknown how long it will take to get approval from the Diocese, which has concerns. Jamie, Mike Erickson, and Jim put information together for a Zoom meeting with the Diocese today at 1:00 p.m. The Diocese's committee consists of two lawyers, a building person, and a rector. They were very pleased in general but had some suggestions and questions about protecting the children, insurance limits, our filing of Articles of Incorporation in the 1980s, inspection of the building and viewing the floor plan, the property taxes issue, and possible income taxes on unrelated business income, which had also been raised by L'Ecole and our prior accountant. Jamie thinks that the Diocese Property Committee will approve it, but we are waiting on the inspection and more information. After the Diocese Property Committee, the matter goes to the Diocese's Standing Committee for approval. Our Kemper Will was on the committee, but Jamie is not sure if he still is but will find out. Stephanie said that other churches have gotten around this by writing only 362-day leases instead of full-year leases. Carrie interjected that some of the candidates for rector have experience in dealing with preschools. It is unclear in the contract if snow shoveling is included. After approval by the Property Committee and the Standing Committee, the Bishop must then approve the contract. Jamie thinks L'Ecole will likely be OK with whatever changes the Diocese may require in the lease and he will be highly disappointed if the Diocese doesn't approve it. ***All voted to approve the motion.*** All thanked Jamie and Jim for their work!

7. Addendum to Item #6 L'Ecole Lease Update – Vestry Email Vote to Approve L'Ecole Lease – Six days prior to this Vestry meeting Junior Warden Jim Hayes sent an urgent email ([Attachment #2](#)) to the Vestry members for their immediate consideration since time was of the essence in getting Vestry approval of the L'Ecole contract to bring before the Diocese. Jim proposed that the Vestry approve the draft contract lease agreement ([Attachment #3](#)) for L'Ecole. The email discussion and approval are in [Attachment #4](#).

Via email Jim moved that the Vestry approve the five-year lease with L'Ecole. The Vestry voted unanimously to approve the lease with some minor cleanup of the agreement language.

8. Junior Warden Report – In addressing the other items in the Junior Warden Buildings and Grounds Projects Report ([Attachment #5](#)), Jim reported that the Sound Assist system in Grant Hall is being replaced under warranty. ***Jim moved that the Vestry approve a bronze plaque about 8½ x 4 inches be made and placed in Lukens Wing. (Attachment #6) Bill seconded the motion.*** This would cost about \$500 and would come out of our memorial fund. David suggested a few grammatical and punctuation changes. ***All voted in favor of the motion.***

9. Pastoral Associate Report – Patti reported that Lily Sefton, a youth, is planning on going to Alaska on the YES Mission Trip this June. See [Attachment #7](#). The Diocese will contribute \$500 towards the \$1,500 cost. Lily wants to raise \$400 from church members by a bake sale or through a QR code posted in the church that goes to her personal fundraising link. The remainder of the funds will come from Lily's earnings from her job at Culver's.

Carolyn moved that we put this information in the e-news and allow Lily to raise funds at St. B's. John seconded the motion. Jamie remarked that any donated funds will not show on a parishioner's giving statement in that the funds will go directly to the Diocese. ***All resoundingly voted in favor of the motion.***

10. Treasurer's Report/Finance Committee – Jamie (via Zoom) reported that he and the Finance Committee are trying to finalize the 2024 finances. The parochial report must be completed using the template given to us. The four Finance Committee members will meet on Sunday to review the accounting and stewardship software to help determine whether we should look at using other software. Jamie said that our Designated Funds are very complicated and that transfers with our current accounting system are complex. Everyone thanked Jamie and he signed off Zoom and left the meeting.

11. Interim Rector Report – As stated in her report ([Attachment #8](#)) Stephanie has hired a new Parish Administrator Keisha Masby (her resume is in [Attachment #9](#)), and she was introduced to the congregation last Sunday at the morning church service. Of three candidates, Stephanie and Patti interviewed two and Keisha has worked out well.

Stephanie was grateful for Parke Nimmons, our contract computer tech, who was very helpful during the transition from Julia Wade to Keisha. Parke will also purchase a new computer for Keisha's use as Parish Administrator and Fr. Jeffrey's three-year old computer will be moved to the front office to replace the even older desktop computer there that won't be supported by Microsoft after August this year.

Regarding the Parochial Report, Stephanie only needs one more certification and then can file it before the March 1 deadline. She reported St. B's has gone from an average attendance of 57 last year (2023) to 68 this year (2024) even though we discontinued the early Sunday service. Stephanie has realized that St. B's is very community driven, and a lot of our energy comes from that, and it is her job to hold a mirror to who we are. Both Patti and Stephanie have had discussions about this with parishioners. Stephanie explained that she was trying to focus on the core energy of the congregation and her observation is that our core identity and energy is represented in the coffee hour and that worship is one of very many ministries that is held together by the coffee hour. John felt responsible for this conversation and was stimulated to do more thinking about it. Carolyn iterated that it's important to attend to our emotion needs and taking care of each other. And Jim likes the exchange of peace.

Stephanie's only other update was that she is going to Germany from March 24 to April 3 and will only miss one Sunday.

Carrie expressed concern about the upcoming Forum this Sunday on the progress of the Search Committee because we can't talk about it fully because of the confidentiality and integrity of the process, but she was assured that people will respect the need for confidentiality. What can be talked about is the very thought-out process and how the Profile was developed, the training we've received from the Diocese, and what steps to expect next. As much as the Vestry as possible was encouraged to be there.

12. Building Use Group (BUG) Report – Barb reported that BUG is almost done with its work. See their report in [Attachment #10](#). They have met and talked about the kitchen rental on a long-term basis *ad infinitum* and have decided not to rent the space on a long-term basis. She has talked with Jamie about the need to have a short-term agreement boilerplate available. Remaining questions are whether we need another person here and what are the insurance questions. But our long-term option is dead; we just don't have the bandwidth to do it currently.

13. Pastoral Associate Report – Patti has been working with Keisha, who is picking up things quickly. Keisha's new computer will come the week after next. Patti gave the following handout ([Attachment #11](#)) to the Finance Committee regarding her position and plans. Starting in 2017, Patti has had her hours increased at the request of the various rectors. Funds for her 0.8 FTE position has come from the Ministries Fund. Stephanie cautioned that it may be very difficult for the new rector to take over pastoral duties if Patti is still around and that we must be very sensitive to this, i.e., the next rector will be the newbie, and it will be much easier for people to go to Patti instead of the new rector. Stephanie has purposefully ceded that field to Patti, and Patti wants to set up the next rector for the greatest success. Stephanie recommended that we make

sure that people are aware that they welcome the new rector and not necessarily run to Patti for pastoral services.

14. Senior Warden Report – Jolene referred to her report ([Attachment #12](#)) and made the following points on:

- Communication: we need to make sure that we are keeping others informed. Thanks to Carolyn for raising this point.
- Mutual Ministry Review: While we probably should have done this last fall for Stephanie ([Attachment #13](#)) and Patti ([Attachment #14](#)), Jolene told everyone, including Jamie and David, to email her their responses by March 6 (before the Vestry Retreat).
- Reflection Questions: She would also like everyone's responses to the Vestry Member Reflection Questions ([Attachment #15](#)) by March 6 as well; we will talk about these at the Vestry Retreat.
- Rector Search: Vestry interviews of Rector candidates could occur as early as the end of March, early April, or after Easter. Vanessa has been very helpful. Vanessa will do a discernment with the Search Committee when they are ready to advance their top candidates to the Vestry. Vanessa will also do a discernment process with the Vestry after their interviews. She is on sabbatical after Easter. She will likely do her call with the Vestry around the end of March or early April.
- Bylaws Review: Jolene will form a workgroup for the bylaws review. This will include Larry Volmert, Janet Manning, and David Ford. The Diocese has model bylaws that we can look at for comparison purposes. The bylaws should reflect who this church is; it's our congregational constitution. An initial call for this workgroup will be before Easter.

15. Committee Reports/Updates – The following committee reports have been sent out to all Vestry members:

- Caring Ministry Committee Meeting Minutes, 2/19/2025 ([Attachment #16](#))
- Outreach Committee Meeting Minutes, 2/12/2025 ([Attachment #17](#))

16. Announcements/Upcoming Events

- Tuesday, March 4, 2025 Shrove Tuesday
- Wednesday, March 5, 2025 Ash Wednesday

17. Adjournment – *Jolene moved to adjourn the meeting. Carolyn seconded the motion. All voted in favor of the motion.* The meeting adjourned at 9:22 p.m.

Attachments to the Minutes:

[#1](#) Rector Search Committee Update to the Vestry, dated 2/24/2025

[#2](#) Jim Hayes Email Request to Approve L'Ecole Five-Year Lease, dated 2/20/2025

[#3](#) Draft Five-Year Lease Agreement with L'Ecole, dated 2/17/2025

[#4](#) Vestry Email Discussion and Approval of L'Ecole Lease, dated February 20-21, 2025

- #5 Building & Grounds Projects, dated 2/26/2025
- #6 Lukens Wing Plaque Proof
- #7 Lily Sefton YES Mission Trip Proposal
- #8 Interim Rector Report to the Vestry, February 2025
- #9 Keisha Masby Resume
- #10 Building Use Group (BUG) Report, dated 2/13/2025
- #11 Patti Walter Position and Plans
- #12 Senior Warden Report, dated 2/26/2025
- #13 Interim Rector Mutual Ministry Review 2025 Form
- #14 Pastoral Associate Mutual Ministry Review 2025 Form
- #15 Vestry Member Reflections Spring 2025 Form
- #16 Caring Ministry Committee Meeting Minutes, 2/19/2025
- #17 Outreach Committee Meeting Minutes, 2/12/2025

Submitted by:



David Ford, Clerk of the Vestry

Attachment #1



From: Carrie Corrigan eirragnagirroc@gmail.com
Subject: Rector Search Committee Update to Vestry 2/26/25
Date: February 24, 2025 at 6:44 PM
To: St. B Vestry vestry@stbdenver.org

The St. B's Rector Search Committee is comprised of thoughtful, engaged, organized, and knowledgeable humans.

Members are collaborating well and enjoying themselves and the process.

Having Diana Whitley as a chaplain is wonderful for all of us.

Interview Questions collaboratively developed over January and early February, 2025 with support from the OTM resources.

2/5/25 Mock Interview with Rev. Melissa Roberts with precepting/guidance offered by Canon Vanessa and Rev. Melissa.

Learned at that meeting of 2 qualified applications received before posting was closed 1/31/25.

The Committee and Canon Vanessa determined to re-open the posting through 3/1/25.

The Committee asked Canon Vanessa to look into posting the position through the ELCA RM Synod Transition Ministry Office.

The committee has reviewed the applications materials of 5 qualified candidates:

4 interviews offered

2 first interviews completed –both favorable

1 applicant submitted additional questions and may be offered 2nd interview


1 interview scheduled for 3/1

1 interview scheduled for 3/8

1 application reviewed and committee declined to interview

Members of the Search Committee will update the congregation on the search process at the Forum on 3/2.

To unsubscribe from this group and stop receiving emails from it, send an email to vestry+unsubscribe@stbdenver.org.

From: Jim Hayes jimhayes1349@gmail.com 
Subject: IMPORTANT - APPROVAL REQUIRED for L'Ecole 5-Year Lease
Date: February 20, 2025 at 1:37 PM
To: St. B Vestry vestry@stbdenver.org
Cc: Jamie Henderson James.A.Henderson@outlook.com, Patti Walter patti.walter@stbdenver.org

Hi, Vestry.

Attached is our proposed 5 year lease, which we have discussed with L'Ecole and expect their approval soon. Because we are on a tight timeline for Diocese approval, we are asking for your vote via email **BY SATURDAY, FEBRUARY 22.**

Some key issues:

1. We intend to make Room 209 available to L'Ecole and relocate Godly Play to Room 212 (the choir room). This additional space for Room 209 is included in the rent payment. We intend to build an office for Nicole in the workroom, and store the music files in the north Grant storage next door.
2. The rental fee is based on the classroom space expanding from 1371 sq ft to 1771 sq feet with the addition of Room 209, and their continued use of Room 201 for lunch breaks. The rate is \$39.14 per sq ft per year, which includes a 3% escalator. Thus the total rent will be \$6,129 per month or \$73,544 per year.
3. Additional costs to L'Ecole are covered in Section 3.3. Some comments:
 - Regarding property tax: we have never dealt with this issue and have found it is quite complex. The new lease states that L'Ecole will be responsible for that cost.
 - Regarding Daily Cleanup: We are an urban church, and deal with homelessness daily. Because of the necessity of maintaining a safe and peaceful environment for young children, we have learned that the church grounds must be policed every morning. The cost for this service is \$25 per weekday, or \$6,500 per year. We agreed to split this cost 50%/50% since we both benefit.

The lease is attached. Please vote Yes or NO via reply email.

Any questions, let me know.

Jim

To unsubscribe from this group and stop receiving emails from it, send an email to vestry+unsubscribe@stbdenver.org.

**02-17-25 Five Year Lease
between StB and L'Ecole...**

39 KB



**St. Barnabas Episcopal Church Denver
Facility Use Long-Term Lease Agreement
St. Barnabas Episcopal Church Denver and L'Ecole De Denver**

This Facility Use Long-Term Lease Agreement ("Agreement") is between St. Barnabas Episcopal Church Denver, a Colorado non-profit corporation, located at 1280 Vine St, Denver, CO 80206 (hereinafter "Landlord"), and L'Ecole De Denver, a nonprofit organization, (hereinafter "Tenant"). This replaces in its entirety the Facility Use Lease Agreement signed in October 2024 by Landlord and Tenant.

SECTION I Premises

1.0 Definitions. The "Premises" refers to the church building at 1280 Vine Street, Denver, CO 80206. The "Leased Premises" refers to Rooms 201, 204, 205, 210, 211, and 209 at 1280 Vine Street. The "Common Areas" refers to the entrance vestibule to 1280 Vine Street and hallway to the Elevator, the Elevator, the main Stairwell, the 2nd floor hallway and the south of the 2nd floor bathrooms, and the North Patio.

SECTION 2 Term

2.1 In consideration of the mutual agreements herein stated and subject to the terms and conditions herein stated, Landlord agrees to lease to Tenant the "Leased Premises" for a period of 60 months commencing on June 15, 2025, and continuing the 15th day of each month thereafter through June 14, 2030. During this 60-month period, Tenant may use the Leased Premises (and associated Common Areas) on Mondays to Fridays, from 7:30 a.m. to 6:00 p.m.

2.2 The terms of this Lease must be approved by the Episcopal Diocese of Colorado. No binding agreement is made for further extension or the terms of any extension without approval by the Episcopal Diocese of Colorado. Once this approval is made and communicated to the Tenant, this will be a binding agreement.

SECTION 3 Rent, Adjustments for Cost of Living & Additional Adjustments

3.1. The amount of rent from June 15, 2025 to June 14, 2026 shall be \$6,129/month (\$73,544/year).

3.2 Cost of Living Adjustment for June 15, 2026, through June 14, 2030

Beginning on June 15, 2026, and occurring on the same date of each year thereafter until the expiration of the Term or earlier termination of this Lease, the Annual Rent will be increased cumulatively from \$6,129/month (\$73,544/year) by the greater of: (i) three percent (3%) or (ii) the annual increase in the CPI (from May to May), as calculated in accordance with this Article. For the purposes herein, "CPI" means the Consumer Price Index for all Urban Consumers in the Denver-Aurora-Lakewood area, as measured and published monthly by the Bureau of Labor Statistics, United States Department of Labor. For the purposes of determining the annual increase in the CPI, subtract 1 from the fraction whose

denominator is the monthly CPI number for May of the calendar year prior to the calendar year that the determination of the annual increase in the CPI is being made and whose numerator is the corresponding monthly CPI number for May of the calendar year in which the determination of the annual increase in the CPI is being made. By way of example, and not as a limitation, if the monthly CPI number for May 2025 were 329.4 (denominator) and the monthly CPI number for May 2026 were 340.0 (numerator), then 1 subtracted from the fraction would mean an annual increase in the CPI of 3 and 21/100 percent (3.21%). Thereafter, the annual increase in the CPI for each 12-month period of this Lease will be computed in a like manner and calculated cumulatively. If the monthly CPI number is not available during any calendar month required for determination of the annual increase, then the Annual Rent will be increased by 3 percent (3.0%), as set forth herein, until the appropriate monthly CPI becomes available, at which time the correct adjustment will be retroactive to the beginning of the period. In the event that CPI is terminated or unavailable for any reason, the calculation will be made by using the successor index or the one most nearly comparable to it.

3.3 Additional Adjustments. In addition to the Rent as Adjusted by the COLA above, Tenant shall be responsible to Landlord for the following expenses, to be billed no less frequently than every 6 months:

- a. Large Dumpster - Half of the contractual fee for a large dumpster at St. Barnabas.
- b. Telephone - Any additional costs for telephone systems used solely by Tenant not separately billed to Tenant.
- c. Extraordinary Utility Costs (electricity, natural gas, and water) - If the additional utility usage from the presence of Tenant exceeds 10% of prior year's utility costs, the Tenant shall be responsible monthly for an additional utility cost adjustment (pro-rated) for the excess over 10%. Landlord shall provide and review electricity, natural gas and water bills with a representative of Tenant.
- d. Property Tax Costs - If Landlord is billed for local property tax because of the income received from Tenant, Tenant shall be responsible for this property tax. This one item would be apportioned monthly.
- e. Daily Cleanup of Camper Trash – Because of the importance of maintaining a safe and peaceful environment for young children, we have learned that it is necessary to have the grounds policed every morning. The cost for this service is \$25 per weekday (\$6,500 per year). L'Ecole is responsible for 50% of this cost, which will be added to monthly rent payments.
- f. Other Expenses - The Tenant further agrees to be responsible for any other expenses incurred by the Landlord, not outlined above, due solely and exclusively to the operation of the Tenant on the Landlord's premises,

provided that the Landlord provides documentation of such increased costs to the Tenant. Said payment shall be made within thirty (30) days after presentation of such costs.

3.4. All payments required under this Agreement shall be made payable to: St. Barnabas Episcopal Church Denver, 1280 Vine St, Denver, CO 80206 and either delivered to the Church office, Room 100, or made through Direct Deposit as provided by Landlord.

3.5 Capital Improvements to the Property. Any permanent improvements to any of the leased spaces or the building required by local authorities or desired by the Tenant are the financial responsibility of the Tenant. These include the installation of permanent sinks in any of the rented spaces, any new flooring, and permanent fencing in the North Courtyard. Such improvements must be approved by the Junior Warden of St. Barnabas before any work commences. Unless separately agreed to in writing with the Treasurer of Landlord, Tenant shall receive no credit for such capital improvements against their rent.

SECTION 4 Use of Premises and Responsibilities of Tenant and Landlord

4.1 Use of Premises Full Time. Tenant will have full-time use of Room 205.

4.2 Part-Time Sole Use. Tenant shall have part-time use of Rooms 204, 209, 210, and 211 as well as the 2nd Floor Bathrooms on Monday to Friday, from 7:30 a.m. to 6:00 p.m. (which is their School Day), and to Room 201 (the "Betty Foster Room") from 11:00 a.m. to 2:00 p.m. on Monday to Friday, for use as a staff lounge/lunchroom. At other times, those rooms can be used by the Landlord or other Users, but any furniture used shall be returned to place by the Landlord or its Users. Tenant is responsible for returning any furniture used in Room 201, after its use.

4.3 Use of North Courtyard. Tenant may use the North Courtyard during school hours for recreation. Tenant has exclusive use of the temporary shed put in the North Courtyard for Tenant's recreation equipment.

4.4 Temporary Use of Grant Hall or Lukens Wing. If inclement weather prevents Tenant using the North Courtyard for recreation, Tenant can use either Grant Hall or Lukens Wing with prior approval of the Landlord. Additional use of Grant Hall or Lukens Wing may be negotiated between Tenant and Landlord for an additional charge by Landlord.

4.5 Landlord agrees to provide Tenant, at no additional charge, the following services:

- a. Building access through the Vine Street Door to Marshall House.
- b. Ordinary heat, power, and restroom facilities including exclusive use of the 2nd Floor South Restroom during the school day.
- c. Keys to Rooms 204, 205, 210, 211 and 209.
- d. Access to the elevator.

4.6 Tenant agrees to:

- a. Clean the Leased Premises and 2nd floor restroom used by the Tenant at the end the school day on the days of each week agreed with the Landlord; this includes putting trash in the container(s) provided by the Landlord and generally leaving the facility in good condition.
- b. Notify the Church Administrator and/or Junior Warden of building problems or equipment malfunctions in a timely manner.
- c. Ensure that at the end of every school day doors to the 2nd Floor and from the Vestibule towards the elevator are locked and latched, and that lights in the Leased Premises are turned off.
- d. Refrain from giving building access to anyone for non-Tenant purposes at any time without prior written permission from Landlord.

4.7 The Leased Premises, the Premises, and the Common Area are tobacco free, including exterior spaces.

4.8 Tenant shall assure that its staff, clients and families shall not possess alcoholic beverages or unlawful drugs on the premises.

4.9 Tenant is required to keep records of non-preschool related individuals who are on the 2nd Floor premises during the School Day. For that reason, Landlord agrees to take reasonable precautions to assure Tenant is aware of individuals accessing the 2nd Floor during the School Day, including church members and other building users, and paid church staff.

4.10 Tenant agrees that its staff will use and occupy the Leased Premises and Common Area in safe, careful, and lawful manner and shall not do any act or suffer any act to be done during the term of this Agreement which will, in any way, alter, mar, deface or injure any part of the Leased Premises, the Premises, and the Common Area. Tenant is liable for damage resulting from its use of Landlord's property and shall pay for any necessary repairs, replacement of equipment, furniture, or apparatus or similar costs occasioned by Tenant's use of the Building or harm/injury to any person.

4.11. No animals, with the exception of service animals, are to be brought into the Leased Premises by Tenant without prior written approval of staff or Vestry. Landlord will not allow animals onto the Leased Premises during the School Day.

4.12 The Landlord shall work with the City of Denver to assure that drop-off and pick-up spaces on Vine Street in front of the Church are kept free.

4.13 This agreement shall be governed by the laws of the State of Colorado. In the event of any litigation or other dispute under this Agreement, Tenant shall have no claim of right of set-off. By entering into this Lease Agreement, Landlord and Tenant each waive the right to trial by jury.

SECTION 5. PERMITS AND LICENSES

- 5.1 Permits and Licenses: The Tenant shall obtain and maintain all necessary permits and licenses as required for its operation and shall operate the business and maintain the premises according to all local ordinances and state statutes as well as all government rules and regulations. The Tenant shall not permit on the premises any act, sale, or storage that may be prohibited under the fire insurance policies carried by the Tenant or the Landlord (provided that a copy of the Landlord's policy is given to the Tenant).
- 5.2 The Tenant shall provide documentation as requested ensuring that Tenant's employees and any volunteers have received training to prevent sexual and other abuse of children. equivalent to that required of all employees and volunteers of the Episcopal Diocese of Colorado, per the Diocese's "Safe Church" guidelines. The Landlord's written policies for the protection of children, and the Tenant's written policies for the protection of children, shall be submitted to the Diocesan Chancellor and the Office of the Bishop for review; and the Landlord and the Tenant shall make such changes as the Diocesan Chancellor and the Office of the Bishop may request.
- 5.3 Statements are to be provided by the Landlord, signed by the Rector or Senior Warden, and by the Tenant, signed by its President or other responsible person, that each is in fact following its written policies for the protection of children; and the Landlord and Tenant shall each provide such other documents and information as the Chancellor and/or the Office of the Bishop may request from time to time regarding the operation of the preschool facility and the implementation of policies for the protection of children.

SECTION 6. INSURANCE AND INDEMNIFICATION

- 6.1 The Tenant shall not occupy or use the premises nor permit the premises to be occupied or used for any business or other purpose that would increase the premium for fire insurance on the premises over the normal rates applicable to the business for which the premises are permitted to be used hereunder.
- 6.2 Landlord Insurance: The Landlord shall insure and keep the Landlord's building insured against fire and extended coverage hazards.
- 6.3 Tenant Insurance: The Tenant shall maintain in effect through the term of this Agreement, comprehensive personal injury and property damage liability insurance covering the premises and its appurtenances and parking lot area, including all areas which the Tenant may use under the terms herein set forth in the amount conforming to State of Colorado requirements concerning operating of a licensed preschool. Such insurance shall specifically insure the Tenant against all liability assumed by it hereunder including misconduct

by Tenant's employees as well as liability imposed by law. The Tenant shall also maintain Workers Compensation policies on its employees as required by law. Minimum Tenant insurance coverage is required to be \$100,000 per occurrence/\$300,000 combined limit for property damage and \$1,000,000 per occurrence/\$2,000,000 combined limit for injury to persons and general liability. Such insurance shall name both the Landlord and the Diocese as additional insureds and shall be kept in full force and effect during the term of the lease and any renewals or extensions thereof.

- 6.4 Delivery of Policy: The Tenant shall deliver copies of such Insurance policies, including all endorsements and amendments to Landlord annually upon the anniversary of the lease and provide so that Tenant's Insurance Company notifies Landlord should the Insurance lapse. Should Tenant fail to procure and maintain such Insurance policies, it is an event of default under this Agreement.
- 6.5 Indemnification: The Tenant shall indemnify and hold harmless the Landlord against and from any and all claims arising from the Tenant's operation of the preschool, except for claims arising out of the negligent or unlawful acts or omissions of the Landlord, its officers, directors, employees, agents and contractors. Tenant indemnifies Landlord and its agents for fees, costs, and liabilities sustained by Tenant due to failure to perform an obligation or being negligent.
- 6.6 Waivers: Landlord requires a waiver by Tenant of subrogation and property claims in favor of Landlord. Landlord also requires waivers of liability in favor of the Landlord for damage to property, death, etc. sustained by Tenant or invitees.
- 6.7 Force Majeure: Tenant hereby expressly releases Landlord from, and waives any and all claims against Landlord for, any and all injury, loss or damage sustained by Tenant resulting from or related to any *force majeure* event, including but not limited to pandemic, fire, weather, failure of utilities or any building system, government action, or acts of God, which renders the Premises, Leased Premises or Common Area unusable or makes fulfillment of this Agreement by Landlord impossible.

SECTION 7. OPERATIONS

- 7.1 Operations of the Tenant are determined solely by the Tenant but shall be in general compliance with operational procedures and values as agreed to by the Tenant and the Landlord. Tenant and Landlord shall each have one Contact Person to meet at least monthly to review this lease agreement, identify and address areas of mutual concern, and to facilitate ongoing communication, engagement, and partnership between the Landlord (Church) and Tenant (Preschool).
- 7.2 Contact Person: The Landlord's initial contact person is Jim Hayes, St Barnabas Junior Warden. The Tenant's initial contact person is Tamara Brown.

SECTION 8. REPAIRS AND MAINTENANCE OF FACILITIES

- 8.1 The Landlord agrees to maintain and repair all structural elements and the heating and ventilation systems, except as they may be damaged by the Tenant, its officers, directors, or employees.
- 8.2 Fixtures and Improvements: The Tenant may not undertake any improvements, changes, or renovations of the Premises without the Landlord's prior written consent.
- 8.3 Damage by Tenant: Should any damages to facilities and equipment of the Landlord occur due to actions by the Tenant, officers, directors, employees, agents, Tenant contractors, and students, the Tenant will promptly notify the Landlord. If given approval, Tenant shall repair and/or replace such damaged facility or equipment. Should the Tenant fail to take care of such damages or if the Landlord chooses, the Landlord may, at its option, repair and/or replace such damaged facility or equipment and present an invoice for those repairs to the Tenant which shall then be paid within thirty (30) days of presentment. It is the Tenant's responsibility for reviewing on an ongoing basis the functionality and safety of its playground equipment. Should any damage to the facility and equipment of the Tenant occur due to the actions of the Landlord, officers, directors, employees, agents, Landlord contractors or parishioners, the Landlord will promptly repair and/or replace such damaged facility or equipment including playground equipment. In the event the Tenant makes these repairs the same payment terms will apply. Also, the Preschool indemnifies the Landlord and the Episcopal Diocese of Colorado, and their officers, agents, directors, and employees for any injury occurring on the playground resulting from the operation of the preschool to the extent of any and all damages, costs, expenses, and reasonable attorney's fees.

SECTION 9. UTILITIES

- 9.1 The Landlord shall provide all utility services, including electricity, heating/air conditioning, water and wastewater.
- 9.2 Telephone: The Tenant will obtain a separate telephone line and listing. The Landlord agrees to allow installation of said phone. The Landlord or its employees will not be responsible for answering the Tenant's phone calls.
- 9.3 Internet: The Tenant shall be allowed to use any Guest-access Internet Wi-Fi made available by the Landlord.
- 9.4 Thermostat setting: To minimize utility bills, the Tenant will set the two thermostats on the 2nd Floor so that a) the heating setting (in the fall through spring) does not exceed 71 degrees, b) the air conditioning setting (in the summer) is not below 70 degrees, and c) the settings are lowered when preschool is not in session.

SECTION 10. RIGHT OF EARLY TERMINATION

10.1 Tenant has authorization from childcare licensing authorities to use temporary sinks on the Leased Premises through August 2027. Tenant is aware that it may be required to install permanent sinks (at Tenant's expense) after that period. If Tenant chooses not to proceed with this installation and upon at least 6 months' notice from Tenant, Tenant may terminate its lease on August 1, 2027.

10.2 If Landlord's ongoing expenses to meet the requirement of this Lease exceed 20% of the monthly rent, and upon 12 months' notice to the Tenant, Landlord may terminate its lease on June 15, 2027, June 15, 2028, or June 25, 2029.

SECTION 11. DEFAULT

11.1 Should the Tenant default upon any payment herein required or breach any of the other terms and conditions herein the Landlord has the right to terminate this Agreement. The Landlord must give written notice of the default or breach and allow the Tenant thirty (30) days from the date of the notice to cure the same. Except that the Landlord need only give ten (10) days written notice in the event of the Tenant's default on any payments due hereunder. If the default has not been cured by the expiration of this 10-day cure period, the Landlord shall be entitled to terminate this Agreement in addition to any other remedies to which it may be entitled.

SECTION 12. GENERAL PROVISIONS

12.1 Relationship of Parties: Each party shall be deemed to be independent entities. Nothing in this Agreement shall be deemed to place the parties in the relationship of employer-employee, principal agent, partners, or joint ventures.

12.2 Assignments: Change of Control: The Tenant shall not assign this Agreement or any of its rights hereunder without first obtaining written consent of the Landlord. If the Tenant is sold or undergoes a change of control of ownership, the Landlord may terminate this contract upon thirty (30) days prior written notice.

12.3 Partial Invalidity: Should any provision of this Agreement be held to be void, invalid, or inoperative, the remaining provisions of this Agreement shall not be affected and shall continue in effect as though such provisions were deleted, as long the Tenant still has use of the facility to operate.

12.4 No Waiver: The failure of either party to exercise any right or the waiver by either party of any breach shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of the Agreement.

12.5 Notice: All notices to be given respecting this Agreement shall be in writing and confirmed by the recipient or and shall be sent in a manner requiring a signed receipt, such as Federal Express, courier delivery, in person or if

mailed, registered or certified mail, return receipt requested. Only the Senior Warden or Rector of the St. Barnabas Episcopal Parish shall make notice by the Landlord. Notice to the Landlord shall be sent to: Rector, St. Barnabas Episcopal Parish, 1280 Vine Street, Denver, CO 80218.

Notice to the Tenant shall be sent to: Tom Brennan, Treasurer, 2214 E. 13th Avenue, Denver, CO 80206.

12.6 Entire Agreement: This Agreement states the entire agreement between the parties on this subject and supersedes all prior or contemporaneous negotiations, understanding, and agreements between the parties concerning the subject matter. No amendment or modification of the Agreement shall be made except in writing signed by both parties.

12.7 Governing Law: This Agreement shall be governed and interpreted in accordance with the laws of the State of Colorado.

IN WITNESS WHEREOF, the parties have executed this Agreement between L'Ecole and St. Barnabas Episcopal Church, Jolene Whitney, Senior Warden.

By:

Signature of Jolene Whitney, Senior Warden of St Barnabas Episcopal Church
and

By:


Signature of Tamara Brown, Executive Director of L'Ecole
And

By:

Signature of Tom Brennan, Treasurer of Board of Directors of L'Ecole

Attachment #4

Email Discussion & Voting on Motion to Approve L'Ecole Contract


 **Bill Lundgren**

RE: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: Jim Hayes, St. B Vestry, Cc: Jamie Henderson, Patti Walter

February 20, 2025 at 2:22PM

[Details](#)


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×

I approve.

Bill


 **rambjm via Vestry**

Re: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: Jim Hayes, St. B Vestry, Cc: Jamie Henderson, Patti Walter

February 20, 2025 at 2:49PM

[Details](#)

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×

Jim,

Thanks for all this work.

I approve.

Barb Mattison


 **Sis Flor**

Re: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: Jim Hayes, St. B Vestry, Barb Mattison, Cc: Jamie Henderson, Patti Walter

February 20, 2025 at 8:40PM

[Details](#)

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×

Jim-

Thank you for all your efforts to make this relationship with L'Ecole work for both parties.

I vote YES.

Sis Flor


 **'Jolene Whitney' via Vestry**





Re: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: Jim Hayes, Cc: StB Vestry, Barb Mattison, Jamie Henderson, Patti Walter, Sis Flor

February 20, 2025 at 9:36PM

[Details](#)

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×

Thank you Jim (and Barb and Jamie) for working closely with L'Ecole, the diocese, vestry and staff! The preschool is a wonderful addition to our building!

I vote Yes.

Thanks,

Jolene



Carolyn Wolfrum

Yesterday at 6:30 AM

Re: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease
To: Jim Hayes, Cc: St. B Vestry, Jamie Henderson, Patti Walter

[Details](#)



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I approve with one caveat.

It looks like the Godly Play team will now have to come in and move all of the things into this other room. When people are affected, I would appreciate more discussion before rooms are moved like this around the rationale behind this and logistically how this will work. This is the second time that the Godly Play room has been affected by all this, with the first being me walking into it last summer and finding it covered with things. As Patti and I were dealing with medical issues, Lena and Nate had to really single handedly take care of cleaning it up, which I appreciated. I felt badly but I appreciated it.

Thank you,

Carolyn



'JOHN S GRAVES' via Vestry

Yesterday at 6:50 AM

Re: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: Jolene Whitney-Bruch, Jolene Whitney' via Vestry, Jim Hayes, Cc: Barb Mattison & 3 more

[Details](#)



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I approve, provided that Carolyn's concerns about Godly Play space are addressed. John Graves



Bill Lundgren

Yesterday at 9:51 AM

RE: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: John S Graves M.D., Jolene Whitney-Bruch, Jolene Whitney' via Vestry, Jim Hayes Cc: & 4 more

[Details](#)



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I adjust my previous approval to join with John and Carolyn in resolving this matter. It would appear to me that a line could be put in requiring the school staff to agree to leave that room cleared for Sunday Godlyplay and that we would do the same every Sunday so they can use the room on Monday. That is not an unusual provision.

B leave that room every Friday cleared up so the Godlyplay group can use the room on Sundays



Carrie Corrigan

Yesterday at 9:58 AM

Re: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: Sis Flor, Cc: Jim Hayes, St. B Vestry, Barb Mattison, Jamie Henderson, Patti Walter

[Details](#)



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I vote yes also. Thank you Jim!



Jim Hayes

Yesterday at 10:59 AM

Re: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: St. B Vestry, Cc: Jamie Henderson, Patti Walter

[Details](#)



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Carolyn, you make a good point. Sorry for the lack of notice.

Just so you know, the reason we switched rooms is so L'Ecole could have a room that is closer to the plumbing that they need to tie into for their coming permanent sinks. It is closer to the restrooms for when they need to "herd" those little people in and out. And it groups their rooms together and our rooms together at opposite ends of the hall.

Tamara and I have *routinely* had *many* discussions on what space they can and cannot use without talking to me. Several months ago Tamara asked if we could share the Godly Play room because L'Ecole wouldn't be there on Sundays. I took her into the room and showed her the materials that *must* stay in place. She saw that would not work out.

Happy to answer any questions.

Jim



'David Ford' via Vestry

Yesterday at 11:45 AM

Re: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: Jim Hayes, Cc: St. B Vestry, Jamie Henderson, Patti Walter

[Details](#)

Hi All,

I realize that I do not get to vote but wanted to point out a few things in the agreement that may need attention before it is finalized/signed:

1. If the square feet of leased space increases to 1771, that times \$39.14/SF = \$69,316.94, which is less than the \$73,544 indicated in the agreement.
2. In Section 3.1, if I multiply \$6,129/month x 12 months, I get \$73,548 and not \$73,544 as stated in this section and in 3.2.
3. In Section 4.7, I assume this includes all vaping products as well.
4. In Section 5.2, I believe there is an unwanted period (.) after the word children in the third line.
5. In Section 9.4 c), there is an extra "t" after c).

Thanks and sorry this is late. I've been experiencing Xfinity connectivity problems this morning so hope this goes through OK now.

David

DLFord@mac.com

303.521.3564

Sent from my iPad Pro



Jim Hayes

Yesterday at 1:04 PM

Re: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: David Ford, Cc: St. B Vestry, Jamie Henderson, Patti Walter

[Details](#)



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All done ... including adding \$4 to the annual rent! The sentence in 5.2 was poorly written, so I changed that.

All good points.

Thanks again.

Jim

[See More from Jim Hayes](#)

To unsubscribe from this group and stop receiving emails from it, send an email to vestry+unsubscribe@stbdenver.org.



Jim Hayes

Yesterday at 12:51 PM

Re: IMPORTANT - APPROVAL REQUIRED for L'ecole 5-Year Lease

To: David Ford, Cc: St. B Vestry, Jamie Henderson, Patti Walter

[Details](#)

David,

Thanks for this. We charge rent for another room L'Ecole uses for lunch breaks. That's the difference.

Yes, vaping is included; Surely that is a licensing requirement. (If they check the temperature of restroom water, they wouldn't allow any smoking of any sort!)

I'll clean up the punctuation and misspellings you identified.

Thanks again.

Jim

Junior Warden Report - Jim Hayes

Buildings & Grounds Projects

February 26, 2025

	Cost	Status	Comments
Soundproof Patti's Office			
Drywall & sound insulation	\$2,950		
Painting	\$800		
Total	\$3,750		
Nicole's Office			
Drywall & sound insulation	\$3,150		
Painting	\$800		
Electrical	\$5,250		
Total	\$9,200		
Sound Assist in Grant	\$6,500	Replacing	Under warranty
Lukens Wing plaque Bronze 8-5/8" x 4-1/8" x 1/4"	\$500	To Vestry	
AED replacement	\$1300	Complete	Need training

Lukens Wing

This space is dedicated to Alex Lukens, rector of St Barnabas from 1946 to 1969, to commemorate his life of serving the poor, marginalized and oppressed, who he nurtured and protected “under his wing”.

Attachment #7

My name is Lily Sefton, I am a youth here at St. Barnabas, and this June I will be going to Alaska on the YES Mission Trip. Youth from all over Colorado will be assigned work groups and serving the Anchorage, AK community in any way that we can. We are partnering with a church organization that has a large campus that aims to serve specifically the indigenous community of Anchorage. The total cost of the trip is \$1500. I am responsible for \$700, \$300 of which I am to pay on my own through the money I get from my job at Culver's. The other \$400 is to be raised through fundraising from other people, which is where the church comes in. This can be achieved by an event like a bake sale or through a QR code posted in the church that goes to my personal fundraising link.

1500
\$500 from Diocese

A little bit about me: I am a junior at Lakewood High School. I am very involved in my school, taking 4 AP classes. I am also very involved in the music department. I play viola in the top chamber orchestra, and I play guitar in the jazz band and pit orchestra for the musical. I do numerous musical activities outside of school as well. I am probably the most active participant in the youth group, and I enjoy when we get together and discuss aspects of the Bible. I especially enjoy diocesan events like service days and retreats.

I am incredibly excited for this trip. This will be my third YES Mission Trip. I am excited for the opportunity to travel to Alaska and build connections with other youth from Colorado. I hope the work we achieve has a positive impact on the community we are serving.

Report to the Vestry

February 2025

We have a new administrator. Her name is Keisha Masby, and it has been a joy to work with her. I know that both, Patti and I, were worried about reaching good candidates for the position, but it was surprisingly easy: We terminated Julia on January 28, I sent a flyer home with Preschool families on January 29 and had the first application in hand on January 30th. Not from a parent, as I had expected, but from a friend of one of L'Ecole's teachers. I contacted a friend at the African Community Center since I knew a number of her staff had lost their jobs due to the new administration's cuts in refugee resettlement and got another application. Plus, we had one from within the parish, and another one promised which, however, took too long to come in for us to consider.

Patti and I interviewed two candidates and decided on Keisha. We have termed it an interim hire and I'm writing the Contract for an Interim Parish Administrator to last until one month after the arrival of the next rector by which time the Interim status can be extended, converted to permanent, or her employment be terminated. Personally, I hope she terminates us first: she is in her early forties and needs a full time job with benefits which we do not offer. But for the moment we are a good place for her to bridge the time between full time employments. I do not know nor have I asked who among the upstairs teachers connected her to us, but I'm very grateful for the surprisingly smooth process. We are paying her \$25/hour on the basis of 20 hours/week (\$1.46 less/hour than Julia most recently made), \$50/month to offset the cost of her personal cell phone plan as she is making her cell phone number available to us, and we are not offering 403b benefits during her interim status so financially, it should work out for both parties. Keisha's resume is attached.

Working with Keisha on a few administrative tasks – how to put a bulletin together, etc. – I discovered that the office computer was really slow. When I previously worked with Julia I assumed it had to do with the fact that she'd have 10-15 windows open at a time but now we were working on no more than three open windows and the computer ran at the speed of molasses. I asked Parke when it was purchased and he said, Quite some time before he contracted with St. Barnabas in 2021; probably around 2017. With agreement and help from the Wardens, Parke is in the process of purchasing a new office computer and once it comes in, he will also put the computer Fr. Jeffrey had into the front office. We played with the thought of using that one for the main office but Parke advised against it: Fr. Jeffrey's computer is three years old which, in Parke's terms, means it has its best life behind it, and the current laptop in the front office will not be supported by Microsoft after August of this year. Price point for the new laptop will be \$1500-\$2000, plus whatever Parke charges to install it, transfer all files, and set it up so it can communicate with our copier to print, collate, fold, and staple.

Incidentally, a good part of the reason why Julia's leaving did not create chaos in the office was due to Parke's work: he had the passwords for all work related computer programs and changed them on the day Julia left. He also assured me that all files of our shared drive were safe and backed up. It is this kind of intervention that is essential for any staffing transition, and I am very grateful that St. Barnabas had it in place.

The Parochial Report (the Annual Report every Episcopal Parish has to file with statistics on the life of the congregation in the prior year) is only inches away from completion. I still need one certification but once I get it I have all the figures to file it electronically. Most astounding to me is that we went from an average Sunday morning in person attendance of 57 in 2023 to 68 in 2024 – in spite of the fact that we discontinued our 7:45 a.m. service. The report is public, but if you feel inclined to challenge any statistics/numbers that Sis Flor, David Ford, Jamie Henderson, Mike Erickson, Patti Walter, and I compiled, please do so quickly: submission is required by March 1.

Some comments I made about liturgy two Sundays ago have prompted the request I write a Pastoral Letter about the liturgically more formal season of Lent and I am calling it, Lent and the Language of Love. In short, it talks about the fact that empirical language and the language of love/poetry are two different ways of using language, and liturgy is not empirical language but the language of love. If I get it done by Monday I'll send it out before Lent starts next Wednesday.

Last Sunday I presented my experience with interim work in general and at St. Barnabas in particular at the Forum and thought it had gone well. One of the things I said – and I have said it here before – is that, to me, the heart of St. Barnabas, and its most joyful energy, is expressed in its coffee hour. Other ministries – including worship – emanate from there. Then I received two emails wondering what might need to change on Sunday mornings at St. Barnabas so that worship becomes more of the center. I'm not sure what I said that indicated that anything needed to change, because change is and was not my intent. I wanted to speak of what I saw, not what needed to change. The focus on community in its various expressions is St. Barnabas' identity, and as an interim rector I want an interim congregation live most fully into its identity. *There is nothing wrong with being a parish whose focus is community* – unless you don't know that about yourself and thus interview for the next rector with a skewed understanding of yourself. So somewhere I must have said something that was poorly expressed, or misunderstood, because my job is not to change congregations but to point out to them who they are and how they function. If any of this misunderstanding is landing on your doorstep please help me clean it up, and I apologize: whatever seems to have come across was not what I was trying to say.

On to Lent!

Stephanie Kopsch, Interim Rector

Keisha N. Masby

954-729-3033 | Denver, CO 80235 | k.n.masby@gmail.com | www.linkedin.com/in/keisha-masby-087684200

PROFESSIONAL SUMMARY

Self-motivated customer support professional with 6+ years of experience with an excellent reputation for solving complex issues and improving user experiences. Adept at managing ticketing systems, handling escalations, and collaborating across teams to enhance customer satisfaction. Has the ability to work independently with minimal guidance in a fast paced setting. Applies great attention to detail, communicates effectively, and empathetic to the customer's needs. Specialized in providing research, resolutions, and technical support, with a proven track record in customer retention and process improvement.

CORE COMPETENCIES

Customer Support | Zendesk Ticket Management | Customer Satisfaction | Cross-Functional Collaboration | Process Improvement | Active Listening | Excellent Communicator | Customer Focused | Feedback and Trend Analysis | Team Player | Dispute Resolution | Productive Time Management | Detail Oriented | Data Analysis | Problem Solving | Exceptional People Skills | Account Management | Critical Thinking | Customer Service | Testing and Troubleshooting | Escalation Management

EXPERIENCE

MEDILOGIX, LLC - Denver, CO

August 2018- June 2024

SALES ANALYST

April 2022- June 2024

- Worked closely with project coordinators to implement new customers, tracked sales data, provided administrative support, solved customer complaints, and managed accounts
- Provided oversight and managed over 1,177 customer accounts resulting in over 88% customer retention for the company
- Tracked, analyzed, and provided monthly feedback on consumer spending data to develop and present quarterly business reviews and process improvements
- Generated significant revenue by reviewing customer contracts to determine inaccuracies or breaches
- Handled and resolved escalated client issues by investigating, coordinating, gathering resources in Zendesk, resulting in providing satisfactory solutions that improved the customer experience
- Reviewed customer contracts to determine inaccuracies or breaches
- Provided data analysis, feedback and solutions to billing inquiries and invoicing concerns
- Regularly offered various software application and product training during the customers implementation and through the customers duration with the company

OPERATIONS MANAGER

June 2020- April 2022

- Developed training materials and trained all new employees and field personnel
- Training consisted of product knowledge, sales techniques, and productivity expectations
- Proactively planned daily operational strategies and developed initiatives for process improvements
- Reviewed and assessed all ongoing operational processes
- Maintained company's inventory through requisitions for supplies

- Ensured all field units accurately recorded and entered inventory statistical data into the ERP system
- Tracked employee vehicle usage, mileage, and maintenance requirements

CUSTOMER CARE SUPERVISOR

August 2018- June 2020

- Promoted from Specialist to Supervisor within a year after demonstrating superior performance and leadership abilities
- Developed and tracked monthly metrics in Zendesk to streamline ticket handling processes, reducing resolution time by 15%.
- Ensured departments complied with call averaging success and customer inquiry tickets
- Provided guidance to team members regarding execution of successfully providing excellent customer service and when to distribute escalated issues to the appropriate cross functional teams.
- Trained new team members in the usage of Zendesk and dispatching orders
- Reviewed, approved, and submitted timecards for payroll
- Managed, resolved and closed 1,000+ customer support Zendesk tickets per month, including live support chats, and emails regarding billing questions, equipment education, and ordering process

EDUCATION

Bachelors of Science: Sociology
Florida Agricultural and Mechanical University- Tallahassee, FL

August 2001- April 2005

TECHNICAL SKILLS

Excel | PowerPoint | Word | Outlook | Power BI | SharePoint | Zendesk | Monday.com | SQL | Zoom
| Teams | NAV Dynamics

VOLUNTEER SERVICE

Mentor- Save Our Youth Mentoring
Visitation Team Member- Colorado Community Church

April 2023- Present
January 2024- Present

Report for St. Barnabas Vestry 2/26/25

Submitted by Barb Mattison, Facilitator, Building Use Group

The Building Use Group (BUG) met 2/13/25 and discussed two topics:

1) Volunteers at L'Ecole – recruiting, etc.

- L'Ecole has a volunteer application
- Pastor Stephanie is the first volunteer
- L'Ecole is getting used to using a volunteer – still some bugs to be worked out
- Members of St. Barnabas will be able to volunteer - no date yet for this to begin
- Volunteering is open only to members of St. Barnabas - not to those outside the parish.

2) St. Barnabas Kitchen Use by outside groups.

- Long-term use of the St. Barnabas Kitchen
 - **After discussion on February 13, capping previous months' discussions, the BUG Group recommends to the Vestry that the St. Barnabas Kitchen be rented only on a one-time or short-term basis. The BUG Group does not recommend renting the St. B Kitchen on a long-term basis.**
 - The BUG Group had continuing concerns about a) lack of staff time to monitor/oversee kitchen activities/clean-up, b) the need to keep church supplies secure in our relatively small kitchen, and c) adequate liability insurance.
- One-time/short term use of the St. Barnabas Kitchen by outside groups
 - **The BUG Group recommends that St. Barnabas accommodate outside organizations that want to use the kitchen for one-time events or activities.**
 - Each organization would need to sign an agreement
 - The agreement needs to include a liability waiver
 - St. Barnabas would need to provide training/orientation for the use of the oven/stove and dishwasher
 - We recommend that outside groups carry insurance that includes clauses about property damage
 - The agreement will need to cover access to the rest of the building
 - Question: Should a parishioner be present when the kitchen is used by outside groups?
 - One-time/short-term use of the Kitchen must be compatible with the church room-use schedule. Requests must go through the St. Barnabas Administrator.

Attachment #11

Patti Walter Position and Plans

I have worked at St. Barnabas in various capacities for 7 ½ years now! I began at only 6 hrs/week in September, 2017 and at the request of Interim Rector, John Wengrovius, was moved to 20 hrs/week in January, 2018. That is when I began preaching every other week, which has continued to the present. In June, 2018, Fr. John decided to move on, and with the approval of the bishop, I became the Interim Pastoral Associate through January, 2019. At the invitation of Fr. Jeffrey, I continued on at 20 hrs/week until January, 2023, when my hours were moved to 32/week. This was to include Family Ministry as one of my priorities. I have loved serving as the Pastoral Associate here, supporting the rector, the vestry, and the people of St. Barnabas these past 7+ years. It is my hope to continue in this capacity with the new rector. While there have been suggested timelines for my retirement discussed, I would like to keep that fluid so that we can discern the needs of St. Barnabas together and I can gauge my calling to continue in this role. At the present, I have a lot of creative energy and passion for my work here! Here is a description of my work:

- Community Life—All church events
- Spiritual Formation—Birth to grave, includes the Forum, youth, children, and other experiences for adults
- Pastoral care/visitation/caring ministry—Train lay people in caring skills and practices, spearhead educational events for the congregation's felt needs/hospital and home visits
- Worship and the Arts—Preach every other week and involved in planning and prep
- Communication—I oversee the eNews/website/Facebook
- Welcome Ministries
- Leadership Development

Gifts that I use in a satisfying way: leadership development, pastoral care, proclamation

It is important to me to work well with the rector in determining the needs that need to be addressed and how I can be most helpful.

**Senior Warden Report
February Vestry Meeting
February 26, 2025**

1. Communication
 - a. Keeping others informed
 - b. How do we ensure timeliness in informing?
 - c. Need- monthly committee spotlight plan
2. Mutual Ministry Review
 - a. Questions for Pastor Stephanie
 - b. Questions for Pastor Patti
 - c. Deadline
3. Reflection questions
 - a. For committees
 - b. For Vestry
 - i. Deadline
 - ii. Next steps
4. Collecting reflection questions from committees
 - a. How do we collect the feedback & find themes?
 - b. How do we share the feedback with the parish?
 - c. Creating an Action Plan
5. Rector Search Process for Vestry
 - a. Preparation for vestry members
 - b. Timeline
6. Bylaw Review
 - a. Workgroup
 - b. Timing
 - c. Process

Reviewer:

MUTUAL MINISTRY REVIEW 2025

Pastor Stephanie Kopsch, Interim Rector

What have been Pr. Stephanie's greatest accomplishments in the interim time with us so far?

What opportunities for improvement does Pr. Stephanie have that will help her at St. Barnabas and other parishes she leads?

In what ways is Pr. Stephanie living into the parish's mission, vision, and pillars? Our ministry priorities? In what ways can she improve?

What is needed organizationally and spiritually in order for the transition of Pr Stephanie leaving and our next rector starting?

How have you grown or observed growth during Pr. Stephanie's time with our parish?

What do you wish for Pr Stephanie as she leads her next interim assignment?

Do you have any other comments?

Reviewer:

MUTUAL MINISTRY REVIEW 2025

Pastor Patti Walter, Pastoral Associate

What have been Pr. Patti's greatest accomplishments in the last year?

What opportunities for improvement does Pr. Patti have in 2025?

In what ways is Pr. Patti living into the parish's mission, vision, and pillars? Our ministry priorities? In what ways can she improve?

What is needed in order for Pr. Patti and the parish to be ready for welcoming and working with our next rector?

What do you wish for Pr. Patti as she goes through the transition of working with a new rector?

Do you have any other comments?

St. Barnabas Vestry
Member Reflections
Spring 2025

1. What does work on the vestry mean to you? (The parish?)	
a. Do you feel your work is valued?	
b. Do you feel your voice is heard and respected?	
c. Do you feel your work is important?	
d. Do you find the work of the vestry interesting to you?	
e. Would you rather be a member of a committee instead of the vestry?	

2. When was the last time the vestry celebrated a success?	
a. How did you celebrate?	
b. Do you feel that the work of the vestry is worth celebrating?	

3. What, if any, changes would you like to have happen to the vestry?	
a. Is there anything you would adjust, update, or change?	
b. Do you feel the vestry is nimble enough to change as needs change?	
c. Are we meeting frequently enough, or too frequently?	
d. Do you prefer in-person or Zoom meetings?	
e. Is the meeting time and dates optimal for all?	
f. Are there too many or too few people on the vestry?	
g. Do you feel your committee could be equally or more effective meeting less frequently?	
h. Do you feel “meetinged out” by too many St. B’s meetings?	

4. What goals would you like to see the vestry accomplish in 2025?	
a. Any projects we should start, continue, or drop?	
b. How can we best communicate these goals to the parish as a whole?	
c. How can we best track our progress on these goals and communicate this progress?	

Report on Caring Ministry Meeting, February 19, 2025

Members: Patti Walters, Chair; Helen Barron, John Graves, Pat Long, Chris Schmidt, Irene Shepard, and Stan Siefer.

All were present.

Patti started the meeting with a responsive morning prayer. The next order of business was to finish the discussion begun last meeting around providing transportation for those in need. A sub-committee on transportation was agreed upon and Irene Shepard agreed to be the point of contact. It was also agreed to ask specific members of the parish if they would be willing to provide transportation when asked, rather than expect people to just sign up.

Next the committee reviewed the names of people on the prayer list, removing some who agreed to be removed, and some names were added. Reports were given regarding those on the list gained through phone and in-person contact. As was agreed previously, the list of names was re-distributed so that those on the prayer list would have different committee members contacting them for the next three months.

Finally, the committee members spent time doing the Energy Audit proposed by Pastor Stephanie. Members felt positive towards their committee both for the parish and themselves. It was mentioned that the committee had been two separate committees and Patti had wisely merged both into one with good results. As for celebrating our successes, it was acknowledged that nothing formal had been done for a while, so Patti suggested an end of the year celebration in June, like the one done under the oak tree in June several years ago, which will be planned for this coming June. It was decided not to have a committee meeting during Lent as well as not meeting in July. This means there will be no March meeting this year.

The new goal for the committee for 2025 is the establishment of the transportation committee. While not set as a goal, the committee liked the idea of each committee take a Sunday to present themselves to the congregation. In addition, it was suggested that a handout be distributed to new members (or the whole congregation) listing all the committees, with a brief description of its duties and the contact person with e-mail or phone number. This will help in recruiting new committee members.

Respectfully submitted,

William Lundgren

Vestry Liaison

Outreach Committee Report to Vestry 2/26/25

Submitted by Barb Mattison, Vestry Liaison to Outreach

The Outreach Committee met 2/12/25.

Suzy and Matt Stolwyk will share a membership on the committee. Outreach would like to add one more member.

Giving 2 Others

- Denver Black Reparations Council amount was \$1,325 (includes \$500 from Outreach)
- Absalom Jones Fund for HBCU's –amount not yet known
- February is Urban Peak
- March is Casa de Paz (St. B youth to collaborate?)
- April will be St. Francis Center

Outreach will request more volunteers for lunches at St. Frances Apartments at Cathedral Square and for the Lunch Brigade for St. Francis.