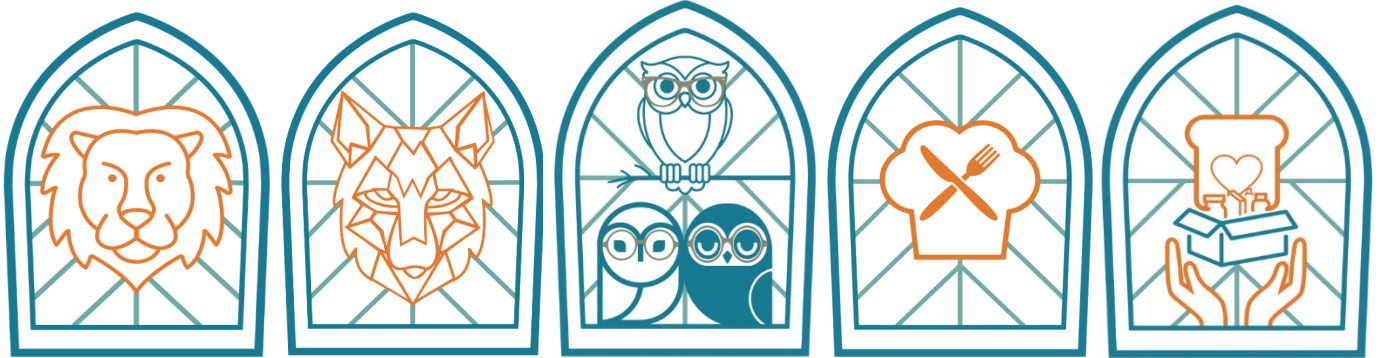




**ST. THOMAS**  
UNITED METHODIST CHURCH

# Charge Conference 2023



R E A C H • N O U R I S H • S E R V E

# Table of Contents

Agenda.....	1
Minutes of the Charge Conference .....	2
State of the Church Report.....	3
Pastors Narrative .....	4
Continuing Education Report.....	6
Pastor Statistical Report.....	7
Trustees Report.....	9
Trustees Accessibility Survey.....	11
Report of the Lay Servant: Bill Coppa .....	18
Retired Clergy Report: Rev. Pat Tony.....	20
Children’s Ministry Report .....	21
Kitchen Ministry Report.....	23
Men’s Ministry Report .....	24
Mission Council Report .....	25
Music Ministry Report.....	28
Student Ministry Report .....	29
Sunbeam Children’s Center Report.....	31
Sunbeam Children’s Center 2023-2024 Budget.....	32
United Women in Faith Report.....	33
Report of Nominations and Lay Leadership Development.....	34
Finance Committee Report .....	39
St Thomas 2023 Draft Budget .....	41
Clergy Compensation .....	45
Accountable Reimbursement .....	46
Housing Exclusion .....	48

Agenda for Charge Conference  
November 05, 2023  
12:30 PM Fellowship Hall

**Official Business**

Video Message from District Superintendent, Dr. Rev. Sarah Calvert

Election of Charge Conference Secretary

Devotion by Pastor Matt

Sharing Our Stories

Ministry of Stewardship

- Review of written report from Finance Committee Chair
- Adoption of Pastoral Support recommendations from SPRC
  - Base Salary
  - Accountable Reimbursement
  - Housing Allowance

Ministry of Leadership

- Discussion of Nominations and Leadership Development
- Approval of Local Church Lay Servants, Certified Lay Servants

Pastor's Report

Closing Prayer



## Minutes of the Charge/Church Conference

Clergy: Rev. Matthew B. Sergent Host Church: \_\_\_\_\_  
 Location: Saint Thomas(Manassas) \_\_\_\_\_  
 Date: 11/5/2023 Presiding: \_\_\_\_\_  
 District: Northern Virginia \_\_\_\_\_  
 Superintendent: Dr. Sarah Leona Kosak Calvert Secretary: \_\_\_\_\_

\* Indicates reports to be signed at Charge Conference and uploaded to UnityWeb. \*\* Indicates reports to be uploaded to UnityWeb.

- \* Charge Conference Attendance Roll (Completed at Charge Conference)
- \* Clergy Compensation
- \* Accountable Reimbursement
- \* Parsonage / Housing Exclusion
- \* Finance Committee Report
- \* Trustees Report

The following are to be received at Charge Conference. If needed, other documents are required to be uploaded to UnityWeb.

- Pastor's Narrative Report
- Continuing Education Report
- Pastor's Statistical Report
- Funds Balance Report (year preceding charge conference, if not turned into the district office)
- Diaconal/Deacon Reports
- Staff/Parish Relations Report
- Lay Servant Report (If there are Lay Servant(s) to be approved)
- Declaration of Candidacy (If there are candidates coming for initial approval with prior notification to the District Superintendent)
- Pastor's Statistical Report
- Nominations Leadership Development Report (Provide to members of the Charge Conference)
- \*\* Church Budget (Turn into District Office by Dec 15)
- \*\* Other Reports

Any other actions require ten days' notice to the District Superintendent and to the Congregation.

### Signatures

\_\_\_\_\_  
 Rev. Matthew B. Sergent Date

\_\_\_\_\_  
 Secretary of Charge Conference Date

\_\_\_\_\_  
 Dr. Sarah Leona Kosak Calvert Date

# State of the Church Report

Submitted by Paula Renfro, 2023 Lay Leader

*“Consider it pure joy, my brothers and sisters, whenever you face trials of many kinds, because you know that the testing of your faith produces perseverance. Let perseverance finish its work so that you may be mature and complete, not lacking anything.” - James 1:2-4*

2023 has been a year of transitions and discernment. In January, we celebrated the retirement of our long time organist, Jackie Watkins. Dominick Izzo, our Director of Music, added organist duties to his responsibilities.

In mid January we began 4 weeks of discernment around the topics of LGBTQ+ inclusion as a denomination and the possibility of disaffiliation from the UMC. The four weeks consisted of videos presenting the pros and cons of disaffiliation and small group discussions about the videos. Although as a congregation we split on the topic of disaffiliation, we were united in our love of our STUMC congregational family. A straw poll was held where 60.4% voted to remain UMC. In their April meeting, Church Council unanimously voted to “cease and desist any further formal activities related to disaffiliation from the UMC”. Some members choose to attend other churches as a result of the decision.

During the period of discernment, STUMC continued to adhere to our mission to “Reach, Nourish & Serve the community so that all may experience healing & new life through Jesus Christ”.

During this 1st quarter a new a new Hospitality Statement was adopted, and the Arise & Pray Small Group began.

In April, Becca Runkles joined our STUMC staff as our Local Relief Coordinator and then as the Youth Ministry Director and Food Pantry Director.

Also in April, the Youth Building Renovation was in full swing and in May the Youth Center was dedicated.

In June we said goodbye to Pastors Abi and Arum and in July we welcomed Pastor Matt and his wife, Barbara, to our family.

During this year of transitions St Thomas has continued to live into our mission to Reach, Nourish and Serve. START participated in two missions this year to New Bern, NC to repair homes damaged by hurricanes and the Food Pantry and Clothing Closet continue to serve families in Prince William County, Manassas, and Manassas Park.

This year along with the in person weeklong VBS, Adult Discipleship held one evening of Adult VBS. During the summer, Adult Discipleship held a four-week series of a 45 minute Pop Up Adult class each Sunday giving the regular Sunday School class teachers a break and treated attendees to a wonderful series of speakers on a variety of topics. James’s observation about trials has proven to be true at STUMC – this year had produced perseverance.



## Pastors Narrative

**Pastor:** Rev. Matthew B. Sergent

**Charge:** Saint Thomas(Manassas)

**District:** Northern Virginia

**Annual Conference:** Virginia Conference of the United Methodist Church

**Charge Conference Date:** 11/5/2023

Please provide a narrative of your pastoral ministry since the last Charge Conference. ("to give an account of their pastoral ministry to the charge and annual conference according to the prescribed forms", ¶340.2.c.2b, Book of Discipline).

## Pastors Narrative

**“I am grateful to Christ Jesus our Lord, who has strengthened me, because he judged me faithful and appointed me to his service...” (1Timothy 1:12)**

Paul’s words to Timothy resonate with me because, in a similar way, I am ever so grateful and humbled that Christ Jesus has called me to serve the people of St. Thomas United Methodist Church. Since arriving in July, my family and I have been welcomed with open arms. The hospitality, support, and care we received in our first few weeks of getting acclimated to a new church and community was amazing. Several people in the congregation even helped us get to know the community by sharing with us gift cards to restaurants in the Manassas area. I am also thankful to the Staff Parish, Church Council, and Church staff for helping “showing me the ropes” in my early days of getting acclimated to all the many aspects of ministry at St. Thomas.

My primary goal in my first five months of ministry has been to build relationships with the members and friends of St. Thomas. I have also been taking time to get to know the leaders of St. Thomas through several one-on-one conversations, small group meetings, and phone calls. In addition, I am getting out into the community to make pastoral visits and share Communion with some of our shut-ins and those who are in assisted living facilities. There is still much work to be done in relationship building in the early months of my ministry but I am grateful to have an excellent staff, volunteers, and lay leadership who allow me to do the work of getting to know the congregation while they handle many of the required day to day tasks and administrative functions.

In October, I worked with the Staff Parish Relations Committee in preparing and meeting congregation members and constituents through small group gatherings called “Hopes and Dreams for St. Thomas.” These gatherings take place in homes and at the church. The gatherings are designed to allow me and my wife, Barbara, a way of building deeper relationships with the congregation and to hear their stories about what brought them to St. Thomas. After a time of sharing I ask two questions of the group: 1. If you had a magic wand you could wave to create a small miracle for St. Thomas, what would it be? 2. What do you consider are the greatest challenges/opportunities for St. Thomas in the next 12 to 24 months? These gatherings, which have been very well attended, have sparked a lot of fruitful conversations that I believe will help us create a vision for where God is leading us next.

I find great joy in working alongside an excellent worship team for our traditional and contemporary services, and the music at both services is spirit-filled and inspirational. Having such a talented group of people leading worship and singing and playing beautiful hymns and songs of faith makes my planning and preparing for worship a blessing. I have the pleasure of working alongside our staff and worship teams in preparing worship series. The first one I offered in August was a series titled: “Let’s Talk About Love” which centered on how we are called to love God and one another. I also developed a worship series titled: “Choose Joy” which focused on Paul’s letter to the Philippians. With these worship series and special Sundays such as World Communion, the worship team, music programs, and staff have all worked seamlessly in offering meaningful worship that deepens our faith and experience of God in Christ Jesus.

St. Thomas continues to heal from the discernment process over disaffiliation that concluded last March with a decision to remain a United Methodist congregation. I care so very much about each and every member and friend of this church, and I am taking intentional time to hear from the laity about their thoughts and concerns over the discernment process on disaffiliation. I fervently pray no matter where a person stands on the issue that they know they are heard and I value and honor their ministries, support, and love they have for this great congregation. There is so much to do in ministry here in the Manassas community and I pray we can “move forward together” for the sake of Christ no matter our stance on disaffiliation.

Last but not least, I have asked the Staff Pastor Parish Relations Committee to hold me accountable to my own spiritual life and personal well-being. This is critically important as I partner with St. Thomas in effective ministry with them. I have asked them to check in with me about my personal study, devotional time, and taking time away from ministry to attend The Academy for Spiritual Formation. I have also asked them to hold me accountable for my physical health and for taking time for exercise and leisure.

This report is by no means a complete reflection of all that has been happening since my appointment to St. Thomas last July. This narrative is intended to offer just a few highlights of what I believe is important in my first five months with this faithful community. I am grateful and blessed to be in ministry at St Thomas United Methodist Church, and I look forward with anticipation to all that is to come in the next year in serving God and our community.

In Christ,  
Pastor Matt Sergent

## Continuing Education Report

**Date:** 11/5/2023                      **Charge:** Saint Thomas(Manassas)  
**Pastor:** Rev. Matthew B. Sergent                      **District:** Northern Virginia

*Virginia Conference Requirements for Continuing Education These requirements are for persons whose continuing education is not covered by the probationary process or ongoing education (including enrollment in college, seminary, Course of Study, D.Min., and Ph.D. programs). The following persons are required to receive a minimum of one C.E.U. per year and at least 8 C.E.U.'s per quadrennium:*

- Full-time local pastors who have completed the Course of Study or an M.Div. degree
- Associate Members under appointment
- Full Members (Deacons and Elders) under appointment
- Certified Lay Professionals

*The following persons are required to receive a minimum of 0.5 CEU per year and at least 2.0 CEU's per quadrennium:*

- Part-time local pastors who have completed the Course of Study or an M.Div. degree

*Persons in the above relationships involved in ongoing theological education (including enrollment in Course of Study, seminary, CPE, D.Min. and Ph.D. programs) are fulfilling their CEU requirements by their participation in these programs. Provisional Elders and Deacons are fulfilling their CEU requirements by their participation in the Provisional Membership curriculum. Clergy on Honorable Location, Administrative Location, Leave of Absence, and Medical Leave do not have a CEU requirement.*

### Continuing Education Event(s) attended during the past year:

Event	Credits	Date
2-Year Academy for Spiritual Formation	3.00	1/28/2023
2-Year Academy for Spiritual Formation	3.00	4/29/2023





## Pastors Statistics Report

**Church:** Saint Thomas UMC (Manassas) 471097      **Charge:** Saint Thomas(Manassas)  
**District:** Northern Virginia      **Annual Conference:** Virginia Conference of the United Methodist Church  
**Charge Conference Date:** 11/5/2023

### Changes in Membership since last Charge Conference

---

Line 2a: Received this year on Profession of Faith through confirmation: **6**

Names and Dates:    **May 28, 2023 Athenae Granados**  
                              **May 28, 2023 Laney Schoch**  
                              **May 28, 2023 Caiden Thompson**  
                              **May 28, 2023 Christen Thompson**  
                              **May 28, 2023 Jamie Thornton**  
                              **May 28, 2023 Wesley Swanson**

Line 2b: Received this year on Profession of Faith other than confirmation: **5**

Names and Dates:    **Apr 9, 2023 Teresa Johnson**  
                              **Apr 9, 2023 Kyle Johnson**  
                              **Apr 9, 2023 Marie Davis**  
                              **May 21, 2023 Nancy Recinos**  
                              **Jun 4, 2023 Marilyn Lamb**

Line 2c: Membership restored by Affirmation of Faith: **2**

Names and Dates:    **May 21, 2023 Rebecca Livengood-Kilby**  
                              **May 21, 2023 Lucy Diercks**

Line 2d: Added by correction: **0**

Line 2e: Transferred in from another United Methodist Church: **1**

Names and Dates:    **May 21, 2023 Bendu Kiazolu Hardy**

Line 2f: Transferred in from a non-United Methodist Church: **0**

Line 3a: Removed by Charge Conference Action: **0**

Line 3b: Withdrawn from Professing Membership: **3**

Names and Dates:    **Apr 5, 2023 John Duffy**  
                              **Apr 5, 2023 Miriam (Missie) Duffy**  
                              **Apr 5, 2023 Patrick Duffy**

Line 3c: Removed by Correction: **0**

Names and Dates:

Line 3d: Transferred out to another United Methodist Church: **3**

Names and Dates:    **Sep 27, 2023 Cecil Adams**  
                              **Jun 14, 2023 Ken Hunter**  
                              **Jun 14, 2023 Debra Hunter**



## Pastors Statistics Report

Line 3e: Transferred out to a non-United Methodist Church: 9

Names and Dates: **Jan 4, 2023 Barbara Waterman**  
**Jun 14, 2023 Betty T. Jones**  
**Oct 18, 2023 Kenneth Hinkle**  
**Oct 18, 2023 Margarete Hinkle**  
**Oct 18, 2023 William Clouse**  
**Oct 18, 2023 Carolyn Clouse**  
**Oct 18, 2023 Scott Wagner**  
**Oct 18, 2023 Cheryl Wagner**  
**Oct 18, 2023 Teresa Hayes**

Line 3f: Removed by Death: 4

Names and Dates: **Dec 3, 2022 Aiden Lowry**  
**May 24, 2023 Anne Surber**  
**Jun 5, 2023 Richard Crompton**  
**Sep 14, 2023 Barbara Coleman**

Total persons baptized this year (all ages): 6

Names and Dates: **Apr 9, 2023 Dominic Johnson**  
**Apr 9, 2023 Declan Johnson**  
**Apr 9, 2023 Teresa Johnson**  
**Apr 9, 2023 Kyle Johnson**  
**Apr 9, 2023 Marie Davis**  
**May 21, 2023 Nancy Recinos**

Name(s) whose address is known and residing outside the community - Notice Year 1. The Book of Discipline ¶ 228.3

Membership Care Report Enter the Name(s) whose address is unknown - Notice Year 1. The Book of Discipline ¶ 228.2

Name(s) whose address is known and residing outside the community - Notice Year 2. The Book of Discipline ¶ 228.2

Membership Care Report Enter the Name(s) whose address is unknown - Notice Year 2. The Book of Discipline ¶ 228.2

Membership Care Report Enter the Name(s) to be removed from the role. The Book of Discipline ¶ 228.2

Completed By: *Samantha N Bouquet.*



# Trustees Report

**Church:** Saint Thomas UMC (Manassas) 471097      **Charge:** Saint Thomas(Manassas)  
**District:** Northern Virginia      **Annual Conference:** Virginia Conference of the United Methodist Church

Period Beginning 11/20/2022 (Date of Prior Charge Conference) and Period Ending: 11/5/2023 (Date of Current Charge Conference)

1. Organization for the present conference year will be effective 1/1/2024 by electing the following officers:  
 (no less than three, and up to nine persons)

Board of Trustees
Leonard Fick - Trustee Member (2024)
Lynn Furlong - Trustee Vice Chair (2024)
Dan Harcup - Trustee Member (2024)
Don Rickerson - Trustee Chair (2025)
John Rosko - Trustee Member (2025)

1. b. The above listing of Trustees for the church is correct and complete at the time of the charge conference. **Yes**

2. Is the local church incorporated (§ 2529.1)? **No**

3. a. Name or names in which title to each piece of property is recorded, as shown by civil land records (§§ 2536, 2538):

Building	Building Name	Office	Book	Page
Church Buildings	St Thomas United Methodist Church	Main Building	450	115
Parsonages	Board of Trustees		450	115
Other	Board of Trustees	Professional Building	2008110301046 19	
Church Buildings				
Church Buildings				

b. Who is the custodian of deeds and other legal papers? **Samantha Bouquet**

c. Where are they kept? **Main office locked in a cabinet**

4. Does each deed contain trust clause (§ 2503)? **Yes**

5. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate? **No**

6. a. Insurance (§§ 2533.2, 2550.7)

Insurance Type	Replacement Value	Coverage Amount	Coverage Type	Insurance Company	Restricted by Co-Insurance Yes/No	Amount	Expiration Date
Church Building	6918000.00	0.00	Commercial Package	GuideOne	No		1/1/2024
Parsonage	0.00	0.00	Incl. Comm. Pkg.	GuideOne	No		1/1/2024
Church Furnishings and Equipment	0.00	0.00	Incl. Comm. Pkg.	GuideOne	No		1/1/2024
Parsonage Furnishings and Equipment	0.00	0.00		GuideOne	No		1/1/2024



## Trustees Report

Vehicles	0.00	1,000,000.00	Business Auto	GuideOne	No	1/1/2024
General Liability		3,000,000.00	General Liability	GuideOne	No	1/1/2024
Workers Compensation				GuideOne	No	1/1/2024
Directors and Officers/Errors and Omissions/Crime		1,000,000.00	General Liability	GuideOne	No	1/1/2024
Professional Liability Coverage (including Sexual Misconduct)		1,000,000.00	General Liability	GuidOne	No	1/1/2024

- b. Have the buildings been inspected for fire and other safety hazards within the past year? **Yes**
- c. Have you assessed the replacement value within the last 5 years? **Yes**
- d. Who performed the assessment? **GuideOne Insurance**
- e. Does the church have a Safe Sanctuary Policy? **Yes**
- f. Is the amount of insurance adequate? **Yes**

*(to determine adequacy of coverage, please use the GCFA Insurance Worksheet found at [www.gcfa.org](http://www.gcfa.org))*

7. a. Has an annual accessibility audit for church properties been conducted (§ 2533.6)? **No**

*(attach as a report; an example accessibility audit form may be found at [www.gcfa.org](http://www.gcfa.org))*

8. Provide a detailed list of income-producing and permanent funds:


Item	Date Received	Amount	How Invested	Income	How Used
Keith Endowment	11/15/2018	10,000.00	VA United Methodist Foundation	17,679.00	Missions
Capital Reserve Fund	6/24/2020	225,000.00	VA United Methodist Foundation	217,780.00	Long Term Maintenance

Below enter a short statement "...clarifying the manner in which these investments made a positive contribution toward the realization of the goals outlined in the Social Principles of the church and showing the investments are socially responsible..." (§ 2533.5, 2550.9)

Don Rickerson - Trustee Chair (2025)

Date: \_\_\_\_\_

*Completed By: Samantha N Bouquet. This report will be received, and any necessary action taken, by the annual charge conference.*



# Local CHURCH Accessibility SURVEY

Is your church accessible and open to all persons?  
Are you concerned that you might inadvertently be keeping some people from participating fully in the spiritual and social life of your congregation?

This brief survey form will help you identify your strengths and weaknesses.  
Take a few minutes to walk through your church building. What do you see?



*The Virginia Conference Vision Statement:*

“We envision churches where all God’s people are welcomed at table,  
nurtured and transformed to be Christ to others in the world.”

**Church Entrance and Halls:**

- ❖ Is there a ramp or level entrance to the church door?  Yes  No
- ❖ Are the sides of ramps adequately protected with handrails?  Yes  No
- ❖ Are there directional signs which clearly direct persons to ramps and accessible entrances?  Yes  No
- ❖ Are there directional signs so people know where to go upon entering the church building?  Yes  No
- ❖ Is there a church directory to assist visitors in locating the church office, sanctuary, meeting rooms, etc.?  Yes  No
- ❖ Are there handrails at the church entrance?  Yes  No
- ❖ Are there handrails in the church halls?  Yes  No
- ❖ Are Braille signs and textured doorknobs provided at appropriate places?  Yes  No
- ❖ Are water fountains, telephones, bulletin boards, etc. at a height accessible to persons in wheelchairs?  Yes  No
- ❖ Are fire extinguishers, drinking fountains, etc. recessed into the wall so as not to create obstacles?  Yes  No
- ❖ Is snow and ice adequately removed from walkways during the winter months?  Yes  No
- ❖ Are ramps protected from rain and winter icing or snow? *No Ramps*  Yes  No
- ❖ Are open stairs provided with a means of warning the blind, such as slightly raised abrasive strips? *DOORS*  Yes  No

Comments: NO "OPEN" SEAMS ALL HAVE DOORS

**Parking:**

- ❖ Is there level ground where those with disabilities may park – pavement or solid ground preferred?  Yes  No
- ❖ Are there clearly marked handicapped parking spaces?  Yes  No
- ❖ Do you provide valet parking service?  Yes  No
- ❖ Are handicapped parking spaces 1½ times the usual space?  Yes  No
- ❖ Is there a level approach to the church building from the parking area or the street?  Yes  No
- ❖ Is the parking lot well lighted at night?  Yes  No
- ❖ Is snow and ice adequately removed from parking areas during the winter months?  Yes  No

Comments: \_\_\_\_\_

**Restrooms:**

- ❖ Is there at least one handicapped restroom?  Yes  No
  - ❖ Do restrooms (especially toilet areas) have handrails?  Yes  No
  - ❖ Are restrooms wheelchair accessible?  Yes  No
  - ❖ Are toilet stalls large enough for a wheelchair?  Yes  No
  - ❖ Is the sink wheelchair accessible?  Yes  No
  - ❖ Are mirrors, soap, and towels accessible to persons in wheelchairs?  Yes  No
  - ❖ Are restrooms accessible to church sanctuary? *→ 20*  Yes  No
  - ❖ Are restrooms accessible to classrooms and meeting rooms?  Yes  No
  - ❖ Are faucet controls easy to operate, requiring no difficult finger or hand action? *NO TOUCH*  Yes  No
- Comments: \_\_\_\_\_
- 

**Doors:**

- ❖ Are exterior and interior doors easy to open? *easy*  Yes  No
  - ❖ Are doorways wide enough to accommodate wheelchairs?  Yes  No
  - ❖ Do church doors swing without conflict to wheelchairs? *2*  Yes  No
  - ❖ Are there vertical door handles or horizontal door bars rather than slippery round knobs?  Yes  No
  - ❖ In case of an emergency, are there at least two exits that a person with a disability could use?  Yes  No
- Comments: \_\_\_\_\_
- 

**Sanctuary:**

- ❖ Can the sanctuary accommodate wheelchairs?  Yes  No
- ❖ Are several places for wheelchairs provided so that wheelchair users have a choice of seating?  Yes  No
- ❖ Is there adequate lighting on speaker's face to facilitate speech/lip reading?  Yes  No
- ❖ Is there adequate lighting for reading in all pews?  Yes  No
- ❖ Are large print Bibles available?  Yes  No
- ❖ Are large print hymnals or song books available?  Yes  No
- ❖ Are large print worship materials (bulletins, etc.) available?  Yes  No
- ❖ Is the sound system of good quality and without dead spots?  Yes  No
- ❖ Is there a sound amplification system for the hard of hearing?  Yes  No
- ❖ Are individual hearing devices for the hearing impaired available?  Yes  No

**LOCAL CHURCH ACCESSIBILITY**

- ❖ Is sign language provided during worship services?  Yes  No
  - ❖ Are pews cushioned for added comfort?  Yes  No
  - ❖ Are service animals permitted in the church sanctuary?  Yes  No
  - ❖ Is there a temperature controlled heating and cooling system?  Yes  No
  - ❖ Is the altar and chancel area open and without steps for persons receiving the sacrament of holy communion?  Yes  No
  - ❖ Is the altar and chancel area open and without steps for persons receiving the sacrament of holy baptism?  Yes  No
  - ❖ Is the altar and chancel area accessible for all leadership during the worship service or is an accessible location available for use?  Yes  No
- Comments: \_\_\_\_\_
- 

**Elevators:**

- ❖ Is there an elevator or chair lift in the building?  Yes  No
  - ❖ Does the elevator have buttons low enough for wheelchair reach?  Yes  No
  - ❖ Are Braille signs utilized and placed between 4'6" to 5'6" from floor?  Yes  No
- Comments: \_\_\_\_\_
- 

**Transportation:**

- ❖ Does the church provide transportation for worship and church-related activities?  Yes  No
  - ❖ Does the church have a van capable of transporting persons in wheelchairs?  Yes  No
  - ❖ Does the church have arrangements with any agency to help transport persons with disabilities?  Yes  No
- Comments: \_\_\_\_\_
- 

**Clergy Housing:**

- ❖ Is there a garage or covered area for loading and unloading passengers?  Yes  No
- ❖ Is the housing accessible to persons with mobility difficulties?  Yes  No
- ❖ Is at least one bathroom accessible to all persons?  Yes  No
- ❖ In case of an emergency, are there at least two exits that a person with a disability could use?  Yes  No



- ❖ Is there one bedroom on the first floor that can be used to accommodate a person with a disability? Yes No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**Church Administration, Leadership, Worship & Church School:**

- ❖ Do persons with disabilities participate in and provide leadership for any of the following:
  - Church Council? Yes No
  - Committees and Boards? Yes No
- ❖ Does your church take seriously the following:
  - Time of day in planning programs? Yes No
  - Alternative communication techniques? Yes No
  - Style of program presentation and content of material? Yes No
  - Accessibility issues when holding a program or event? Yes No
- ❖ Are worship services and other special programs taped and provided for the use of homebound and other members? Yes No
- ❖ Do persons with disabilities participate in worship and church school as:
  - Greeters and Ushers? Yes No
  - Liturgists or lay readers? Yes No
  - Choir members/soloists? Yes No
  - Lay Speaking Ministries? Yes No
  - Church school teachers? Yes No
  - Class officers/leaders? Yes No
- ❖ Does the church observe Disability Awareness Sunday? Yes No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Adapted for the Virginia Conference with permission from the Center on Aging & Older Adult Ministries,  
 General Board of Discipleship - UMC  
 ©Richard H. Gentzler, Jr., D.Min.  
 P.O. Box 34000  
 Nashville, TN 37203-0000  
 Toll-free 877-899-2780 ext. 7173  
[www.aging-umc](http://www.aging-umc)

# ACCESSIBILITY WORKSHEET

Put the total number of YES and NO responses answered in each category below.

YES	NO	
7	5	Church Entrance and Halls
6	1	Parking
9	0	Restrooms
4	1	Doors
12	3	Sanctuary
3	0	Elevators
0	3	Transportation
X	X	Clergy Housing
___	___	Church Administration

If you have more than two (2) NO answers in any category, you are not considered accessible in this area of your facility. In order to ensure greater access, we suggest that you complete the planning worksheet below.

### Priority Areas for Future Planning:

#### **Little to No Cost Accommodations or Modifications:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### **Moderate Cost (\$100 - \$2,500) Accommodations or Modifications:**

1. \_\_\_\_\_
2. \_\_\_\_\_

3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**List all deficiencies that will require a large financial layout (+\$2,500).**

1. AUTO OPEN DOOR
2. ENTRY RAMP COVER
3. NO SIGN LANGUAGE?
4. \_\_\_\_\_
5. \_\_\_\_\_

Name of Church: St Thomas UMC District: \_\_\_\_\_

Pastor: \_\_\_\_\_ Date Audit Completed: \_\_\_\_\_



# Lay Servant Annual Report

**Name:** Bill Coppa **Charge:** Saint Thomas(Manassas)  
**District:** Northern Virginia **Annual Conference:** Virginia Conference of the United Methodist Church  
**Created:** 11/2/2023 **Charge Conference:** 11/5/2023

## Contact Information

Nickname Home Phone  
Address **8903 Weir Street** Work Phone  
**Manassas, VA 20110** Cell Phone **703-298-5200**  
Email **w.coppa@comcast.net**

## Coursework

What year did you complete your last advanced course?

What was the title of the last advanced course you took? **Enrolled in IFD224-Lay Servants as Christian Transformational Leaders (March 4-18, 2024)**

How many courses have you taken since last Charge Conference?

Course Name	Instructor
-------------	------------

## Lay Speaker

I am pursuing qualification as a Certified Lay Speaker **No**

## Caring Ministries

During the past year, I have participated in caring ministries as follows:

- Served as a volunteer in a care-giving institution: **Yes**
- Provided one-on-one caring: **Yes**
- At a hospital, nursing home, or to a shut-in: **Yes**
- In membership/evangelism visitation: **Yes**
- Served in caring/outreach projects (food pantry, prison ministry, etc.): **No**
- Other caring activities: **Yes**
- Details:

## Leading Ministries

During the past year, I have participated in leading ministries as follows:



# Lay Servant Annual Report

Served as a member of a committee, board, commission, council, task force, etc: **Yes**

As a volunteer at a community agency: **Yes**

At my local church: **Yes**

Beyond my local church: **Yes**

In my district: **No**

Conference: **No**

Jurisdiction: **No**

General Church Level: **No**

Other leading activities: **Yes**

Details:

**United Methodist Foundation**

## Communicating Ministries

During the past year, I have participated in communicating ministries as follows:

Brought message in worship services: **Yes**

Delivered devotional messages: **Yes**

Served as worship leader in services: **Yes**

Taught classes: **Yes**

Other speaking activities: **Yes**

Details:

**Community events on a monthly basis**

## Additional Opportunities for Ministry participated in by the Lay Servant

\_\_\_\_\_  
Pastor Date

\_\_\_\_\_  
Lay Servant Date

# Retired Clergy Report

Submitted by Rev. Pat B. Tony

God is forever faithful to bless us with opportunities to make a difference in the lives of others! By God's grace in the power of the Holy Spirit, I have officiated at two services of Death and Resurrection and assisted with another Celebration of Life. My husband and I have offered counsel and resources to families in need.

People in the active retirement community where my husband Dean and I live continue to bring us clothing and other needed ministry resources to pass along. It's always a joy to serve in various community meal and food pantry opportunities at St. Thomas and other local churches in our Manassas area.

The ESL ministry of Grace UMC offered unique opportunities to share the love of the Lord with people from many nations of the world. In addition, I have been blessed to serve in pastoral care and visitation within our Oaks of Wellington community and beyond.

Though we are facing many new challenges with my husband battling the blood cancer Multiple Myeloma, our prayer is to serve with gladness (Psalm 100) and offer Christ, hope of the world (Colossians 1:27-29). In these challenging times, may God grant us grace to keep our eyes on Him (Hebrews 12:1-3), doing justice, loving mercy, and walking humbly with God. (Micah 6:8)

*Reverend Pat B. Tony*

Address: 10240 Hendley Rd., Apt. 212, Manassas, VA 20110-3402

Email: [pattony@vaumc.org](mailto:pattony@vaumc.org)

Retired Elder, VA Conference

Date: November 5, 2023

# Children's Ministry Report

Submitted by Kristi Swanson, Children's Ministry Director

2023 offered interactive worship experiences for children without much of the worry about Covid that spanned the last few years. We have continued to offer Virtual Sunday School, but most children are attending in person and only choosing virtual if someone is sick. Tweens has been active in service, learning and having fun through multiple events. The Children's program continued to provide stability and spiritual vitality to the children of the church through the stress and heartache of the discernment process, financial stressors, and a major shift in leadership. Samantha Spencer returned once again to lead the Summer Camp program through Sunbeam Children's Center. Overall, we have continued to provide a meaningful program for the children. Here is what we have done to minister to our kids this year:

- **Vacation Bible School:** Over 30 volunteers helped lead a week of worship, learning and fun for 106 children.
- **Summer Camps:** Over 60 children and adult interns joined together for our summer camps, run by Sunbeam Children's Center.
- **Camp Tweens:** This camp which replaces the 3<sup>rd</sup> grade Bible classes, had 11 attendees, almost double last year's participation. Nine of the tweens attended church the following Sunday to accept their Bibles.
- **Prayground:** Kids of all ages were led to participate in a devotional, story and at-home craft or activity throughout the summer with direction from a video, posted to Facebook.
- **Wacky Wednesdays:** This program allowed for kids to get together and have fellowship on Wednesdays throughout the summer, providing fun activities for them to do. Most events had nearly 30 attendees.
- **Lent/Easter:** Easter Extravaganza was busy with over 550 attendees. The event went very smoothly, and we saw a few faces from the egg hunt at church on Easter Sunday.
- **Welcome-Back Sunday:** This year we split out this event to have Blessing of the Backpacks and Rally Day separately. We blessed 26 backpacks and shared lots of fun with the children of our church and some members of the community. Rally Day is a Front Porch event, but the children's ministry took a larger role this year given the transitions in the church and the kids enjoyed it very much.
- **Sunday School:** We continue to enjoy the GrowKids Curriculum and offer a virtual option simultaneously with the in-person gathering, but most kids attend in person.
- **Children's Church:** Children's church shares time with children's choir practice which has been a lot of fun and beneficial to kids who can't make it to Tuesday practice. Children's Church still reinforces lessons and ideas from the GrowKids Curriculum, children's messages, and seasonal reflections in the time after rehearsal.
- **Kids Care 2 Tweens:** This group of 3<sup>rd</sup>-5<sup>th</sup> graders continued to meet every 2<sup>nd</sup> Friday of each month. This group is very focused on fellowship, having fun, and serving others through hands-on mission experiences. This year we are making an effort to have more crossover with youth to create more opportunities for our young people and help kids feel more comfortable moving up to the youth program.
- **Trunk or Treat:** Keeping with the same day and time and basic activities from last year, we look forward to another good turnout.

- **Advent:** We are finalizing plans for an Advent evening that will include many of the hanging of the green activities, components of the drive through nativity, and more community involvement.

We continue to work toward our strategic goals. We aim to engage more children in our ministry. The Grow curriculum focuses on faith in the daily, secular life and sharing our Christian story – in other words, creating “sticky” faith, the main goal of this ministry. We continue to celebrate birthdays and other milestones, incorporating additional milestones as the need and opportunity arises in order to fully celebrate our children and their growth.

Our goals remain the same; to educate our children about the stories of the Bible, build relationships with them, and partner with parents to do the important task of discipleship. We will continue to raise up and support our children and families to be the light of Christ in our community and world.



# Kitchen Ministry Report

Submitted by Frank Priest and Janel Weed

We continued serving our Tuesday Night Dinners curbside and dine in through May 2023. After a short break we hosted our Christmas in July dinner curbside. We had a great turnout! We put up our Christmas tree, played Christmas carols, and had a grand time. Our regular dinner schedule resumed in September and continued with both dine in and curbside options. We are grateful for our wonderful volunteers - we couldn't do it without them! We have a lot of fun each week as we package the to go meals and prepare for those dining in. The Kitchen Ministry Team have served 4,538 meals on Tuesdays since last year.

Last year for our 22nd Christmas Day Dinner we served guests inside and curbside. Volunteers came in throughout the week to help with the preparation and set up. All our food was prepared by our wonderful chef, Frank Priest, his brother, Bill, and our kitchen ministry team. On Christmas Eve, we assembled 281 special dessert containers for the hospital and packaged 593 meals for first responders. Our food pantry graciously loaned us their refrigerated truck to store food until we began serving on Christmas Day. Christmas morning saw the first wave of volunteers to assemble the main meal and serve our inside guests. We also had volunteers ready to hand out meals to our curbside guests. We had a strong crew come in for the afternoon to help finish serving and help with clean up. We served 244 people inside, sent out 12 meals to our homebound sweethearts, sent 60 hot meals home with our inside guests, sent 25 meals to the hypothermia shelter, and served 1,076 meals curbside for a total of 2,010 meals. What a blessing it was to give out so many meals to friends, families, and members of our community. We are already gearing up for this year's Christmas Day dinner which will have curbside and inside dining options.

Throughout this year we have had the opportunity to serve many in our church family through our coffee hour. We provided meals for the Taste of St. Thomas, special events, continued packaging communion elements, cooked 1,000 hot dogs for our Trunk or Treat event, and made meals for families with illnesses. We assist our food pantry with taking high volume amounts of bulk foods and repackaging into family sized portions. The Kitchen Ministry Team also make small loaves of banana bread for them from time to time when they have over ripe bananas.

We look forward to seeing what God has in store for us in the coming year.

# Men's Ministry Report

Submitted by Gordon Haines, UMM Treasure

The men's group has continued with hybrid meetings. We average 12 men with highs of 18. We usually have two or more men online. We meet upstairs at 8 am every Saturday. We promptly break at 9 am (sometimes we may go over a little bit).

This year we donated \$870 to Destiny Church Guatemala for rental of a soccer field. This was to help with giving the kids a place to play after church.

We put together health kits and bought the supplies to go in them.

Men's Ministry also donated \$500 each to two teachers in our congregation for school supplies.

We welcome all men to our meeting, whether or not they attend St Thomas.

# Mission Council

Submitted by Zuzana Steen, Mission Council Chair

Mission is an organized effort for the propagation of Christian faith while being the hands and feet of Christ. The Mission Council strives to meet and exceed our obligations to the missions of our church. We focus on missions that are local, national, and international.

- **Mission Values**
  - Biblically grounded
  - Relational
  - Missional, faithful, and joyful
- **Distribution of Funds:**
  - 50% = local missions
  - 25% = national missions
  - 15% = international missions
  - 10% = Crisis needs

*Note: Sometimes the distribution may seem a little skewed, but this is due to designated giving to specific areas or fundraising by some groups.*

Thanks to your generosity we have been able to support the following **missionaries and projects** this year. How are they selected? There is usually some relationship/connection to the church and/or to the general UMC.

- The Hammacks: They lived as missionaries in Nigeria for 30+ years and for the last few years lived in Richmond, VA while training new missionaries for work around the world. They retired in March.
- Helping Children Worldwide: Mission in Sierra Leone with their orphanage, hospital and school.
- Kathie Virunurm: Kathie grew up in our St. Thomas church. She's at George Mason University with Cru organization, ministering to students there, including many international students.
- Prosperity House: Transitional housing in the Manassas area. Several STUMC members are on the board, and it was started by a church member.
- Rachel and Nolo Garcia: Missionaries in Guatemala who focus on children and youth. Rachel's grandparents attend St. Thomas.
- Nancy Gieshen: Nancy and her late husband, Paul, served as missionaries in Okinawa, Japan and Nancy now does her mission work in Atlanta, GA especially for international students and immigrants.
- Kevin Burges: Kevin has been with Young Life program ministering to military children in Alaska through July 2023 and since then helping children in need in West Virginia.

Our other missions include:

- **The St. Thomas Food Pantry:** It has been averaging about 200 families per week. With grant money as well as donations and volunteers from among our congregation, we were able to provide food and other necessities for people in need. Since the Covid pandemic through October 2023, the Food Pantry was open twice a week: on Wednesdays and on Saturdays. We are now back to giving out food just on Saturdays.
- **The Clothing Closet:** Averages 75 families per week and relies on individual donations and grants. It continues to serve the people of our community with new and old clothing, including new work boots and work gloves.
- **Local Relief:** St. Thomas was very fortunate to be the recipient of an ARPA Grant in 2022. ARPA is an acronym for monies designated for those who were financially impacted by Covid from the most recent

Congressional stimulus bill that was to be dispensed by local jurisdictions. Our Local Relief Committee has been busy distributing these funds. There are strict guidelines for use of these funds and less than half of our callers meet the qualifications. Thus our Mission Council transferred additional funds to the Local Relief Committee. We have assisted over a hundred neighbors since January.

- **START Team** (START=Short Term Aid and Relief) went to North Carolina twice this year and worked on houses that were ravaged by hurricanes. Money raised at the Tuesday night dinner fundraisers was donated to the construction sites for building supplies.
- **El Salvador Mission** is done in collaboration with the Methodist Church in El Salvador. St. Thomas UMC partners with the Haymarket Church and together we send mission teams. The teams fundraise and among others do various home projects for people from our congregation who then donate toward this mission. In 2023, there is a team going to El Salvador in November to do Vacation Bible School and food distribution. Another team is scheduled to go there in January 2024 and will do a construction project.
- **Hygiene and UMCOR Health Kits:** More than 100 of them were prepared by our Men's Group and Tweens. They were sent to UMCOR and distributed through Serving Our Neighbors (SON) in Manassas. The Congregation was given the opportunity to pick up a bag or two to hand out to the homeless when they encountered them. Forty kits were sent to SON to distribute to their homeless clientele.
- **Kitchen Ministry Team** provides Tuesday Night Dinners at a nominal cost to the congregation and surrounding community. They are also providing dinners to our first responders in the Greater Manassas Area as well as Christmas Day Dinner, all free of charge. The Mission Council will provide money to help out with the cost of the dinner when needed.
- **Loch Lomond Elementary School** in Prince William County Schools and **Manassas City Public Schools:** We partnered with them for a school supply drive during the summer. With funds from our Missions Council and individual donations as well as volunteer help from our Tweens, we were able to send 50+ filled backpacks to Loch Lomond and 100 backpacks to MCPS. Currently, we are seeking volunteers to work with students by tutoring or being a teacher's helper at Loch Lomond ES. We have 3 so far and are looking for more.
- **Salvation Army:** This year we partnered with them for the Angel Tree program as well as Pathway of Hope.
- **Quilts for Kids:** This group of dedicated women made 300 quilts last year that are distributed to people in need in our community.
- **United Methodist Committee on Relief (UMCOR):** We raised funds and sent them to UMCOR for relief support in hurricane impacted regions or earthquake and war-torn countries, such as Ukraine, Turkey and Syria.
- **Operation Bearhug** provided nearly 200 bears that were taken to the Manassas Health and Rehab Center and UVA Health Prince William Medical Center.
- **A Senior Christmas and Un-Trim-A-Tree** programs in December 2022 provided Christmas gifts to children identified by Social Services and to permanent residents of Manassas Health and Rehab. In December 2023, we will do **Senior Christmas** again as well as **Angel Tree** in partnership with Salvation Army. Christmas Day Dinner is provided free of charge to our area first responders, the homeless, the lonely, and to anyone who comes to the church that day. Our **Angel Shop** provides the opportunity for anyone in need to shop for toys for their children for Christmas. A toy drive was conducted in June to collect toys for our Angel Shop. The DAR also donates toys in December. Our Tweens made no-sew-

blankets that will be given out to people in need through the Angel Shop and to the Manassas Health and Rehab.

We appreciate our volunteers, donors, and teamwork with the above mission program partners as well as the United Women of Faith. Their leaders as well as our missionaries periodically come or send updates for Mission Moments during our Sunday church services. For more information about them and how to get involved, visit our St. Thomas UMC website or contact our church office.

Thank you for all your continued support and remember 100% of your Christmas and Easter special offering supports Missions in our community, our country and around the world.

# Music Ministry Report

Submitted by Dominick Izzo, Music Director

Music Ministry at St Thomas has continued to thrive during the 2023 calendar year.

Our music staff currently consists of Dominick Izzo, Director of Music, Rodney Miller, our Worship Leader, and Nancy McClain and Adam Schubert, our music Interns. We also had Olivia Wilson come assist with this year's Vacation Bible School. Our organist of over 10 years, Jacque Watkins, retired at the beginning of the year. She was honored during a service in February.

Tuesday continues to be our "Music Night" alongside Tuesday Night Dinners. All ensembles rehearse on Tuesday evenings from 5:00 pm - 8:30 pm.

Here are the Updates on our ensembles:

Chancel Choir - The choir, continuing to grow to 25 members, regularly has at least 17 people singing each Sunday. During this calendar year, the chancel choir put on a beautiful Lenten presentation without an orchestra due to the budgeting constraints. The choir also plans to present a traditional Christmas cantata with a full orchestra on December 17<sup>th</sup>. With JNS not meeting this year, some of the youth are participating in the chancel choir activities.

Praise Band - The Praise Band consists of about 11 members, both adults and youth, who rotate weekly based on availability. In addition to leading worship every Sunday, the Praise Band participated in the 30<sup>th</sup> Annual Kena Shriners Car, Truck and Motorcycle Show held on the church grounds in conjunction with the UFW Yard Sale. The Praise Band will also be participating in the 77<sup>th</sup> Greater Manassas Christmas Parade in December.

Bells of St Thomas - The Bell Choir at St Thomas continues to be a strong part of our music ministry. The bells continue to ring on a monthly basis while rehearsing weekly on Tuesday evenings.

Children's Choir – The children's choir has been rehearsing on Tuesday evenings and Sunday mornings during children's church. This group regularly consists of children from our congregation as well as children from our Sunbeam Children's Center. They sing on a monthly basis.

Music Ministry at St Thomas looks forward to the future and continued growth in all of the ensembles.

# Student Ministry Report

Submitted by Rebecca Runkles, Youth Ministry Director

At St. Thomas UMC our Student Ministry is open to 6<sup>th</sup> – 12<sup>th</sup> grade students and is characterized as a PACK, a group that shares life together. We are individuals with our own unique interests and hobbies, different schools and sports, and our own family and friends. That does not stop us from coming together and helping each other travel through the highs and lows of life. We learn together, we grow together, and we stick together. We are the PACK.

The PACK follows the school year rather than the calendar year. We begin a new school year in September and end in early June with a short winter break and a long summer break. Since last year's charge conference in 2022, we have continued our regular gatherings: PACK AM (Sunday School) and PACK Night (Sunday night gathering). Mr. Perry Bailey faithfully led PACK AM through the end of the 2022-2023 school year; and two other adult leaders, Mr. & Mrs. Rosko, continue to support PACK AM. We really appreciate their love and care for our students.

On Sundays at 6 PM, The PACK gathers for a PACK Night. It begins with a dinner provided by the family of the students and with different programs for each Sunday. The first Sunday of the month is a Worship Day/Small Group Day, along with a celebration of the birthdays of the month. The second Sunday is a Fun Day. We play games or visit fun places in and around the town. The third Sunday is a Small Groups Day where The PACK is divided into small groups for in-depth discussions. The fourth Sunday is a Mission Day where The PACK participates in various mission projects at church and in the community. Thanks to the faithful support of our adult volunteers, PACK Night gatherings have been a success.

One of the highlights of PACK Night gatherings is that our students have played an integral role for the mission of St Thomas as they participated in multiple projects throughout the year on their Mission Day. For example, Family Advent Night, Breakfast with Santa, working on the Youth Center, Care Packages for College Students, Church Yard Work, and Easter Egg Extravaganza. These events and mission projects would not have been possible without our students!

Another highlight is that The PACK has had so much fun on their Fun Day: Christmas Party, Virtual Game Night, Ice Skating, Bowling, Mother's Day Cooking, Color Powder War and Water Games, Family Game Night, Trampoline Park, Laser Tag and so much more. The Fun Day is always a great day for the students to invite their friends to taste and experience our fun and safe fellowship.

The Youth Sunday was a big highlight of the year. The PACK was in charge of the worship service from A to Z: music, prayer, children's message, Scripture reading, skit, offertory song and much more. This year we even had one of our high school juniors, Riley Miller, give the sermon! He did an exquisite job and will be preaching again in the near future! I could not be more proud of our students, and am looking forward to next year's Youth Sunday!

The PACK hosted a number of special celebrations, too. Six students took a long journey of Confirmation and were confirmed on the Day of Pentecost. We are thankful for the mentors who met with the confirmation candidates in person, accompanied us during the Confirmation Retreat, the Field Trip to Washington D.C. and encouraged them to be faithful in the journey. The PACK also celebrated Graduation. Eight high school seniors and another five college and up students were recognized with a yard sign for each on the church front lawn, and also during the worship services with a reception afterwards. The high

school seniors were also given a gift bag with essential items for them to use as they continue on their paths.

The PACK gathered for missions during the summer months as well, over the course of two weekends. During the first weekend, they spent time at Manassas Rehab working with the residents and staff, helped with unloading a pallet and splitting up spaghetti at the church food pantry, spreading mulch on the church grounds, and helped with Clothing Closet distribution. During the second mission weekend, they helped at Loch Lomond Elementary School by packing backpacks full of requested supplies, filling folders for teachers, and putting up posters in the school bathrooms; they also cleaned the chairs in the Youth Center sanctuary and helped with Food Pantry distribution. The local mission weekends started during the pandemic as we could not go on a mission trip to other faraway places. Yet, we have discovered so many benefits of doing mission work locally. It allowed more students to participate in the project as they were able to serve for one, two, or all three days depending on their availability instead of having to commit to a week-long schedule. It also helped build a relationship with local non-profit agencies, schools and churches. We would like to plan a week-long mission trip again in the future, in addition to these weekends.

Since our Charge Conference last year, we've also completed work on the Youth Center and are now using it fully. It is a space where our youth can gather and make their own. Pastor Arum Kim led the youth through June of 2023, when she was appointed to another church. At that time our adult volunteers stepped in to make sure the summer mission weekends were a success while we hired a new Youth Ministry Director. The PACK has continued successfully during and since that time and has continued to meet regularly and participate in events. The year of 2022-2023 has been wonderful, and we praise God for each of our students. We are very excited for what this next year will bring!



# Sunbeam Children's Center Report

Submitted by Veronica McGuin, Director

*"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."* Deuteronomy 6:6-7

## **Purpose:**

To glorify God and create sunbeams for Jesus by providing a safe, fun place where children can grow socially, intellectually, spiritually, emotionally, and physically. We collaborate with families to lay the spiritual foundation for children to become followers of Jesus Christ.

## **Overview:**

Sunbeam Children's Center (SCC) provides care for children from 6 weeks to 6 years old and there were approximately 107 students enrolled over the past 12 months. Each infant receives individual care specific to their needs while being talked to, read to, and sung to by loving, nurturing staff members. The Pre-Toddlers and Toddlers are introduced to a daily schedule. The teachers continue to read and sing to each child as they introduce activities in a group setting while still attending to their individual needs. The two, three and four year old classes continue to have a more structured day with the introduction to a theme based curriculum and an emphasis on letter, number, colors, shapes, writing and age appropriate activities. Children at this age learn by talking, exploring and experiencing a variety of ways, including imaginative play. The students learn and develop in five key areas, Intellectual Development, Physical Development and well-being, Social Responsibility, Aesthetic and Artistic Development, and Emotional and Social Development. Each child from toddler to six years is exposed to Bible stories, Spanish and Music. Depending on the age group, Bible or Chapel time can range from 10 to 20 minutes long. The children learn age-appropriate Bible based truths to nurture them in developing faith in Jesus Christ.

## **2023 Highlights:**

This year so far we have 107 students registered and several on the waiting list for the infant room. We have had several guest readers and speakers for the children throughout the year. Librarians, Dental Hygienists, police officers, firefighters, Clifford the Big Red Dog during our annual Book Fair and so much more. During the summer we had 43 children enrolled in our in-person summer camps. This year our camps featured Garden Adventures, Lil' Gourmet Cooking, Building Workshop and Music & Arts. The camps were successful, and SCC will continue to offer summer camps in the future. The summer also blessed us with a new pastor. We welcomed Pastor Matt and his family in July and pray he has a pleasant stay with years of many blessings. To start the new school year, SCC had Meet the Teacher Night on August 2. We had 66 parents attend this event as well as 31 children. The Manassas City Fire Department came in with their fire trucks to teach the children about fire safety on October 6. The Manassas City Police Department came on October 10 with a couple of police cars to discuss the many ways they help people in our community. Our third annual SCC Pumpkin Patch was October 18. Moms, dads and grandparents come to enjoy the outside day of fun activities and fellowship with other families enrolled at SCC. Each month all the classes continue to make mission cards for the residents of Birmingham Green Assisted Living Center, which has over 300 residents.

Sunbeam Children's Center  
 Manassas St. Thomas United Methodist Church  
 Net Income Statement

Student	(All)	
Expense Detail	(All)	
Sum of Amount		Period Year
Type	Summary Category	Grand Total Sept 20 - Aug 21
Revenue	Donation	\$ 300.00
	After Care	\$ 5,000.00
	Before Care	\$ 5,000.00
	Fundraisers	\$ 750.00
	Late Payment	\$ 300.00
	Late Pick-Up Paid	\$ 175.00
	Registration Fee	\$ 4,000.00
	Summer Camp - 2024	\$ 8,000.00
	School Activity/Supply Fee	\$ 1,312.50
	Tuition	\$ 1,350,838.00
Revenue Total		\$ 1,375,675.50
Expense	Marketing/Advertisement	\$ 350.00
	End of 4 Year Celebration Books	\$ 400.00
	Accounting Service	\$ 13,374.96
	Background Checks	\$ 150.00
	Bears/Classroom Supplies	\$ 125.00
	Business Cards	\$ 100.00
	Carnival	\$ 150.00
	Copier & Paper Fee	\$ 4,800.00
	Classroom Enrichment (Magazines)	\$ 700.00
	Christmas Celebration Dinner for staff & Christmas Gift	\$ 250.00
	Child Enrichment/Puppet Shows, One Man Band, etc	\$ 3,500.00
	Classroom Supplies	\$ 35,000.00
	Easter Supplies	\$ 350.00
	Father's Day	\$ 175.00
	Field Trip Expenses - (In House SCC Pumpkin Patch)	\$ 4,000.00
	Furniture/Equipment	\$ 3,500.00
	Gifts-Children's	\$ 400.00
	Gifts-Parents	\$ 350.00
	Graduation/Books for Students	\$ 400.00
	Health Insurance/SCC Staff	\$ 15,000.00
	Health & Safety Supplies - First Aid Kits Thermometers	\$ 1,000.00
	Insurance	\$ 7,596.00
	Janitorial Expenses	\$ 24,000.00
	Laundry/Cleaning Supplies	\$ 500.00
	Miscellaneous	\$ 3,500.00
	Mother's Day	\$ 400.00
	Mulch/Playgrounds	\$ 2,500.00
	Office Supplies	\$ 3,500.00
	Playground App Fee	\$ 2,400.00
	Pension Expense-Staff Benefit	\$ 4,800.00
	Permits/Fees	\$ 150.00
	Postage	\$ 200.00
	Pot Luck Dinner - plates, napkins, cups, utensils	\$ 150.00
	Repairs/Maintenance	\$ 3,500.00
	Salaries	\$ 1,087,722.89
	Scholarships for Families	\$ 2,500.00
	Snack Food/Supplies - Plates, Cups, Spoons, Napkins	\$ 30,000.00
	Space Usage	\$ 61,800.00
	Staff Appreciation/Staff Bonuses/Lunches	\$ 16,000.00
	Staff Continuing Education	\$ 2,000.00
	Summer Camp - 2024- Expense	\$ 4,000.00
	Thanksgiving Celebration	\$ 500.00
	Waxing Floors	\$ 7,500.00
	Training/First AidCPR	\$ 2,000.00
Expense Total		\$ 1,351,293.85
Grand Total		\$ 24,381.65

# United Women in Faith

Submitted by Pat Dodson, President, St Thomas United Women in Faith

We began the year so blessed to disburse the proceeds from our 2022 virtual bazaars and apple pie sales. We raised over \$8,700 for local and international missions – an increase of over \$2,500 from the previous year as we continue to return to normal after the Pandemic.

In February, Rev. Pat Tony joined us for a Potluck brunch and spoke on “Signposts of Discerning Discipleship”. The group also made Valentine’s for the church staff and Sunbeam Children’s Center teachers to thank them for all they do. With the expert help of Pat Brown, Marian Ludlow and Sarah Hammack, the cards came out great!

Throughout the year, we enjoy fellowship and the Dorcas Circle continues to meet monthly - they are currently studying Women of the Bible. In May, we gathered for our annual Spring Tea, with music by local musician, Steve Thompson. In August, we got together for an Ice Cream Social. In November, we will begin a new Ladies Book Circle, adding a new opportunity for fellowship and connection.

We continue to sponsor Muhirwa and Mika through Compassion International. Proceeds from our Mother’s Day and Father’s Day Carnation Dedications sales help with the cost of their support.

Our 2023 fundraising efforts included a September Yard Sale, Apple Pie Sale and our 50th Annual Holiday Bazaar. Once we have sold all our White House ornaments, we expect to have raised over \$10,000 for missions.

We will close the year celebrating the Christmas season with our traditional Potluck Lunch and Gift Exchange.

We thank God for a successful year and ask for His continued blessings as we look forward to 2024.

# REPORT OF NOMINATIONS AND LAY LEADERSHIP DEVELOPMENT

For Charge Conference on November 5, 2023

## ADMINISTRATIVE COMMITTEES

### CHURCH COUNCIL

**Chair:** Hunter Lenz - 2025

**Vice-Chair:** Barry Barnard - 2025

**Recording Secretary:** J.D. Sayles - 2023

**Pastor:** Rev. Matt Sergent

**Lay Delegates to VA Annual Conference Sessions:**

*(Requires one delegate)*

2023 – Joe Steen

**Lay Leader:** Bill Coppa - 2024

**Finance Committee, Chair:** Rich Banner – 2023

**Staff Pastor Parish Committee, Chair:** Janie Russell - 2024

**Trustees Committee, Chair:** Trustees elect Chair in January

**Adult Discipleship Team:** Pat Brown - 2025

**Children's Council:** Vicki Schoch – 2023

**Communications Team Leader:** Nathan Hall - 2024

**Congregational Care Team Leader:** Bob Jones - 2025

**Front Porch Team Leader:** Alicia Hamilton - 2024

**Sunbeam Children's Center Board, Chair:** Tracy Spencer - 2025

**UMW Chair:** Pat Dodson - 2024

**Worship Team Leader:** Deb Crawford - 2024

**Youth Council:** Rebecca Runkles

**Youth Representative:** David Burnett - 2025

**Young Adult Representative:** Jon Weed - 2023

**Mission Council, Chair:** Zuzana Steen - 2025

### LAY LEADER

2024 – Bill Coppa

2025 – TBD

### BOARD OF TRUSTEES

**Chair of Trustees:** Don Rickerson (voted in 1-5-23) 2025

**Vice Chair:** Lynn Furlong

**Secretary:** Leonard Fick

#### Class of 2024

Lynn Furlong

Leonard Fick

Dan Harcup (1<sup>st</sup> term, one-year trial)

#### Class of 2025

Don Rickerson

John Rosko

**FINANCE COMMITTEE**

**Chair:** Rich Banner - 2023

**Vice-Chair:** Martha Jones - 2023

**Treasurer/Recording Secretary:** Janie Russell - 2023

**Lay Leader:** Bill Coppa - 2024

**Lay Delegates to Annual Conference:** Joe Steen - 2023

**Class of 2024**

Matt Swanson

**Class of 2025**

Earl Amstutz

Barry Barger

Ron Campbell

**Permanent Endowment Committee (Sub Committee of Finance)**

Barry Barger, Chair

Kathy Swancott

Frank & Joyce Hale

Earl Amstutz

Nancy Buchanan

Janie Russell

**STAFF/PARISH RELATIONS COMMITTEE**

**Chair:** Janie Russell, 2024

**Vice-Chair:** Cheryl Rosko - 2025

**Lay Leader:** Bill Coppa

**Lay Delegates to Annual Conference:** Joe Steen – 2023

**Class of 2024**

Steve Santee

Gordy Haines

Lori Harper

Marian Ludlow

**Class of 2025**

Becky Kilby

Roxanne Sutton

Cheryl Rosko (2<sup>nd</sup> term)

**NOMINATIONS & LAY LEADERSHIP DEVELOPMENT COMMITTEE**

**Chair:** Rev. Matt Sergent - Pastor

**Lay Leader 2024:** Bill Coppa

**Lay Leader 2025:** TBD

**Class of 2024**

Janel Weed

Jane Amstutz

Ron Campbell

Karen King

## Class of 2025

Nancy Buchanan

Joe Steen

# MINISTRY AREAS

## ADULT DISCIPLESHIP TEAM

**Chair:** Pat Brown

**Team Members:**

- Holly Banner
- Becky Haase
- 2 -3 Members TBD

**Adult SS Leaders:**

- Earl Amstutz
- Pat Dodson
- Paula Renfro

**Small Group Leaders / Facilitators:**

- Bill Coppa
- Pat Brown

## CHILDREN'S COUNCIL

**Staff:** Kristi Swanson

**Team Members:**

Chair: Vicki Schoch

Danielle Harcup

Kyle Johnson

Brodie Sutton

Mitchell Banner

Karen King

Mary Blay TBD

Isaac Enchill TBD

Cynthia Groenig TBD

## COMMUNICATIONS COMMITTEE

**Team Leader Chair:** Nathan Hall - 2024

Paula Harper (slides / electronic monitor)

Jennifer Miller

Teresa Johnson

Merv Lyle

Karl Becker

Lora Ometz

Rick Weed

Cathy Campbell (updating website, but not on committee)

## CONGREGATIONAL CARE

**Chair:** Bob Jones

**Staff:** Matt Sergent

Jane Priest (Alzheimer Group)

Kimberly Bixby (Cards)

Frank Hale (Cards)

Kathy Swancott (Grief Books)

Jane Amstutz (Prayer Chain)

Judy Fake

Will Garret – asked & praying

Barry & Deb Barnard

## FRONT PORCH TEAM (Formerly Evangelism)

**Chair:** Alicia Hamilton, 2024

Judy Gallahan

Bruce Urani

Jon Weed

Steve Clendenin

Mason Sanchez

Marcus Groenig - TBD

## HOSPITALITY / KITCHEN TEAM

**Staff:** Frank Priest

**Unpaid Staff:** Janel Weed

**Team Members:**

Connie Santee

Buddy Kilby

Janie True

Heidi & Jensen Williams

## MISSION COUNCIL

**Team Leader/Chair:** Zuzana Steen - 2025

**Vice Chair:** Delbert Parks - 2025

**Secretary:** TBD

**Staff Support:** Rebecca Runkles

**Food Pantry Ministry:** Janie Russell

**START Representative:** Cliff Farrar

**International Mission Team Rep:** Zuzana Steen (International Missionaries)

**Clothing Closet:** Renee Kinnear

**Operation Christmas Child:** TBD

**Un-Trim a Tree / Operation Bear Hugs:** Cathy Campbell

**Christmas Day Dinner:** Frank Priest

**Member at Large:** Debbie Heverin

**Member at Large:** Dave Enke

**Member at Large:** Cindy Enke

**Member at Large:** Earl Amstutz

**UWF Representative:** Pat Dodson

**Men's Representative:** Gordon Haines

**SUNBEAM CHILDREN'S CENTER BOARD**

**Chair:** Tracy Spencer

**Vice Chair:** Abby Izzo

**Class of 2024**

Tracy Spencer

Abby Izzo

Melinda Deslauriers

Sharon Anderson

**Class Of 2025**

Tammy Fick

Helen Stidham

**WORSHIP MINISTRY**

**Chair:** Deb Crawford - 2024

**Altar Guild Coordinator:** Paula Renfro

**Communion Steward Coordinator:** Paula Harper

**Music Director:** Dominick Izzo *(Staff)*

**Contemporary Worship Leader:** Rodney Miller *(Staff)*

**Sound Tech:** Weber Davis

**Usher Coordinator:** Hunter Lenz

**Multi-Media:** Paula Harper

**Livestream Team:** Don Rickerson

**Worship Arts Team:** Debbie Barnard

**Flower Coordinator:** Lori Harper

**YOUTH COUNCIL (6 – 9)**

**Staff:** Rebecca Runkles

**Team Members:**

Ashby Boyd

Renee Kinnear

John Rosko

Barbara Almond

David Ometz

Amy Thornton

Pavel Steen

**Sunday Morning Leaders:**

John & Cheryl Rosko





## Finance Committee Report

**Church:** Saint Thomas UMC (Manassas) 471097      **Charge:** Saint Thomas(Manassas)  
**District:** Northern Virginia      **Annual Conference:** Virginia Conference of the United Methodist Church

Period Beginning 11/20/2022 (Date of Prior Charge Conference) and Period Ending: 11/5/2023 (Date of Current Charge Conference)

### Organization

---

1.a. Has the committee been organized according to the 2012 Book of Discipline (§ 258.4)? **Yes**

Chair: **Rich Banner (2023)**      Treasurer: **Don Rickerson (2025)**  
Vice-Chair: **Martha Jones (2023)**      Financial Secretary: **Elana Verosko (2023)**

### Budget and Commitment Plan

---

2.a. Has the committee submitted to the Church Council, or its equivalent, a complete budget for the ensuing year? **Yes**

b. Did the committee give the Church Council an opportunity to request financial support for recommended ministries (§ 258.4)?  
**Yes**

3. How frequently does the Financial Secretary/Treasurer send members and contributors regular reports of their giving? **Monthly**

4. Is giving by individual participants in the local church regularly reviewed? **Yes**

5. What are the plans for raising sufficient income to meet the budget adopted by the Church Council (§ 258.4)?

**Pledge campaign along with stewardship campaign**

6. Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge? **Yes**

### The Handling of Church Funds

---

7. Does the Treasurer regularly make reports to the Committee on Finance and the Church Council on the financial position of the church (§ 258.4b)? **Yes**

8. Are all benevolences and other connectional funds remitted monthly to the conference treasurer (§ 258.4b)? **Yes**

9.a. What bank(s) have been designated by the Church Council as a depository (§ 258.4e)?

**Truist**

9.b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit? **Yes**

9.c. Are all accounts in the name of the church? **Yes**

10.a. Has the committee established written financial policies to document the internal controls of the local church (§ 258.4c)? (Attach as a supplement.) **Yes**

b. Have these policies been reviewed by the committee and found to be adequate and effective (§ 258.4c)? **Yes**

11. Are the church offerings counted by a counting committee in accordance with the mandates of the 2012 Discipline (§ 258.4a)?

## Finance Committee Report

Yes

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance (§ 258.4a)? **Yes**

13. Are financial officers of the church bonded §(258.4b)? **Yes**

14.a. Have the financial records of the church and all its organizations been audited for the prior fiscal year (§258.4d)? **No**

If not, why not?

**The church does not have sufficient funds to pay for a financial statement audit. An internal review committee will be assembled.**

c. Were there any recommendations or exceptions? **No**

d. If there were recommendations or exceptions, how has the church addressed them?

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Completed By: . This report will be received, and any necessary action taken, by the annual charge conference.*



# 2024 Ministry Budget

G/L Account	Committee	Chair-Person	2024 Budget
<b>Revenue</b>			
<b>4000 Income</b>			
4010 GENERAL OFFERINGS			
4011 Pledges	Finance	Rich Banner	\$ 460,000.00
4012 Envelopes Unpledged	Finance	Rich Banner	\$ 230,030.00
4013 Sunday School	Finance	Rich Banner	\$ 400.00
4014 Loose Plate	Finance	Rich Banner	\$ 5,000.00
4016 VANCO fees	Finance	Rich Banner	
Total 4010 GENERAL OFFERINGS			\$ 695,430.00
4020 OTHER INCOME			
4022 Misc Other Income	Finance	Rich Banner	\$ 665.00
4023 Altar Flowers	Worship	Rich Banner	\$ 481.00
4024 Kitchen Ministry Income	Kitchen	Frank Priest	\$ 30,000.00
Total 4020 OTHER INCOME			\$ 31,146.00
4030 FACILITY INCOME			
4031 Facility Rental - Trustees, Don Rickerson			
4031.1 Sunbeam Space Usage	Trustees	Don Rickerson	\$ 85,770.00
4031.2 Mision Evangelica Del Espiritu Santo	Trustees	Don Rickerson	\$ 40,000.00
4031.3 Misc Rentals Church Bldg	Trustees	Don Rickerson	\$ 3,000.00
Total 4031 Facility Rental			\$ 128,770.00
4032 Office Building Rental (Remax & Linton)	Trustees	Don Rickerson	\$ 47,240.00
Total 4030 FACILITY INCOME			\$ 176,010.00
8000 Projected Designated Income	Finance	Rich Banner	\$ 50,000.00
<b>Total 4000 Income</b>			<b>\$ 952,586.00</b>



**ST. THOMAS**  
**UNITED METHODIST CHURCH**  
 REACH • NOURISH • SERVE

# 2024 Ministry Budget

G/L Account	Committee	Chair-Person	2024 Budget
<b>Expenditures</b>			
<b>5000 CONNECTIONAL SUPPORT FOR UMC</b>			
5010 Alexandria District			
5011 Alexandria District Fund	Finance	Rich Banner	\$ 12,240.00
5012 Highroad Program	Finance	Rich Banner	\$ 3,648.00
Total 5010 Alexandria District			\$ 15,888.00
5020 Conference Apportionments			
Conference Mission & Ministries	Finance	Rich Banner	\$ 17,844.00
Conference Services	Finance	Rich Banner	\$ 10,584.00
District Superintendents Fund	Finance	Rich Banner	\$ 7,164.00
Equitable Compensation	Finance	Rich Banner	\$ 984.00
Church Extension & Development	Finance	Rich Banner	\$ 2,208.00
Virginia Education Fund	Finance	Rich Banner	
Active Clergy Health	Finance	Rich Banner	\$ 30,384.00
Retired Clergy Health	Finance	Rich Banner	\$ 32,664.00
Episcopal Fund	Finance	Rich Banner	\$ 4,764.00
World Service	Finance	Rich Banner	\$ 11,880.00
General & Jurisdictional Connectional Fund	Finance	Rich Banner	\$ 1,788.00
Ministerial Education Fund	Finance	Rich Banner	\$ 3,732.00
Black College Fund	Finance	Rich Banner	\$ 1,740.00
Africa University Fund	Finance	Rich Banner	\$ 372.00
Total 5020 Conference Apportionments			\$ 126,108.00
Total 5000 CONNECTIONAL SUPPORT FOR UMC			\$ 141,996.00
<b>6000 PROGRAM MINISTRY</b>			
	<b>Total</b>	<b>Designated Fund</b>	<b>+Budget Funds</b>
	<b>2024</b>	<b>Balance Used First</b>	<b>for 2024</b>
6010 Front Porch Ministry - Alicia Hamilton	\$ 4,500.00	487.00	\$ 4,013.00
6020 Communications - Nathan Hall	\$ -		
6030 Hospitality/Kitchen - Frank Priest	\$ 30,000.00	2,648.00	\$ 27,352.00
6030.1 Dishwasher Lease - Frank Priest	\$ 2,400.00		\$ 2,400.00
6040 Children's Ministry - Kristi Swanson & Vicki Schoch	\$ 12,800.00	4,040.00	\$ 8,760.00
6050 Youth Ministry - Rebecca Runkles	\$ 10,000.00	2,307.00	\$ 7,693.00
6060 Adult Ministry - Matt Sergent	\$ 900.00	900.00	\$ -
6065 Church Council / Lay Leadership - Hunter Lenz			\$ -
6070 Congregational Care - Bob Jones	\$ 4,900.00	4,900.00	\$ -
6080 Worship Ministry - Deb Crawford	\$ 4,500.00	698.00	\$ 3,802.00
6090 Music Ministry - Dominick Izzo	\$ 17,950.00	2,390.00	\$ 15,560.00
6090.1 Music Interns - Dominick Izzo	\$ 12,000.00		\$ 12,000.00
6090.2 Audio Visual Ministry - Dominick Izzo	\$ 500.00	-	\$ 500.00
6100 Mission - Zuzana Steen	\$ 9,000.00	9,000.00	\$ -
Total 6000 PROGRAM MINISTRY	\$ 109,450.00		\$ 82,080.00



# 2024 Ministry Budget

G/L Account	Committee	Chair-Person	2024 Budget
<b>7000 OPERATIONS</b>			
7010 Trustees - Don Rickerson			
	<b>Total 2024</b>	<b>Designated Fund Balance Used First</b>	<b>+Budget Funds for 2024</b>
7014 HVAC Service	\$ 7,000.00	0	\$ 7,000.00
7015 Janitorial	\$ 45,000.00	0	\$ 45,000.00
7016 Refrigeration	\$ 1,500.00	0	\$ 1,500.00
7017 Insurance	\$ 24,000.00	0	\$ 24,000.00
7018 Trash Removal	\$ 5,000.00	0	\$ 5,000.00
7019.1 Utilities - Electric	\$ 55,000.00	0	\$ 55,000.00
7019.2 Utilities - Gas	\$ 11,000.00	0	\$ 11,000.00
7020 Property Maintenance	\$ 12,500.00	\$ 12,500.00	\$ -
7021 Security / Alarm System	\$ 6,500.00	0	\$ 6,500.00
7022 Pest Control	\$ 1,050.00	0	\$ 1,050.00
7023 Elevator	\$ 3,100.00	0	\$ 3,100.00
7024 Telephone / Internet	\$ 6,432.00	0	\$ 6,432.00
7025 VAN	\$ 1,000.00	0	\$ 1,000.00
7026 Snow Removal	\$ 1,300.00	0	\$ 1,300.00
7099 Office Building Expenses	\$ 8,500.00	0	\$ 8,500.00
<b>Total 7010 Trustees</b>			<b>\$ 176,382.00</b>
7200 IT Support - Don Rickerson	Trustees	Don Rickerson	\$ 5,000.00
7300 Loan	Trustees	Don Rickerson	\$ 26,659.99
7301 Loan Principal & Interest Payments	Trustees	Rickerson/Banner	\$ 12,000.00
<b>Total 7000 OPERATIONS</b>			<b>\$ 220,041.99</b>
<b>7100 ADMINISTRATION - Samantha Bouquet</b>			
7101 Copier	Admin	Samantha Bouquet	\$ 26,000.00
7102 Background Checks	Admin	Samantha Bouquet	\$ 500.00
7103 Office Supplies	Admin	Samantha Bouquet	\$ 9,500.00
7105 Bank Fees	Admin	Samantha Bouquet	\$ 6,000.00
7106 Offering Envelopes	Admin	Samantha Bouquet	\$ 700.00
7107 Software Subscriptions	Admin	Samantha Bouquet	\$ 13,000.00
7108 Legal & Professional Fees	Admin	Samantha Bouquet	\$ 500.00
<b>Total 7100 ADMINISTRATION</b>			<b>\$ 56,200.00</b>



**ST. THOMAS**  
**UNITED METHODIST CHURCH**  
 REACH • NOURISH • SERVE

# 2024 Ministry Budget

G/L Account	Committee	Chair-Person	2024 Budget
<b>7500 EMPLOYEE RELATIONS</b>			
7501 STAFF PARISH BENEFITS - Janie Russell			
7501.1 Sr Pastor Housing Allowance	SPRC	Janie Russell	\$ 30,000.00
7501.7 Pastor CRSP/ CPP	SPRC	Janie Russell	\$ 23,328.00
7501.8 Moving Expense	SPRC	Janie Russell	\$ 500.00
7501.9 Continuing Education - Clergy	SPRC	Janie Russell	\$ 1,500.00
7501.9.1 Annual Conference, Clergy expense	SPRC	Janie Russell	\$ 600.00
<b>Total 7501 STAFF PARISH BENEFITS</b>			<b>\$ 55,928.00</b>
7502 LAY EMPLOYEE BENEFITS - Janie Russell			
7502.1 Health Ins - Lay Employees	SPRC	Janie Russell	\$ 9,216.72
7502.2 Pension - Lay Employees	SPRC	Janie Russell	\$ 1,591.32
7502.3 Continuing Education - Lay Employees	SPRC	Janie Russell	\$ 2,000.00
7502.4 Annual Conference - Lay Persons	SPRC	Janie Russell	\$ 600.00
7502.5 Team Building	SPRC	Janie Russell	\$ 1,000.00
7502.6 Staff Appreciation	SPRC	Janie Russell	\$ 1,000.00
7502.7 Contingency Fund - Lay Employees	SPRC	Janie Russell	\$ 1,500.00
<b>Total 7502 LAY EMPLOYEE BENEFITS</b>			<b>\$ 16,908.04</b>
7503 GROSS WAGES - Janie Russell			
7503.1 Payroll Expense Wages	SPRC	Janie Russell	\$ 348,366.17
7503.4 Substitute Staff	SPRC	Janie Russell	\$ 2,000.00
<b>Total 7503 GROSS WAGES</b>			<b>\$ 350,366.17</b>
7504 STAFF PARISH TAXES - Janie Russell			
7504.1 Social Security Taxes	SPRC	Janie Russell	\$ 19,180.07
7504.2 Medicare Taxes	SPRC	Janie Russell	\$ 4,485.73
<b>Total 7504 STAFF PARISH TAXES</b>			<b>\$ 23,665.80</b>
7505 Payroll Processing Expense			\$ 5,400.00
<b>Total 7500 EMPLOYEE RELATIONS</b>			<b>\$ 452,268.01</b>
<b>Total Expenditures</b>			<b>\$ 952,586.00</b>
<b>Net Revenue</b>			<b>\$ -</b>

## Clergy Compensation Report

Clergy:	Rev. Matthew B. Sergent	Clergy Status:	FE - Elder In Full Connection
Location:	Saint Thomas(Manassas)	Service Time:	100%
District:	Northern Virginia	Date:	11/5/2023

Effective Date	1/1/2024
Reside in the Parsonage	No
Annual Base Salary Paid by Church (not including Accountable Reimbursement or Travel Allowance)	\$72,000.00
Equitable Compensation or Other Salary Supplement	\$0.00
Other Cash Allowances (other than Housing or Heat)	\$0.00
Accountable Reimbursement Plan	
Accountable Reimbursement	\$4,000.00
Travel Allowance	\$0.00
Total Accountable Reimbursement Plan/Travel Allowance	\$4,000.00
Appointment Workbook Compensation	\$76,000.00
Cash Housing Allowance (if parsonage not provided)	\$30,000.00
Housing/Parsonage Exclusion	\$40,000.00
W-2 Income to Be Reported in Box 1*	\$62,000.00
<i>*Does not reflect pre-tax deductions such as Personal Investment Plan (PIP) Contributions, Personal Contribution to Conference Health Plan, and Premium on Life insurance over \$50,000</i>	
Base Compensation for Pensions Payment	\$72,000.00
Housing Addition for Pension	\$0.00
Compensation used for Pension Contribution Billing	\$102,000.00
Pensions Premium	
Clergy Retirement Security Program (CRSP)	\$12,240.00
Clergy Protection Program (CPP)	\$4,488.00
Total Pension Premium	\$16,728.00

### Charge Conference Signatures

<div style="display: flex; justify-content: space-between;"> <span>Rev. Matthew B. Sergent</span> <span>Date</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>SPR Chairperson</span> <span>Date</span> </div>
<div style="display: flex; justify-content: space-between;"> <span>Secretary of Charge Conference</span> <span>Date</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>District Superintendent</span> <span>Date</span> </div>

## **Accountable Reimbursement**

Calendar Year: 2024  
Charge Conference Date: 11/5/2023  
Clergy: Rev. Matthew B. Sergent

Saint Thomas(Manassas) recognizes that certain expenses of ministry paid by the pastor/staff person are part of the ordinary and necessary costs of ministry in this church/charge. Accordingly, we hereby establish an accountable reimbursement policy to defray them directly. The reimbursement account should be an annual line item in the church budget. This is an amount set aside from the pastor's compensation to provide a tax reduction for their business-related expenses. The reimbursement account for 2024 shall be \$4,000.00. The following requirements for the policy are binding upon the church and upon its pastor/staff person. Accordingly, the church hereby establishes an accountable reimbursement policy, pursuant to IRS regulations and upon the following terms and conditions:

1. The pastor/staff person shall be reimbursed from the reimbursement account for his/her ordinary, necessary and reasonable business expenses incurred in the conduct of the ministry for, and on behalf of, the church. The following expenses are budgeted in this accountable reimbursement policy, as suggested for the work needs of the pastor/staff person.
2. The committee on SPR (PPR) chairperson, church payroll person or treasurer (as designated by the church), must be given an adequate accounting of each expense, including, but not limited to, a statement of expense, account book diary or other similar record showing the amount, date, place, business purpose and business relationship involved. Such documentation shall include receipts for all items of \$75 or more (a church may set a lesser amount). Appropriate documents, cash receipts, canceled checks, credit card sales slips and contemporaneous records for those non-receipt expenses less than \$75 must be attached to each expense report. A log of total miles per day and enumeration of their general purpose shall suffice to substantiate automobile mileage, but under no circumstances will commuting mileage between the pastor's home and church office be reimbursed. Copies of the documentary evidence and expense report shall be retained by both the pastor/staff person and the church. The committee on SPR chairperson (or treasurer) shall be responsible for approving the expense. The committee on SPR chairperson (or treasurer) shall exercise his/her discretion regarding the adequacy of the substantiation and the appropriateness of any reimbursement. Questions arising in these areas will be resolved by the SPR chairperson's or treasurer's decision, subject to the review and approval of the committee on SPR or the Committee on Finance.
3. It is the intention of this policy that reimbursements will be paid after the expense has been incurred by the pastor/staff person. However, should circumstances require payment of an advance for any particular expense, the pastor/staff person must account for the expense and return any excess reimbursement within 30 days of the issuance of the advance. Any excess advance must be returned to the church before any additional advances are provided to the pastor/staff person.
4. Budgeted amounts not spent must not be paid as a salary bonus or other personal compensation. If such payments are made, the entire amount of the accountable reimbursement policy will be taxable income to the pastor/staff person. The Church will be required by law to report that amount as part of the pastor/staff person's compensation. Disposition of any unspent balances remains at the discretion of the committee on finance/the council/charge conference in building the budget for the next church year.
5. It is understood by the various parties that all elements of this resolution must be carefully followed to prevent the church from being required by regulation to list total payments for the following items on MRS information reports (W 2/1099 MISC) as "includible compensation." The primary responsibility of expense reporting is for the pastor/staff person to the committee on SPR chairperson, church payroll person and/or treasurer.



## **Accountable Reimbursement (cont.)**

Adopted on 11/5/2023 by the Church Council [or Charge Conference] of Saint Thomas(Manassas) for the 2024 calendar year.

_____ Rev. Matthew B. Sergent	_____ Date	_____ SPR Chairperson	_____ Date
_____ Secretary of Charge Conference	_____ Date	_____ Church/Charge Treasurer	_____ Date

## Housing Exclusion

Location: Saint Thomas(Manassas)  
 Calendar Year: 2024  
 Charge Conference Date: 11/5/2023  
 Clergy: Rev. Matthew B. Sergent

WHEREAS Section 107 of the Internal Revenue Code permits ministers to exclude, for income tax purposes, the total cost of utilities, furnishing, or other housing-related expenses for the maintenance of their place of residence (up to the fair rental value of the home), therefore BE IT RESOLVED, that of the total compensation paid to Rev. Matthew B. Sergent appointed to Saint Thomas(Manassas) an amount of \$40,000.00 shall be designated as a parsonage/housing exclusion.

This Resolution was adopted by Saint Thomas(Manassas) of the Northern Virginia district, at a Charge Conference in session on 11/5/2023.

---

Secretary of Charge Conference

Date

---

District Superintendent

Date

Copies:  
 Pastor  
 Church Office  
 Charge Conference Secretary  
 District Superintendent

The "Clergy Housing Allowance Exclusion" (sometimes referred to as parsonage allowance, furniture and furnishings allowance, etc.) is a way in which clergy who live in parsonages can receive the benefits of an IRS approved income tax exclusion for housing costs they pay. Section 107 of the IRS Code of 1986 states that a pastor's gross income does not include the amount paid "as part of compensation, to the extent used to rent or provide a home." This includes, but is not limited to: tenant insurance, furniture, appliances (TV, VCR, etc.), repairs to same, decorating accessories (drapes, pictures, linens, lamps, etc.), lawn care, snow removal, tools, plants, etc.

To take advantage of this provision the allowance must be established in advance. It is not possible to create this relationship retroactively. A resolution by the church's council declaring a portion of the pastor's compensation to be an "allowance for housing/furnishing" is necessary. Many churches adopt such a resolution at the time of approving the pastor's salary for the coming year as a matter of routine. In addition, to qualify for the housing exclusion the funds must actually be expended for the intended purpose. Unused amounts are taxable as ordinary income. As an exclusion (as opposed to a deduction) the allowance for housing/furnishings should NOT be reported as income on a church-provided W-2 or a 1099. Although it is not necessary to provide church treasurers with receipts or other proof, pastors should keep careful records of all housing/furnishing expenditures should they be audited.

In spite of the fact that such an allowance is excluded from income for income tax purposes, it is subject to social security tax.

Pastors are wise to consult tax experts regarding the limits of this exclusion. A conservative rule is that this annual housing exclusion allowance should not exceed the fair rental value of all furnishings in the parsonage unless higher costs are expected for that year.