



**ST. THOMAS**  
UNITED METHODIST CHURCH

# Charge Conference 2022



R E A C H • N O U R I S H • S E R V E



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## **Agenda for Charge Conference**

November 20, 2022

12:30 PM in Room 300-306

### **Official Business**

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

Glory Sightings

Ministry of Stewardship

- Review written report from Finance Committee Chair
- Adoption of Ministerial Support recommendations from SPRC
  - Base salary
  - Accountable reimbursement
  - Parsonage exclusion allowances

Ministry of Leadership:

- Election of Officers on the Nominations & Leadership Development Report
- Approval of Local Church Lay Servants, Certified Lay Servants

Pastor's Statistical Report – No names for removal by Charge Conference Action

Closing Prayer



Minutes of the Charge/Church Conference

Saint Thomas(Manassas)
Saint Thomas UMC (Manassas)
Rev. Abigail Elizabeth Foerster

Northern Virginia
November 20, 2022

District Superintendent: Dr. Sarah Leona Kosak Calvert Host Church Name: St Thomas UMC

Presiding: Secretary:

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

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

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

- [X] Vital Congregation Goals Report
[X] Pastor's Narrative Report
[X] Continuing Education Report
[X] Pastor's Statistical Report
Funds Balance Report (year preceding charge conference, if not turned in to the District Office)
Diaconal / Deacon Reports
Staff / Parish Relations Report
[X] 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 notificaton to the District Superintendent)
[X] Nominations Leadership Development Report (Provide to members of thye Charge Conference)
[X] \*\* Church Budget (Provide to members of the Charge Conference)
[X] \*\* Other Reports

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

Secretary's Signature

Pastor's Signature

District Superintendent's Signature

# State of the Church Report 2022

Submitted by Lay Leaders: Pat Brown (2022), Paula Renfro (2023), Bill Coppa (2024)

“He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.” (Micah 6:8, NIV)

According to umc.org, “The annual State of the Church Report is a resource to help evaluate our current realities, to celebrate the momentum of our mission to make disciples of Jesus Christ for the transformation of the world, and to identify opportunities and challenges as we move forward in ministry.” Key words in that statement are “mission” and “move forward”. Wherever we are in our “current realities” we must keep our focus on furthering our mission. We continue to be made aware of the many needs of our neighbors and we, as a church, are commanded to put into action our love of God and our love of others. How well did we live into the REACH, NOURISH, and SERVE components of our Mission Statement in 2022? How are we helping our community experience healing and new life through Christ? What are our celebrations? Challenges? The report summarizes the work of the various areas of ministry at St. Thomas UMC. More detailed reports may be found in each ministry area’s submission.

**REACH:** “No one is beyond God’s reach.” As the impact of COVID has lessened over the past year, we have been able to reduce many of the restrictions that had been in place. This has allowed for more in-person reconnections while still respecting the concerns of our church family by continuing to offer virtual participation in worship, Sunday School, small groups and other gatherings. Our outreach to the community continues to be a hallmark of our presence in the Manassas area. Nearly 2,000 Christmas dinners were served in December 2021 including over 600 meals to First Responders. More than 700 children enjoyed the Easter Egg Hunt in April. In July, St. Thomas had a booth at the “Celebrate America” event in Old Town Manassas and later that month we sponsored a Health Fair that included vision, hearing, and blood pressure screenings. Our Welcome Back event in August brought many of our neighbors to enjoy food and games after the Blessing of the Backpacks at worship that morning. At that event, 200 backpacks were given away. October, of course, brings the fun of Trunk or Treat. This year over 1000 friends and neighbors enjoyed this event. In just a few weeks, we will share the story of our Savior’s birth with the community as we present the Drive Thru Nativity and celebrate all throughout the season of Advent.

**NOURISH:** “St. Thomas offers many opportunities to be nourished by the abundant life God offers us through Christ...” Earlier this year the Adult Discipleship Team launched the Adult Discipleship Plan. This spiritual growth plan completes the progression and aligns with the plans for Children’s Discipleship and Youth Discipleship. Our Sunday School programs for all age levels is growing and small groups have resumed more actively. On Christmas Eve last year, a gift of monthly prayer cards was given out to give focus for prayer each month. In April, we were blessed to host the Stories of Forgiveness Art Exhibit along with a labyrinth for walking meditation. Along with our Lenten devotional, the art exhibit and labyrinth experience deepened the spirit of the season. Pastor Abi and Holly Banner taught a Discipleship 101 class in September. This was the first of several beginner level Core Curriculum offerings.

**SERVE:** “When we learn to serve others, our faith also grows deeper.” In response to increasing need, our Food Pantry and Community Clothes Closet have both added a weekday distribution time. COVID and the current economic state have created a dire need in our area for support from our Local Assistance Program – so much so that we have had to pause our help several times due to depleting our financial resources for that program. Our START teams have travelled to North Carolina several times this year to share their skills and talents to reconstruct homes damaged by storms. On a more global level, STUMC supports 7 missionaries. More detailed information about the scope of how we serve others can be found in other reports (especially the Missions Council report).

It is our hope that through our efforts to REACH, NOURISH and SERVE our community, healing and abundant life are being experienced in such a way that the love of Christ is evident in all that we do. Although we can be grateful for all that we are able to accomplish, we still have much more to do.

**STRATEGIC PLAN:** The established three-year timeline for the Strategic Plan ends with 2022. Many of the benchmarks have been met, but for a number of reasons some remain unmet. The work of the IGNITE team will close at the end of the year. A comprehensive status report will be presented to Church Council in early 2023. Continued work can then be directed to committees or to a new team if the Council so desires.

**Ministry Support:** None of the amazing things that happen in our church would exist without the faithful work of our staff and volunteers. They are vital to our ongoing ministry and we are blessed by their service. To each of them – a huge THANK YOU!!

**Challenges:** Three work stream groups have been meeting throughout the year to consider the development of a hospitality statement for STUMC. This will, hopefully, be completed soon. The postponement of General Conference and the subsequent launch of the Global Methodist Church have created tension within the denomination. Unfortunately, this tension filters down to the local level. The leadership has determined that our church community should be very intentional in discerning how we move forward. The discernment path began with a collection of resources shared with the intent for self-education. A structured plan of discernment will begin in January. One of John Wesley’s famous quotes is “Though we cannot think alike, may we not love alike? May we not be of one heart, though we are not of one opinion?” With God’s help, it can be so.

*“God has a habit of doing holy things in the midst of hard things.”*

(Nicki Koziarz)

# Report of the Senior Pastor

Rev. Abi Foerster | November 20, 2022

*“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” (1 Peter 4:10)*

Friends and members of St. Thomas started January 2022 together memorizing scripture verses like the one above and praying for a different ministry focus each month. Our Lay Leaders challenged us to follow this discipline through the prayer cards they created and handed out on Christmas Eve last year. This type of activity summarizes the focus on discipleship that we witnessed throughout 2022.

The year 2022 also marks the third and final year of the 2020-2022 Strategic Plan; and while all items are not yet accomplished, we have made substantial progress on many of our objectives and goals we articulated at the outset. The remaining outstanding items, or those in progress, could easily inform the basis of a new strategic plan. Alternatively, the Church Council could recommend extending the existing plan one or more years because of our ongoing recovery post-pandemic. I anticipate the full Ignite Team Report will be forthcoming in early 2023.

## **Notable accomplishments are:**

- The church experienced growth for the first time in several years after a 20-year hiatus from doing a deep-dive into cleaning up the membership rolls. We grew by 9 people in 2022, with four confirmands and four first-time adult professions of faith.
- There was an average of 13 small groups focused on discipleship, which is up from 10 in 2021.
- An average of 91 volunteers served weekly in mission through our Food Pantry, Local Relief, and Clothing Closet ministries; and two teams were deployed through START.
- The Church Council adopted the Adult Discipleship Plan in May, and then shared it with the congregation through the website, printed materials and the June sermon series. Twenty-five (25) adults completed and returned their individual Adult Discipleship Plan to the Adult Discipleship Team. In addition, volunteers catalogued and reorganized our library to align with the plan, and we initiated and created the curriculum for the 101 Discipleship series, which launched in September, to help with foundational learning (Bible, Worship, Prayer, etc.). Several members have already participated.

## **Worship in 2022 focused on the following themes and outcomes:**

- Helping members understand the power of “Telling Your Story” and personal evangelism
- Strengthening marriages and discovering the “Secret to Loving Others”
- Exploring the traditional seven deadly sins and how to move “Towards a Virtuous Life” by deepening our spiritual practices during the season of Lent
- We supported a more robust knowledge of the Bible through “Boat Stories” and “Creepy Tales”
- We provided congregational care by exploring a part of our mission statement and giving practical, tangible resources to aid our community in their own “healing and new life”
- We equipped new and seasoned Christians with the ability to defend their faith and make a “Case for Christ” (Apologetics)
- We encouraged greater stewardship and invited all to “Release God’s Blessings” in our world
- And Pastor Arum, led the July Sermon Series focused on our founder, John Wesley’s “Three Simple Rules” that anyone can follow to have a living faith in our risen Savior.

Because our adult discipleship plan was a major emphasis this year, we tied all of these sermon series to it and other key opportunities for growing a deeper love for God and neighbor. For example, we hosted the Forgiveness Project exhibition and Gallery Talk in conjunction with the Lenten Series and a community movie night that featured the full-length film, “A Case for Christ.” Both were well received. I am also pleased to report that 196 unique individuals participated in either Sunday School or a Small Group over 182 the previous year (this is 8% growth).

2022 also witnessed the faithful work of several **Hospitality Work Groups** that grew out of the 2021 Leadership Summit. In total, roughly 25 self-selected leaders met from January through September to pray, discuss and plan how St. Thomas could be more welcoming to young adults, those experiencing economic hardship, and families with LGBTQ members. The Work Groups shared their reports with the Church Council in October and agreed upon action items are forthcoming. The Leadership Summit in October of this year built upon this work and continued to explore a deeper conversation about the church’s understanding of theology and polity related to LGBTQ inclusion. A discernment framework will be adopted by year’s end and the congregation-wide process will begin in January of 2023 in advance of the next General Conference, which is scheduled for April 23 – May 3, 2024.

This year, I also invested significant time with the team that the Church Council tasked with exploring **whether or not St. Thomas was ready and/or able to launch a non-profit** to support the ongoing development of the Food Pantry, Clothing Closet, and Local Relief programs in the years ahead. This work took about sixth months and reported out at the September Church Council meeting. The non-profit exploratory team felt that STUMC is being called to do move forward with this project; however, at this time the conversation noted in the previous paragraph around LGBTQ concerns must be addressed first. So, currently, we are in a “wait and see” posture until we complete the church-wide discernment process in 2023.

Lastly, this year I continued to attend to my own spiritual growth to be as effective a leader as possible. This led to my participating for a second year in the Alexandria Spiritual Leadership Institute (SLI) Cohort with seven other area clergy who meet monthly for accountability in the “Love, Learn, & Lead” process. This year, we read Joan Chittister’s book “Scared by Struggle, Transformed by Hope.” I also had the pleasure of participating in the Clergy Soul Care retreat at Richmond Hill that was hosted by our Annual Conference in response to the ongoing demands of the pandemic. This gathering brought about 50 clergy together and was facilitated by Margaret Benefiel from the Shalem Institute. She wrote “Crisis Leadership” in response to the pandemic and her work originates out of a Quaker spirituality. This positive and renewing experience then led to a 5-day silent retreat in July with the Quakers at Pendle Hill in Pennsylvania. I used this time for planning and sermon preparation while Pastor Arum led the July sermon series. The highlight of the year, however, was being joined by two of our three faithful lay leaders (Pat Brown and Paula Renfro) at this year’s Spiritual Formation Academy, which is sponsored by the Upper Room and was held at the Rosslyn Retreat Center. Our focus for formation was an exploration of the Psalms and the importance of Pilgrimage.

Overall, St. Thomas is positioned for growth; however, there are challenges on the horizon related to financial uncertainty in our economy and the conversation around LGBTQ inclusion. Diverse thoughts about how best to move forward are keeping the congregation stuck in a liminal place – however, my thoughts and experience lead me towards recognizing that sometimes God does his best work in these kind of places. I invite the congregation to lean into the uncertainty, be open to the movement of the Holy Spirit and the likelihood that God can do a new thing in the most unexpected ways!

# Report of the Associate Pastor

Submitted by Rev. Arum Kim

The past year since the 2021 charge conference has been a time for the church to adjust to a new normal. As the pandemic forced us to embrace many changes, it is also challenging to live in the new normal. The congregation at St Thomas has been faithful to their mission despite all the struggles and ever-changing situations. For that, I am grateful.

As an associate pastor, I supported the Sunday and special worship services, preached about once a month and presided over funerals in and outside of the church. In the month of July, as I did last year, I led a 4-weeks sermon series while Pastor Abi had a special time to prepare for a yearly worship planning. I also worked as a part of the Adult Discipleship Team for the past 18 months, and our work bore fruit in June with the launch of a new Adult Discipleship Plan. I cannot forget to mention the joyous faces I saw on the children as I led the chapel and participated in other events at the Sunbeam Children's Center.

The Front Porch Ministry Team (formerly Evangelism & Outreach Committee) continues to faithfully host and support many community outreach events, but we also made a change for the new normal. For example, while the number of scenes at the Drive-Thru Living Nativity were reduced, we resumed a fellowship of the volunteers with food and hot drinks in the Fellowship Hall. The Breakfast with Santa event that we hosted again in December was such a big hit that every single spot was fully booked and enjoyed by about 60 families. The Movie Night has switched from Drive-In to indoor seating. We also resumed hosting a church outreach tent at a local festival in Summer. We also witnessed that the participation of the community in our events has recovered to that of the pre-pandemic level, as evidenced at the most recent community event, Trunk or Treat.

The members of the Welcome Team have been nothing but truly wonderful. Our faithful volunteers have worked diligently to make our visitors feel welcomed as they strived for the best first impression on every Sunday morning. Thanks to their effort, we have had many newcomers visit us again after their first visit. We have also hosted the Taste of St Thomas event for the new visitors every quarter where they got to meet the pastors and the key lay leaders, had lunch together, learned more about St Thomas and received a tour of the church facilities.

[The details on the Youth Ministry are shared in a separate report.]

In June, I was accepted to the Reynolds Program. It is a one-year leadership program for the twenty-five clergy cohort selected from the Southeastern Jurisdiction of the UMC. This program provides four one-week-long, in-person seminars, as well as personal coaching sessions throughout the year. I participated in the first session in August and the second session in November. It has been a great time of learning, fellowship, and healing. So far, the participants of the program have had chances to discuss different, and better ways of understanding oneself and of others, managing people to bring out the best of the person, strategic planning, and many other important topics. I am looking forward to the two remaining in the upcoming year and hope to apply the lessons at St Thomas. I appreciate the support from St Thomas as it has graciously allowed me to take time off to participate in this invaluable learning opportunity.

I am also grateful for the love, care, and support St Thomas family has shown to me as my family was in deep grief after my father's passing. When I was on a bereavement leave for three weeks, the church

staff, the members of the Front Porch Ministry Team, the adult volunteers of the Youth Ministry stepped up to fill the void. All the condolence text messages, emails, and cards were sources of great comfort. I truly felt that I was surrounded by love from everyone. Once more, I offer my sincere appreciation.

The year 2022 will be an unforgettable year for many reasons. God has been faithful in the life of St Thomas as well as in my personal life. God has enabled us to accomplish what God called us to do. I am looking forward to what God will bring to us in the next year.



Continuing Education Report

Date: November 17, 2022

**Pastor : Rev. Abigail Elizabeth Foerster**

**Charge : Saint Thomas(Manassas)**

**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). Persons on Leave of Absence are not expected to get a C.E.U. 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
- Diaconal Ministers under appointment
- Elders under appointment
- Certified Persons
- Deacons in full connection under appointment
- Associate Members under appointment

CONTINUING EDUCATION EVENT(S) attended during the past year

EVENT	C.E.U.(s) awarded	Event Date (MM/DD/YY)
VA 5 Day Academy - Pilgrimage with Psalms	3.0	08/19/22
Soul Care Retreat	0.5	05/21/22
Large Church Leadership Event	0.5	05/18/22
Alexandria SLI L3 Cohort	3.0	01/01/22
Another Way: Living & Leading Change on Purpose	0.5	11/16/22

If you are completing one C.E.U. under the provision permitting twenty hours of reading and reflection, list the books by title and author (only one reading C.E.U. per quadrennium is allowed):

Title(s)	Author(s)



Continuing Education Report

Date: November 17, 2022

**Pastor : Rev. Arum Kim**  
**Charge : Saint Thomas(Manassas)**  
**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). Persons on Leave of Absence are not expected to get a C.E.U. 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
- Diaconal Ministers under appointment
- Elders under appointment
- Certified Persons
- Deacons in full connection under appointment
- Associate Members under appointment

CONTINUING EDUCATION EVENT(S) attended during the past year

EVENT	C.E.U.(s) awarded	Event Date (MM/DD/YY)
District Clergy Meeting	0.0	02/09/22
The March 5 Event with Phil Bowdle	0.5	03/23/22
Asian American Ministers Association Retreat	0.5	04/25/22
District Clergy Meeting	0.0	04/28/22
Reynolds Program Session 1 (4 days)	0.0	08/15/22
Reynolds Program Session 2 (4 days)	0.0	11/07/22
Another Way: Living and Leading Change on Purpose	0.5	11/16/22

If you are completing one C.E.U. under the provision permitting twenty hours of reading and reflection, list the books by title and author (only one reading C.E.U. per quadrennium is allowed):

Title(s)	Author(s)



## PastorStats Report

Date: November 17, 2022

**Charge: Saint Thomas(Manassas)**

**Church: 471097 Saint Thomas UMC (Manassas)**

### **Pastors Statistical Report - Changes Since Last Charge Conference**

#### **Line 2a Received this year on Profession of Faith through confirmation: 4**

Jun 05, 2022	Stephanie Burnett
Jun 05, 2022	Christopher Verosko
Jun 05, 2022	Daniel Ometz
Jun 05, 2022	Jonathan Buck

#### **Line 2b Received this year on Profession of Faith other than confirmation: 4**

Feb 13, 2022	Mehmet Kayaturan
Aug 14, 2022	Athenae Granados
Aug 14, 2022	Walter A Granados
Sep 18, 2022	Steve Clandenin

#### **Line 2c Membership restored by Affirmation of Faith: 3**

Oct 16, 2022	Dr. Jan Chambers
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#### **Line 2d Added by correction**

#### **Line 2e Transferred in from another United Methodist Church: 5**

Jan 16, 2022	Robert Glausser
Jan 16, 2022	Gwendolyn Glausser
Jan 30, 2022	Karl Becker
Jan 30, 2022	Daniel Becker
Oct 16, 2022	Godfrey Ebuchulam

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

Nov 13, 2022	Becky Haase
Nov 13, 2022	Gerald Haase

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

**Line 3b Withdrawn from Professing Membership: 1**

Dec 19, 2021          Robin Combs Beglau

**Line 3c Removed by Correction**

**Line 3d Transferred out to another United Methodist Church: 0**

**Line 3e Transferred out to a non-United Methodist Church: 1**

May 01, 2022          Paula Stuard

**Line 3f Removed by Death: 5**

Apr 23, 2022          Harold Weed  
Jun 02, 2022          Bob Stanley  
Jul 03, 2022          Jocile Johnson  
Aug 03, 2022          John Gorgas  
Sep 18, 2022          Linda Barger

**Total persons baptized this year (all ages): 4**

Feb 13, 2022          Mehmet Kayaturan  
Jun 05, 2022          Jonathan Buck  
Aug 14, 2022          Athenae Granados  
Aug 14, 2022          Walter A Granados

**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**



Trustees Report

Date: November 17, 2022

**Charge: Saint Thomas(Manassas)**

**GCFA : 471097**

**Church: Saint Thomas UMC (Manassas)**

Period Beginning: 11/21/21 (Date of Prior Charge Conference) and Period Ending: 11/20/22 (Date of Current Charge Conference)				
1. Organization for the present conference year will be effective 01/01/23 by electing the following officers (no less than three, and up to nine persons):				
Note: The following Trustee positions are input in the Leadership Nominations Screen				
<b>BOARD OF TRUSTEES:</b> 2023 Trustee Member Joon Shin 2023 Trustee Member Carl Juran 2024 Trustee Member Leonard Fick 2024 Trustee Member Stephen Verosko 2024 Trustee Member Dan Harcup 2025 Trustee Member John Rosko 2025 Trustee Member Don Rickerson 2022 Trustee Vice Chair Lynn Furlong				
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	United Methodist Church Trustees	Main Building	450	115
Church Buildings	Board of Trustees of Manassas St Thomas UMC	Professional Building	200811030104619/	
Parsonages				
Parsonages				
Other				
Other				
b. Who is the custodian of deeds and other legal papers? Samantha Bouquet				
c. Where are they kept? Church office in a locked cabinet; office is locked at night				
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				
<b>6a. Insurance (§§ 2533.2, 2550.7)</b>				

Item Insured / Insurance	Replacement Value	Amount of Coverage	Type of Coverage	Company	Restricted By Coinsurance (Yes/No) Amount		Expires When
Church Buildings	\$6,723,000.00	\$8,771,400.00	Commercial Package	GuideOne	No	\$0.00	01/01/23
Parsonages	\$192,000.00	\$0.00	Incl. Comm. Pkg.	Guide One	No	\$0.00	
Church Furnishing and Equipment	\$1,139,000.00	\$0.00	Incl. Comm. Pkg.		No	\$0.00	
Parsonage Furnishings and Equipment	\$0.00	\$0.00			No	\$0.00	
Vehicles	\$75,000.00	\$75,000.00	Business Auto	GuideOne	No	\$0.00	01/01/23
General Liability		\$3,000,000.00	General Liability	GuideOne	No	\$0.00	01/01/23
Workers Compensation				GuideOne	No	\$0.00	01/01/23
Directors and Officers/Errors and Omissions/Crime		\$1,000,000.00	General Liability	GuideOne	No	\$0.00	01/01/23
Professional Liability Coverage (including Sexual Misconduct)		\$1,000,000.00	General Liability	GuidOne & CHUBB	No	\$0.00	01/01/23

6. b. Have the buildings been inspected for fire and other safety hazards within the past year? Yes

6. c. Have you assessed the replacement value within the last 5 years? Yes

6. d. Who performed the assessment? GuideOne Insurance

6. e. Does the church have a Safe Sanctuary Policy? Yes

f. Is the amount of insurance adequate? (to determine adequacy of coverage, please use the GCFA Insurance Worksheet found at [www.gcfa.org](http://www.gcfa.org)) Yes

7. a. Has an annual accessibility audit for church properties been conducted (§ 2533.6)? Yes (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	Where Invested	Income	How Income is Used for Ministry
Keith Endowment Fund	11/15/2018	\$10,000.00	Virginia United Methodist Foundation	\$17,679.00	Missions

Capital Reserve Fund	06/24/2200	\$225,000.00	Virginia United Methodist Foundation	\$217,780.60	Reserve for long-term maintenance expenses
<p>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)</p>					

**Chair Trustees**

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

Completed By: Samantha Bouquet [samantha.bouquet@stthomasumc.org](mailto:samantha.bouquet@stthomasumc.org)

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



Lay Servant Lay Minister Charge Conference Report  
Applying for Certification as a Lay Servant

Date: November 15, 2022

**Charge: Saint Thomas(Manassas)**  
**Church: Saint Thomas UMC (Manassas)**  
**GCFA: 471097**

Name: William Coppa

NickName: Bill

Address: 8903 Weir St Manassas , Va 20110

Home Phone:

Work phone: (703) 392-5080

Cell phone: (703) 298-5200

email: w.coppa@comcast.net

Status of the lay Servant: I am Applying for Certification as a Lay Servant

Note: The District Director will contact you with information on the next Lay Servant Ministries School.

Part 3: Request of the Lay Servant I hereby request the recommendation of my pastor and my charge conference Applying for Certification as a Lay Servant for the ensuing year.

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

Lay Servant: William Coppa

Recommendation of the Pastor I recommend concurrence with the request of this person Applying for Certification as a Lay Servant for the ensuing year.

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

Pastor: \_\_\_\_\_

Recommendation of the Charge Conference The charge conference of Saint Thomas(Manassas) recommends that William Coppa Applying for Certification as a Lay Servant for the ensuing year.

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

District Superintendent Dr. Sarah Leona Kosak Calvert:

\_\_\_\_\_

NOTICE: This form is to be completed and signed by all those listed above. The District Superintendent should have the district office make two copies to send to: (1) the lay servant and (2) the District Director of Lay Servant Ministries. The District Office should retain the original.

What year did you complete your last advanced course?

What was the Title of the last advanced Course you took?

Title:

How many courses have you had since the last Charge Conference? (Course and Instructor)

Course Instructor

Course Instructor

Course Instructor

Course Instructor

### Lay Speaker Section

I am pursuing qualification as a Lay Speaker : Yes

If yes, indicate if the following 7 requirements have been met:

Certified Lay Servant? Yes

Course on Preaching? Yes

Course on UMC Polity? Yes

Course on Prayer? Yes

Course on Leading Worship? Yes

Course on Spiritual Gifts? Yes

Course on Methodist Heritage? Yes

Evaluation By District Committee? Yes

### MINISTRIES BY THE LAY SERVANT

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? No

Served in caring/outreach projects (food pantry, prison ministry, etc.)? No

Other caring activities? Yes

Participated in Leading ministries as follows:

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

Southeastern Jurisdiction? No

General Church level? No

Other leading activities? Yes

Participated in Communicating ministries as follows:

Brought message in worship services? No

Delivered devotional messages? No

Served as worship leader in services? Yes

Taught classes? Yes

Other leading activities? Yes

Additional opportunities for ministry participated in by the Lay Servant

**PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT**

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible, improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, and speaking?

Small Group Leader Troublesome Bible Passages Seven Deadly Sins

**FEEDBACK BY THE LAY SERVANT**

Do you believe that you have had adequate opportunity for service as a lay servant this past year?

Yes

What additional training or support do you need or suggest?

Give any recommendations you have for improving the lay servant ministries in your District or Conference.

In what ministry or ministries do you feel you've been called?

Small group leader

**Lay Servant Annual Report**

**PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT**

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible, improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, and speaking?

Small Group Leader Troublesome Bible Passages Seven Deadly Sins

**FEEDBACK BY THE LAY SERVANT**

Do you believe that you have had adequate opportunity for service as a lay servant this past year?

Yes

What additional training or support do you need or suggest?

Give any recommendations you have for improving the lay servant ministries in your District or Conference.

In what ministry or ministries do you feel you've been called?

Small group leader

# Retired Clergy Report

Submitted by Rev. Pat Tony

This year, I've been blessed to serve in pastoral care and visitation with our community and beyond. By God's grace in the power of the Holy Spirit, I have officiated at three services of Death and Resurrection and one service of Marriage. October 7-9, I was blessed to lead a weekend women's retreat at UM Camp Overlook. I have also consecrated Holy Communion and offered counsel and resources to families in need.

My daily prayer is for God to give awareness of where I can serve with gladness (Psalm 100) and offer Christ, hope of the world (Colossians 1:27-29). There are many opportunities to be in ministry among the residents of the Oaks of Wellington. People in this active retirement community where my husband Dean and I live continue to bring us clothing and other needed ministry resources to pass along.

I have enjoyed participating in the St. Thomas UMC Food Pantry Ministry on Wednesday evenings and the English as a Second Language (ESL) Ministry of Grace UMC. The ESL ministry of Grace UMC offers unique opportunities to share the love of the Lord with people from many nations of the world. In addition, it's always a joy to serve in various community meal opportunities in local churches during the holidays. Dean and I hope to serve again this year.

I continue to be led to participate in prayer and other outreach ministries of several churches, including Bible studies and small groups. Dean and I have been blessed to collect coats and warm clothing for children in a local elementary school. This year we worked with children during the week of VBS at Grace UMC. We've enjoyed participating in other children's ministries from time to time as well as a recent "blessing of the pets" activity.

Our prayer is to continue to keep our eyes on the Lord Jesus in these challenging times (Hebrews 12:1-3), doing justice, loving mercy, and walking humbly with our faithful God. (Micah 6:8)

*Reverend Pat B. Tony*

Address: 10240 Hendley Rd., Apt. 212, Manassas, VA 20110-3402 Email: pacony@vaumc.org

Retired Elder, VA Conference

Date: Nov. 20, 2022



# Children's Ministry Report

Submitted by Kristi Swanson, Children's Ministry Director

2022 offered a worship experience for children much more like we experienced pre-pandemic. Virtual Sunday School was offered, but more children are attending in person. Tweens offers a virtual option for most meetings by request, but we have been primarily meeting in person. The Children's program has been more stable this year with a stable Director and committed Council. Samantha Spencer returned to lead the Summer Camp program. This year has presented fewer challenges than we faced in 2021 and we have been able to run a smoother program for the children. Here is what we have done to minister to our kids this year:

- **Vacation Bible School:** Approximately 40 elementary aged and approximately 80 preschoolers and kindergartners children joined together in-person with adult participants and interns.
- **Summer Camps:** Over 60 children and adult interns joined together for our Spy Camp and Innovation Lab programs.
- **Camp Tweens:** This new 2-day program welcomed 6 registrants, all 3<sup>rd</sup>-5<sup>th</sup> graders to learn how to read and study their Bible while having lots of summer fun, led by Ms. Kristi and volunteers. The Sunday after the program, Bibles were presented to the children.
- **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 new program allowed for kids to get together and fellowship on Wednesdays throughout the summer, providing fun activities for them to do.
- **Lent/Easter:** Easter Extravaganza was busy with about 700 attendees. WAY more than we expected! Photos with Easter Bunny was a great addition and we have lots of plans to coordinate for next year to accommodate the larger crowd.
- **Welcome-Back Sunday:** This event was a joint effort with the front porch committee, blending with Blessing of the Backpacks, Mission Council backpack distribution, and our Kindergarten milestones. The bus ride was especially popular.
- **Sunday School:** We continue to enjoy the GrowKids Curriculum. We continue to offer a virtual option simultaneously with the in-person gathering, but attendees have recently been primarily in person.
- **Children's Church:** Children's church now 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:** Events have been hosted throughout the year with primarily in-person formats. 3<sup>rd</sup>-5<sup>th</sup> graders continue 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. By the end of 2022 we will have met with veterans, helped with the drive thru nativity, learned about character and tae kwon do, and supported the UWF with their Bazaar bake sale, along with many other fun and meaningful activities.
- **Trunk or Treat:** On a new day of the week and time, Trunk or Treat was a success with about 1,100 attendees. The cake walk returned as a big success and people were very engaged with the indoor movies.
- **Advent:** Advent will continue include to our traditions of the Advent Bag Mission, Family Advent Night, and Living Nativity. A traditional Hanging of the Green service and dinner will return to start off the advent season in addition to Family Advent Night. Our goal remains to create

meaningful events where individuals, families and kids can deepen their understanding of the meaning of the season.

We continue to work toward our strategic goals and continue to reach out and try 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 as the 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 & Janel Weed

We continued serving our Tuesday Night Dinners curbside and dine in through May 2022. After a short break, we hosted our Christmas in July dinner curbside. We had a great turnout! Our kitchen ministry team put up a Christmas tree, dressed in red and green and had a grand time.

After a summer break, dinners resumed in September and we continued our dine in and curbside options. We are grateful for our wonderful volunteers, we couldn't do it without you! Each week is a lot of fun as we package the to go meals and prepare for those dining in. Our Kitchen Ministry team is especially grateful for the many ways our volunteers helped while Frank recuperated from major surgery.

Our 21<sup>st</sup> annual Christmas Day Dinner was served curbside this year. Volunteers came throughout the week to prep, help setup containers for the meals, fill the containers, serve, clean up and deliver meals. All the food was prepared by our wonderful chef, Frank Priest with help from the Kitchen Team. On Christmas Eve we assembled 281 special dessert containers for the hospital and packaged 630 meals for first responders. Our Food Pantry graciously loaned us their refrigerated truck to store food until we began serving on Christmas Day. On Christmas morning the first wave of volunteers came to assemble and hand out meals. A second crew of volunteers came in the afternoon to help hand out meals and clean up. It was such a blessing to hand out 1,949 meals to friends, family, and members of the community. We are already gearing up for this year's Christmas Day Dinner which will be served curbside and dine in options.

Throughout this year we have had the opportunity to serve many in our church family through coffee hour which meets on Sunday mornings. The Kitchen Ministry Team provides meals for the Taste of St. Thomas, Sunbeam's fall festival, other special events, and families with illnesses. We cooked 792 hot dogs for this year's Trunk or Treat event and we also package communion elements. We've also partnered with our Food Pantry by taking high volume amounts of bulk foods and repacking them into family size portions and by making small loaves of banana bread for them to distribute when they surplus of overripe 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 continued have hybrid meetings. We average 12 men with highs of 18. We usually have two or more guys online.

This year we have only two projects. We put together health kits and chemo kits.

Our group continues to grow slowly with several new members. We have a short devotion and catch up with our fellow members. We start at 8 am and finish at 9am on Saturday mornings.

# Mission Council

Submitted by Cathy Campbell, Mission Council Chair

The Mission Council strives to meet and succeed our obligations to the missions of our church. Thanks to your generosity, we were able to support 6 missionaries this year. They are The Hammacks, The Geischens, Rachel and Nolo de Garcia, Kathy Virunurm, Helping Children Worldwide and Prosperity House. We also gave a onetime gift to Kevin Burgess who ministers to military children in Alaska. See our website for what these missions and missionaries do. We also continue to support a child in Sierra Leone through Helping Children Worldwide. We sent scholarships to El Salvador school. We continue to support mission work locally, nationally and internationally, which was our goal.

The St. Thomas Food Pantry is averaging about 150 – 200 families per week. Through the use of grant money, they were able to purchase new freezers and running water is now available at the Food Pantry. They now are open twice a week on Wednesdays for those who cannot make it on Saturdays. The Missions Council also provided money to purchase backpacks for the Food Pantry clientele. Two thousand dollars has been given to the Food Pantry for the purchase of turkeys for Thanksgiving.

St. Thomas was very fortunate to be the recipient of an ARPA Grant in May. ARPA is an acronym for monies designated for those who were financially impacted by COVID in last spring's Congressional stimulus bill 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 the Mission Council transferred \$2,000 to our Local Relief group. We have assisted about 130 neighbors since January: 52 with rent, 64 with utilities (we have restored water or power to about ten homes the same day with our pledge to pay down at least part of the amount due and then mail a check). All told, we have dispersed \$7,860 in ARPA monies and \$28,660 in church funds. Our phone lines are still lighting up every day.

The Mission Council has supported Loch Lomond Elementary School by donating 48 school backpacks at the beginning of the school year. Our youth group, The PACK, helped to pack these backpacks with donated supplies. We also provided an end of school luncheon for the teachers in June. Money was supplied for a parent who needed transportation to UVA for an operation. Snacks were also provided for teachers to give to students during the day and at after school clubs. Currently, we are seeking volunteers to work with students, tutoring, teacher's helper, doing bulletin boards etc. We have 3 so far and are looking for more.

Our START team 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.

Health Kits were prepared and delivered: 100, packed by our Men's Group, were taken to Burke UMC to be sent to the Conference along with a \$200 contribution. The Tweens packed 100 health kits that were used in the Blessing Bags from Mission Extravaganza. 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.

The Community Clothing Closet received the blessing of 77 packages of socks from the Socktober portion of Mission Extravaganza. The Clothes Closet continues to serve the people of our community with new and old clothing. Grant money allowed them to buy new work boots and work gloves. They are averaging about 75 families per week.

Mission Extravaganza yielded 36 no sew scarves and 31 no sew blankets for our Angel Shop, 74 chemo kits for the UVA Cancer Center in Gainesville, 64 pillow case dresses for Little Dresses for Africa, 60 Blessing bags for the homeless, 60 Thinking of You cards for Manassas Health and Rehab and 77 packages of socks for the Community Clothes Closet.

Ukraine was near and dear to the hearts of everyone on our Council this year. We sent \$4,000 to UMCOR to help out Ukraine. We also raised over \$1,000 from the congregation during services.

Hurricane Ian ravaged our citizens in Florida. The Missions Council sent \$1,000 to UMCOR along with \$1,750 from the congregation.

We provided \$300 to Club Beyond – Young Life in Alaska to send kids to Bible camp. Helping Children Worldwide was given \$1,000 for a Christmas party that provided religious teachings, fun and food to take home for each family that will get them through the holidays. A substantial donation of deodorant was given to Prince William County Schools for their homeless students.

Operation Bearhug provided 176 bears to Prince William Hospital and Manassas Health and Rehab Center. Operation Shoebox International packed 200 shoeboxes to send around the world.

Our Kitchen team provides Tuesday Night Dinners at a nominal cost to the congregation and surrounding community. They also are providing dinners to our first responders in the Greater Manassas Area free of charge. The Mission Council will also provide money to help out with the cost of the dinner, if needed.

Un-Trim A Tree and A Senior Christmas provided Christmas gifts to children identified by Social Services and to permanent residents of Manassas Health and Rehab. Christmas Day dinner is provided free of charge to our area first responders 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.

St Thomas is doing our part by recycling plastics. In conjunction with the DAR and the Mission Council, the congregation is bringing in plastics to be recycled and made into a bench that will be used on our campus.

Thank you for all of your continued support and remember 100% of your Christmas 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 grow over the 2022 calendar year.

Since our last charge conference report we have taken to our new forms of technology to continue to offer musically engaging worship experience. Our praise band has gone “wireless” with a new in-ear monitor system, and we are also continuing to hone our sound to enhance our online worship experience.

Our music staff currently consists of Dominick Izzo, Director of Music, Rodney Miller, our worship leader, Jacque Watkins, our organist, and Nancy, our music Intern. We also had Olivia Wilson come assist with our Vacation Bible School.

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

We have also done a full reorganization of our music areas. Thanks to the help of many volunteers, we have reorganized every piece of music that is owned by the church. We are now in the redecorating phase to continue to modernize our spaces.

Here are the Updates on our ensembles:

Chancel Choir – The choir has welcomed some new members over the 2022 calendar year. Unfortunately, we lost one of our beloved basses, John Gorgas. We are still 20+ singers strong! Our Easter Cantata with full orchestra was a great success as our first large scale performance since the pandemic. Our Christmas cantata is on track to be equally as successful as we are getting ready to sing “A Christmas Carol in Bethlehem” to pair with our Saving Scrooge sermon series.

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 75<sup>th</sup> Greater Manassas Christmas Parade in December of 2021.

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 month basis while rehearsing weekly on Tuesday evenings.

The Joyful Noise Singers and the Children’s Choirs – JNS had a strong return to “normal” during the 2022 program year. The Youth went to Byse, Virginia for their Mission tour in May. On tour they completed mission projects for a local church and performed for their Sunday worship service. Our children’s choir is blessed with about 10 children that are a mix of church members and Sunbeam students. Both choirs perform on a monthly rotating basis.

Music Ministry at St Thomas looks forward to the future and continued growth in all of the ensembles. As we continue out of the Pandemic, we hope to still be a vibrant, strong, and growing part of ministry at St Thomas.



# Student Ministry Report

Submitted by Rev. Arum Kim

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 the last year's charge conference in late November 2021, we have continued our regular gatherings: PACK AM (Sunday School) and PACK Night (Sunday night gathering). The PACK AM (Sunday School) is offered in a hybrid format. A couple of the students join us virtually on Sunday mornings while others do so in-person. Our faithful teacher, Mr. Perry Bailey, and two 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 with music by the Youth Band, 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. About a dozen or so students on average participate in each PACK Night. Thanks to the faithful support of the nine 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, Drive-Thru Living Nativity, Breakfast with Santa, Youth Center Demolition, Care Packages for the 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 such. The 8<sup>th</sup> grade students had an extra Fun Day with Splatter Painting as we celebrated their middle school graduation. The Fun Day is always a great day for the students to invite their friends to taste and experience our fun and safe fellowship. Both the student who invited their friend and the invited friend receive a gift certificate for Nathan's Ice Cream. We have had a new student joining us almost every month!

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 many more. The congregation still talks about Youth Sunday when they got wet from the water guns during the skit on Noah. Apparently, the water gun reached as far as the middle rows in the sanctuary! It was definitely an unforgettable experience for all. I could not be more proud of our students, and am looking forward to next year's Youth Sunday! You'd better mark your calendar now and save the date. The next Youth Sunday will be on the first Sunday after Easter.

The PACK hosted a number of special celebrations, too. Four students took a long journey of Confirmation and were confirmed on the Day of Pentecost. We are thankful for the four mentors who met with the confirmation candidates in person, accompanied us during the Confirmation Retreat and the Field Trip to Washington D.C. and encouraged them to be faithful in the journey. In late May, The PACK also celebrated Graduation. Nine high school seniors and another ten college & up students were recognized with a yard sign for each on the church front lawn, and also during the worship service and the reception afterwards. Especially, the high school graduates were given an essential kit containing a tool set, stationeries, water bottle and others, so they would be reminded of St Thomas' love and support whenever they use them.

The PACK gathered for missions during the summer months. They helped with our Vacation Bible School and Summer Camps. The PACK also spent two weekends performing mission work. During the first weekend, they painted primer on the downstairs walls of the Youth Center as a part of the renovation project. They also visited Camp Highroad for team building and fun, and helped with the Saturday Food Pantry and the special Health Fair. During the second mission weekend, they visited the Rising Hope Mission Church in Alexandria that specializes in the ministry with the homeless. Our students painted their office space and helped with their food distribution. On the next day, they visited Loch Lomond Elementary School to help the school prepare for a new school year. The PACK has built an ongoing partnership with Loch Lomond for the last two years. They then had a final day of fun at a local water park. 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 are planning to have another local mission weekend along with a mission trip during Summer, 2023.

What a year that was, 2022! The year of 2023 would be better with the new Youth Center. We are so excited! May God continue to bless our students!



# 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 115 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 maintaining 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.

## **2022 Highlights:**

SCC was able to raise \$144,210.00 in Virginia Child Care Stabilization Grant money to continue to help support the school, teachers and the families enrolled. We had work done on both playgrounds with some of the grant money we received. The old wooden structure was removed and the slide embedded into the hill as a natural landscape. The clover was removed from the hill and replaced with new grass. Both playgrounds were excavated and replaced with 8 inches of mulch, 6 inches is required by the state. We are updating our security and adding 8 more cameras and removing any blind spots indoors and outdoors of the school and to have more visuals of the parking lot area.

During the summer we had 37 children enrolled in our in person camps here at STUMC. The camps were successful and SCC will continue to offer camps in the future. SCC had Meet the Teacher Night, August 25, 2022. We had 64 parents attend this event and we had 105 students enrolled at the time. The Manassas City Fire Department came in with their fire trucks to teach the children about fire safety on October 14. The Manassas City Police Department came in on November 4 with a couple of police cars to discuss the many ways they help people in our community. Our second annual SCC Pumpkin Patch was October 19 and it was a huge success. Moms, dads and grandparents came to enjoy the outside activities and a

picnic lunch with their child and teacher. There was a moon bounce, cotton candy maker, popcorn maker, apples to eat, a petting zoo, crafts for the children, a balloon artist and a pumpkin for each student to pick for their very own. 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  
A Ministry of St. Thomas UMC  
Draft Budget 2023 - 2024 School Year (Sept - Aug)

Student	(All)	
Expense Detail	(All)	
Sum of Amount		Period Year
Type	Summary Category	Grand Total Sept 20 - Aug 21
Revenue	Donation	\$ 300.00
	3% Convenience Fee	\$ 4,000.00
	After Care	\$ 300.00
	Before Care	\$ 300.00
	Fundraisers	\$ 1,000.00
	Late Payment	\$ 500.00
	Late Pick-Up Paid	\$ 75.00
	Registration Fee	\$ 11,000.00
	Return Check Fee	\$ 250.00
	Summer Camp - 2022	\$ 4,500.00
	T-shirt Payments	\$ 100.00
	Tuition	\$ 1,127,114.50
Revenue Total		<b>\$ 1,115,621.00</b>
Expense	End of Year Celebration for Preschool	\$ 150.00
	End of 4 Year Celebration Books	\$ 250.00
	Accounting Service	\$ 13,374.96
	Advertisement/Magnets	\$ 400.00
	Advertisement/Tour Packets	\$ 250.00
	Background Checks	\$ 150.00
	Bears/Classroom Supplies	\$ 125.00
	Business Cards	\$ 300.00
	Carnival	\$ 150.00
	Copier & Paper Fee	\$ 4,800.00
	Classroom Enrichment (Magazines)	\$ 700.00
	Christmas Celebration Dinner for staff & Christmas Gift	\$ 400.00
	Child Enrichment/Puppet Shows, One Man Band, etc	\$ 1,500.00
	Classroom Supplies	\$ 20,000.00
	Classroom Supplies/Activity Room	\$ 1,000.00
	Custodian Fee	\$ 9,600.00
	Easter Supplies	\$ 350.00
	End of Year Celebration for DC	\$ 100.00
	Father's Day	\$ 150.00
	Field Trip Expenses - (In House SCC Pumpkin Patch)	\$ 1,600.00
	Fundraiser Expense	\$ 1,000.00
	Furniture/Equipment	\$ 7,500.00
	Gifts-Children's	\$ 600.00
	Gifts-Parents	\$ 500.00
	Gift-Teachers-Christmas	\$ 400.00
	Graduation	\$ 400.00
	Health & Safety Supplies - First Aid Kits Thermometers	\$ 1,000.00
	Insurance	\$ 7,596.00
	July 4th Celebration/Parade & Picnic	\$ 200.00
	Laundry/Cleaning Supplies	\$ 750.00
	Miscellaneous	\$ 5,000.00

Sunbeam Children's Center  
A Ministry of St. Thomas UMC  
Draft Budget 2023 - 2024 School Year (Sept - Aug)

Student	(All)	
Expense Detail	(All)	
Sum of Amount		Period Year
		Grand Total
Type	Summary Category	Sept 20 - Aug 21
	Mother's Day	\$ 350.00
	Mulch/Playgrounds	\$ 4,000.00
	Music Supplies	\$ 150.00
	Office Supplies	\$ 5,000.00
	Online Tuition/Bank Fees	\$ 4,500.00
	Pension Expense-Staff Benefit	\$ 4,800.00
	Permits/Fees	\$ 150.00
	Postage	\$ 100.00
	Pot Luck Dinner - plates, napkins, cups, utensils	\$ 100.00
	Repairs/Maintenance	\$ 5,000.00
	Salaries	\$ 874,799.22
	SCC T- shirt cost	\$ 2,000.00
	Scholarships for Families	\$ 5,000.00
	Snack Food/Supplies - Plates, Cups, Spoons, Napkins	\$ 25,000.00
	Space Usage	\$ 60,000.00
	Staff Appreciation/Staff Bonuses/Lunches	\$ 11,000.00
	Staff Continuing Education	\$ 5,000.00
	Summer Camp - 2022 - Expense	\$ 3,500.00
	Thanksgiving Celebration	\$ 500.00
	Theme/Child Enrichment/ Entertainment	\$ 1,500.00
	Spanish Curriculum Supplies	\$ 125.00
	Student Tote bags w/ Logo	\$ 525.00
	Training	\$ 3,500.00
	Workshop Speaker	\$ 475.00
		\$ -
Expense Total		<b>\$ 1,097,370.18</b>
Grand Total		<b>\$ 18,250.82</b>

# United Women in Faith

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

It's been a busy year as we moved toward more in-person events after 2 years of Covid restrictions. In February we disbursed the proceeds from our 2021 virtual bazaars and apple pie sales. We raised over \$6,155 for local and international missions.

In March our national organization announced a name change. United Methodist Women has become United Women in Faith. We are all trying to get used to the new name, but our vision remains the same: helping women to grow in our Christian faith and working together to support missions for women, children and youth.

Our 2022 fundraising efforts included a Virtual Spring Craft bazaar, a Yard Sale, an in-person Summer Craft Bazaar, Apple Pie Sale and our 49th Annual Holiday Bazaar. Once we have sold all our White House ornaments, we expect to raise over \$8000 for missions. We continue to sponsor two children through Compassion International. Proceeds from our Mother's Day and Father's Day Carnation Dedications sale help with the cost of their support.

Throughout the year, we enjoy fellowship and the Dorcas Circle continues to meet monthly - they are currently studying Women of the Bible. In April, Doug Burroughs at the Flower Gallery hosted us for a flower arranging workshop. In May, we gathered for our annual Spring Tea. In July, we got together for an Ice Cream Social. In August, we invited Rev. Marg Kutz for a potluck lunch and a fascinating presentation on her recent book, *Nevertheless, She Preached: The Story of the Two Earliest Methodist Clergywomen in Virginia*.

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

We thank God for a successful year as we come out of the Pandemic and ask for His continued blessings as we plan for our 50th Annual Holiday Bazaar next October!

# REPORT OF NOMINATIONS AND LAY LEADERSHIP DEVELOPMENT

For Charge Conference on November 20, 2022

## ADMINISTRATIVE COMMITTEES

### CHURCH COUNCIL

**Chair:** Hunter Lenz - 2025

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

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

**Senior Pastor:** Rev. Abi Foerster

**Associate Pastor:** Rev. Arum Kim

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

*(Require two delegates – one delegate per minister)*

2023 – Holly Banner

2023 – Joe Steen

2023 – Renee Kinnear (alternate)

**Lay Leader:** Paula Renfro - 2023

**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 - 2023

**Youth Council:** Perry Bailey - 2023

**Youth Representative:** David Burnett - 2025

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

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

### LAY LEADERS

2023 – Paula Renfro

2024 – Bill Coppa

2025 – Perry Bailey

### BOARD OF TRUSTEES

**Chair of Trustees:** TBD, Vote in January

**Vice Chair:** Lynn Furlong

**Secretary:** Leonard Fick

#### Class of 2023

Lynn Furlong

Joon Shin

Carl Juran

**Class of 2024**

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:** Holly Banner / Joe Steen - 2023

**Class of 2023**

Dave Rea

Florence Adams

**Class of 2024**

Rob Kinnear

Matt Swanson

**Class of 2025**

TBD – 2 leaders still need to be identified

**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:** Paula Renfro

**Lay Delegates to Annual Conference:** Holly Banner | Joe Steen – 2023

**Class of 2023**

Tony Hoxworth

Marion Ludlow

Bryant Alexander

**Class of 2024**

Steve Santee

Gordy Haines

Lori Harper

**Class of 2025**

Becky Kilby

Roxanne Sutton

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

## **NOMINATIONS & LAY LEADERSHIP DEVELOPMENT COMMITTEE**

**Chair:** Abi Foerster – Senior Pastor  
Arum Kim – Associate Pastor

**Lay Leader 2023:** Paula Renfro

**Lay Leader 2024:** Bill Coppa

**Lay Leader 2025:** Perry Bailey

### **Class of 2023**

Karen King  
Renee Kinnear  
Ron Campbell

### **Class of 2024**

Janel Weed  
Jane Amstutz

### **Class of 2025**

Nancy Buchanan  
Joe Steen

## **MINISTRY AREAS**

### **ADULT DISCIPLESHIP TEAM**

**Staff:** Abi Foerster / Arum Kim

**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)  
Lacy Lusk  
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:** Abi Foerster

Bill Clouse (Car Rides)  
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

**Staff Support:** Rev. Arum Kim

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  
John & Missie Duffy  
Buddy Kilby

Janie True  
Heidi & Jensen Williams

### **MISSION COUNCIL**

**Team Leader/Chair:** Zuzana Steen - 2025  
**Vice Chair:** Delbert Parks - 2025  
**Secretary:** TBD  
**Staff Support:** Jhenny Michalek  
**Food Pantry Ministry:** Janie Russell  
**START Representative:** Cliff Farrar  
**International Mission Team Rep:** Zuzana Steen (International Missionaries)  
**Clothing Closet:** Renee Kinnear  
**Operation Christmas Child:** Julie Bailey  
**Un-Trim a Tree / Operation Bear Hugs:** Cathy Campbell  
**Christmas Day Dinner:** Frank Priest  
**Member at Large:** Debbie Heverin - TBD  
**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 2023**  
Tracy Spencer  
Abby Izzo  
**Class of 2024**  
Melinda Deslauriers  
Sharon Anderson  
**Class of 2025**  
Tammy Fick  
Helen Stidham

### **WORSHIP MINISTRY**

**Chair:** Deb Crawford 2023  
**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:** Rev. Arum Kim

**Chair:** Perry Bailey

**Team Members:**

Ashby Boyd

Renee Kinnear

John Rosko

Barbara Almond

David Ometz

Amy Thornton

Pavel Steen

**Sunday Morning Leaders:**

Perry Bailey

John & Cheryl Rosko

**Sunday Evening Leaders:**

- Week 1: (Worship) Cheryl & John Rosko
- Week 2 (Fun): Barbara Almond
- Week 3 (Small Groups): Ashby Boyd & Elana Verosko
- Week 4 (Mission): Rob & Renee Kinnear
- Dinner Coordinator: Mandy Burnett



## Finance Committee

Date: November 15, 2022

**Charge: Saint Thomas(Manassas)**

**Church: Saint Thomas UMC (Manassas)**

**GCFA: 471097**

Period Beginning: 11/21/21 Period Ending: 11/20/22

- 1.a. Has the committee been organized according to the 2012 Book of Discipline? (¶ 258.4) Yes
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? Semi-annually
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)?  
The church has a pledge campaign each fall and supplements routine giving with Christmas and Easter offerings designated for missions. Rental income from a commercial property and the second church building is received.
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)?  
Bank 1 Truist Bank 2 Virginia UMC Foundation
9. b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit? No  
If not, why not?  
The VAUMC Credit Union is FCUA. The Foundation is safeguarded through strict investment and lending policies.
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)? Yes (Attach as a supplement.)
10. 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)? Yes
- 12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance (§ 258.4a)? Yes EQ
- 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?  
An internal committee will be convened in 2023 to examine 2021 and 2022.
- 14. c. Were there any recommendations or exceptions? No
- 14. d. If there were recommendations or exceptions, how has the church addressed them?

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

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

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

Completed By: Samantha Bouquet [samantha.bouquet@stthomasumc.org](mailto:samantha.bouquet@stthomasumc.org)  
This report will be received, and any necessary action taken, by the annual charge conference.

# 2023 DRAFT ST. THOMAS BUDGET

**DRAFT 2023  
BUDGET**

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<b>Revenue</b>	
<b>4000 Income</b>	
<b>4010 GENERAL OFFERINGS</b>	
4011 Pledges	500,000.00
4012 Envelopes Unpledged	250,000.00
4013 Sunday School	400.00
4014 Loose Plate	5,000.00
<b>Total 4010 GENERAL OFFERINGS</b>	
<b>Projected Designated Income</b>	<b>30,000.00</b>
<b>4020 OTHER INCOME</b>	
4022 Misc Other Income	200.00
4023 Altar Flowers	900.00
4024 Kitchen Ministry Income	26,000.00
<b>Total 4020 OTHER INCOME</b>	
<b>4030 FACILITY INCOME</b>	
<b>4031 Facility Rental</b>	
40311 Sunbeam Space Usage Income	85,771.00
40312 Original Church Building Rental	12,000.00
40313 Misc Rentals Church Building	3,000.00
<b>Total 4031 Facility Rental</b>	
4032 Office Building Rental	47,240.00
<b>Total 4030 FACILITY INCOME</b>	
<b>Total 4000 Income</b>	<b>960,511.00</b>

<b>Expenditures</b>	
<b>5000 CONNECTIONAL SUPPORT FOR UMC</b>	
<b>5010 Alexandria District</b>	
5011 Alexandria District Fund	6,912.00
5012 Highroad Program	4,128.00
<b>Total 5010 Alexandria District</b>	
<b>5020 Conference Apportionments</b>	
5020A Priority 1	139,464.00
<b>6000 PROGRAM MINISTRY</b>	
6010 Evangelism & Outreach	7,459.00
6020 Communications	1,100.00
6030 Hospitality/Kitchen	26,164.00
Dishwasher Lease	2,400.00
<b>Total 6030 Hospitality/Kitchen</b>	
6040 Children's Ministry	8,735.00
6050 Youth Ministry	9,900.00
6060 Adult Ministry	900.00

# 2023 DRAFT ST. THOMAS BUDGET

**DRAFT 2023  
BUDGET**

<b>6065 Church Council/Lay Leadership</b>	<b>1,000.00</b>
<b>6080 Worship Ministry</b>	<b>300.00</b>
<b>6090 Music Ministry</b>	<b>12,600.00</b>
<b>Music Interns</b>	<b>8,000.00</b>
<b>6091 Audio Visual Ministry</b>	<b>550.00</b>
<b>6100 Missions</b>	<b>9,000.00</b>
<b>Total 6000 PROGRAM MINISTRY</b>	
<b>7000 OPERATIONS</b>	
<b>7010 Trustees</b>	
<b>7014 HVAC Service</b>	<b>7,000.00</b>
<b>7015 Janitorial</b>	<b>17,700.00</b>
<b>7016 Refrigeration</b>	<b>3,100.00</b>
<b>7017 Insurance</b>	<b>26,000.00</b>
<b>7018 Trash Removal</b>	<b>5,000.00</b>
<b>70191 Utilities - Electric</b>	<b>55,000.00</b>
<b>70192 Utilities - Gas</b>	<b>10,000.00</b>
<b>7020 Property Maintenance</b>	<b>7,500.00</b>
<b>7021 Security/Alarm System</b>	<b>6,500.00</b>
<b>7022 Pest Control</b>	<b>1,050.00</b>
<b>7023 Elevator</b>	<b>3,100.00</b>
<b>7024 Telephone/Internet</b>	<b>6,432.00</b>
<b>7025 VAN</b>	<b>1,000.00</b>
<b>7026 Snow Removal</b>	<b>1,300.00</b>
<b>7099 Office Building Expenses</b>	<b>8,500.00</b>
<b>Total 7010 Trustees</b>	
<b>7200 IT Support</b>	<b>5,000.00</b>
<b>7301 Mortgage Principal and Interest</b>	<b>54,000.00</b>
<b>Total 7000 OPERATIONS</b>	
<b>7100 ADMINISTRATION</b>	
<b>7101 Copier</b>	<b>22,698.00</b>
<b>7102 Background Checks</b>	<b>500.00</b>
<b>7103 Office Supplies</b>	<b>9,000.00</b>
<b>71051 Online Fees</b>	<b>7,620.00</b>
<b>7106 Offering Envelopes</b>	<b>700.00</b>
<b>7107 Software Subscriptions</b>	<b>15,000.00</b>
<b>7108 Legal &amp; Professional Fees</b>	<b>500.00</b>
<b>Equipment Lease</b>	<b>730.00</b>
<b>Total 7100 ADMINISTRATION</b>	
<b>7500 EMPLOYEE RELATIONS</b>	
<b>7501 STAFF PARISH BENEFITS</b>	
<b>75011 Sr Pastor Housing Allowance</b>	<b>30,000.00</b>
<b>75012 Assoc Pastor Housing Allowance</b>	<b>15,000.00</b>
<b>75017 Pastor MCC/ CPP</b>	<b>15,000.00</b>

# 2023 DRAFT ST. THOMAS BUDGET

**DRAFT 2023  
BUDGET**

75018 Moving Expense	2,500.00
75019 Continuing Education - Clergy	1,500.00
750191 Annual Conference Pastors	600.00
<b>Total 7501 STAFF PARISH BENEFITS</b>	
<b>7502 LAY EMPLOYEE BENEFITS</b>	
75022 Pension/Health Ins - Lay Employees	8,148.00
75023 Continuing Education - Lay Emp	4,000.00
75024 Annual Conference - Lay Persons	1,200.00
75025 Team Building	4,000.00
75027 Contingency Fund - Lay Employee	3,000.00
<b>Total 7502 LAY EMPLOYEE BENEFITS</b>	
<b>7503 GROSS WAGES</b>	
75031 Payroll Expenses Wages	343,448.10
75034 Substitute Staff	2,000.00
<b>Total 7503 GROSS WAGES</b>	
<b>7504 STAFF PARISH TAXES</b>	
75041 Social Security Taxes	18,586.00
75042 Medicare Taxes	4,346.00
<b>Total 7504 STAFF PARISH TAXES</b>	
<b>Total 7500 EMPLOYEE RELATIONS</b>	
<b>Total Expenditures</b>	<b>966,870.10</b>
<b>Net Deficit</b>	<b>(6,359.10)</b>



**Charge Conference Clergy Compensation**

Clergy: Rev. Abigail Elizabeth Foerster

Conference Relation: FE - Elder In Full Connection

Charge: Saint Thomas(Manassas)

Charge Conference: 11/20/22

District: Northern Virginia

Report Created: October 20, 2022

		<b>Totals</b>
1. Effective Date	01-01-2023	
2. Reside in the Parsonage?	No	
3. What percentage are you appointed?	100%	
4. Annual Base Salary Paid by Church (not including Accountable Reimbursement or Travel Allowance)	\$83,239	
5. Equitable Compensation or Other Salary Supplement	\$0	
6. Other Cash Allowances (other than Housing or Heat)	\$0	
Accountable Reimbursement Plan (7a.) OR (7b.)		
7a. Accountable Reimbursement Plan	\$0	
7b. Travel Allowance	\$0	
7.Accountable Reimbursement Plan or Travel Allowance	\$0	
8.Appointment Workbook Compensation (Automatically Calculated)		\$83,239
9. Cash Housing Allowance (If parsonage not provided)	\$30,000	
10. Housing / Parsonage Exclusion	\$40,000	
11. * W-2 Income to be Reported in Box 1 (Automatically Calculated) * 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.		\$73,239
12.Base Compensation for Pensions Payment (Automatically Calculated)	\$83,239	
13.Housing Addition for Pension (Automatically Calculated)	\$30,000	
14.Compensation used for Pension Contribution Billing (Automatically Calculated)		\$113,239
Pensions Premium		
15a.CRSP (Automatically Calculated)	\$12,658	
15b.CPP (Automatically Calculated)	\$4,983	
15.Pension Premium Billing Church ID: 471097 (Automatically Calculated)		\$17,641

\_\_\_\_\_  
**Rev. Abigail Elizabeth Foerster      Date**

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

\_\_\_\_\_  
**SPR Chairperson      Date**

\_\_\_\_\_  
**Secretary of Charge      Date**



**Charge Conference Clergy Compensation**

Clergy: Rev. Arum Kim

Conference Relation: FE - Elder In Full Connection

Charge: Saint Thomas(Manassas)

Charge Conference: 11/20/22

District: Northern Virginia

Report Created: November 7, 2022

		<b>Totals</b>
1. Effective Date	01-01-2023	
2. Reside in the Parsonage?	No	
3. What percentage are you appointed?	100%	
4. Annual Base Salary Paid by Church (not including Accountable Reimbursement or Travel Allowance)	\$45,000	
5. Equitable Compensation or Other Salary Supplement	\$0	
6. Other Cash Allowances (other than Housing or Heat)	\$0	
Accountable Reimbursement Plan (7a.) OR (7b.)		
7a. Accountable Reimbursement Plan	\$0	
7b. Travel Allowance	\$0	
7.Accountable Reimbursement Plan or Travel Allowance	\$0	
8.Appointment Workbook Compensation (Automatically Calculated)		\$45,000
9. Cash Housing Allowance (If parsonage not provided)	\$30,000	
10. Housing / Parsonage Exclusion	\$30,000	
11. * W-2 Income to be Reported in Box 1 (Automatically Calculated) * 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.		\$45,000
12.Base Compensation for Pensions Payment (Automatically Calculated)	\$45,000	
13.Housing Addition for Pension (Automatically Calculated)	\$30,000	
14.Compensation used for Pension Contribution Billing (Automatically Calculated)		\$75,000
Pensions Premium		
15a.CRSP (Automatically Calculated)	\$9,000	
15b.CPP (Automatically Calculated)	\$3,300	
15.Pension Premium Billing Church ID: 471097 (Automatically Calculated)		\$12,300

\_\_\_\_\_  
Rev. Arum Kim      Date

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

\_\_\_\_\_  
SPR Chairperson      Date

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



## Accountable Reimbursement

For the Calendar Year: 2023

Charge Conference: 11/20/22

Name of Clergy Person: Rev. Abigail Elizabeth Foerster

The 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 2023 shall be \$0.00 .

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.

Adopted on 11/20/22 by the Church Council [or Charge Conference] of Saint Thomas(Manassas) for the 2023 calendar year.

\_\_\_\_\_  
(signature)  
Staff/Pastor Parish Relations Committee Chairperson:

\_\_\_\_\_  
(signature)  
Church/Charge Treasurer: \_\_\_\_\_

\_\_\_\_\_  
(signature)  
Charge Conference Secretary

\_\_\_\_\_  
(signature)  
Rev. Abigail Elizabeth Foerster



## Accountable Reimbursement

For the Calendar Year: 2023

Charge Conference: 11/20/22

Name of Clergy Person: Rev. Arum Kim

The 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 2023 shall be \$0.00 .

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.

Adopted on 11/20/22 by the Church Council [or Charge Conference] of Saint Thomas(Manassas) for the 2023 calendar year.

\_\_\_\_\_  
(signature)  
Staff/Pastor Parish Relations Committee Chairperson:

\_\_\_\_\_  
(signature)  
Church/Charge Treasurer: \_\_\_\_\_

\_\_\_\_\_  
(signature)  
Charge Conference Secretary

\_\_\_\_\_  
(signature)  
Rev. Arum Kim



## Housing Exclusion

**Pastor: Rev. Abigail Elizabeth Foerster**

**Charge: Saint Thomas(Manassas)**

For the Calendar Year: 2023

Charge Conference: 11/20/22

Name of Clergy Person: Rev. Abigail Elizabeth Foerster

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. Abigail Elizabeth Foerster 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, at a Charge Conference in session on the 11/20/22 day of 2022 Year.

Signature \_\_\_\_\_

District Superintendent: Dr. Sarah Leona Kosak Calvert

Signature \_\_\_\_\_

(print name): Charge Conference Secretary

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.



## Housing Exclusion

**Pastor: Rev. Arum Kim**

**Charge: Saint Thomas(Manassas)**

For the Calendar Year: 2023

Charge Conference: 11/20/22

Name of Clergy Person: Rev. Arum Kim

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. Arum Kim appointed to Saint Thomas(Manassas) an amount of \$30,000.00 shall be designated as a parsonage/housing exclusion.

This Resolution was adopted by Saint Thomas(Manassas) of the Northern Virginia, at a Charge Conference in session on the 11/20/22 day of 2022 Year.

Signature \_\_\_\_\_

District Superintendent: Dr. Sarah Leona Kosak Calvert

Signature \_\_\_\_\_

(print name): Charge Conference Secretary

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.

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