



**St. Thomas**  
United Methodist Church



**SEE ALL THE PEOPLE**

**Charge Conference  
2020**

# Table of Contents

Agenda.....	1
Minutes of the Charge Conference .....	2
Attendance of the Charge Conference .....	3
State of the Church Report.....	4
Ignite Team Vital Congregation Goals .....	6
Report of the Senior Pastor .....	11
Report of the Associate Pastor .....	13
Report of the Campus Pastor .....	14
Continuing Education Report: Senior Pastor .....	16
Continuing Education Report: Campus Pastor .....	17
Pastor Statistical Report: Senior Pastor .....	19
Pastor Statistical Report: Campus Pastor .....	41
Trustees Report.....	43
Report of the Pastor Staff/Parish Relations Committee .....	46
Report of the Lay Servant: Lori Perez .....	47
Retired Clergy Report: Rev. Pat Tony.....	50
Children’s Ministry Report .....	51
Kitchen Ministry Report.....	52
Men’s Ministry Report .....	53
Mission Council Report .....	54
Music Ministry Report.....	55
Student Ministry Report .....	56
Sunbeam Children’s Center Report.....	57
United Methodist Women Report .....	58
Report of Nominations and Lay Leadership Development.....	60
Finance Committee Report .....	64
Audit Report.....	66
Sunbeam Children’s Center Budget .....	68
Haymarket Campus Budget.....	70

Clergy Compensation: Senior Pastor .....	72
Clergy Compensation: Associate Pastor .....	73
Clergy Compensation: Campus Pastor .....	74
Accountable Reimbursement: Senior Pastor .....	75
Accountable Reimbursement: Associate Pastor .....	77
Accountable Reimbursement: Campus Pastor .....	79
Housing Exclusion: Senior Pastor .....	81
Housing Exclusion: Associate Pastor .....	83
Housing Exclusion: Campus Pastor .....	85
Addendum: St. Thomas Budget	

**The Alexandria District  
2020 Charge Conference Agenda  
Jeff Mickle, District Superintendent  
John Meeuwissen, District Lay Leader  
*“See All the People”***

Holy Conferencing

Jeff Mickle, District Superintendent

**“See All the People”  
Romans 15:7**

**How has our experience in this pandemic opened our hearts and awakened  
our eyes to “see” people whom we might have been missing before?**

Prayer

Charge Conference Business:

Ministry of Stewardship:

- Adoption of Ministerial Support including base salary, accountable reimbursement, and parsonage exclusion allowances.

Ministry of Leadership:

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

Removal of members by Charge Conference Action – Year 1 and Year 2  
(Names Listed in Pastor’s Statistical Report Form)

The State of the Church

Deb Crawford, Lay Leader  
Joe Steen, Ignite Team

Clergy Reports

Rev. Abi Foerster, Sr. Pastor  
Rev. Arum Kim, Associate Pastor  
Rev. Brian Johnson, Campus Pastor

Other Reports

See Written Reports

Greetings from the District Lay Leader and/or Associate Lay Leader

Closing Prayer

Rev. Abi Foerster



Minutes of the Charge/Church Conference

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

Alexandria  
October 19, 2020

District Superintendent: Rev. Jeffrey P. Mickle

Host Church Name: St. Thomas UMC

Presiding: \_\_\_\_\_

Secretary: Janie Russell

\* 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)
- \* Clergy Compensation
- \* Accountable Reimbursement
- \* Parsonage / Housing Exclusion
- \* Finance Committee Report
- \* Trustees Report

The following are to be received at Charge Conference.

If needed, other documents are required to be uploaded to EVC.

- Vital Congregation Goals Report
- Pastor's Narrative Report
- Continuing Education Report
- 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
- 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)
- Nominations Leadership Development Report (Provide to members of thye Charge Conference)
- \*\* Church Budget (Provide to members of the Charge Conference)
- \*\* Other Reports

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

Secretary's Signature \_\_\_\_\_

Pastor's Signature Abigail Foerster

District Superintendent's Signature \_\_\_\_\_

## Charge Conference Attendance

Church: St. Thomas UMC

District: Alexandria

Date: October 19, 2020

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1. Rev. Jeff Mickle
2. John Meuweisen
3. Rev. Abi Foerster
4. Rev. Arum Kim
5. Rev. Brian Johnson
6. Janie Russell, Secretary
7. Pat Doson
8. Deb Crawford
9. Gordon Haines
10. Pat Brown
11. Paula Renvro
12. Josh Thom
13. Bill Bixby
14. Sarah Hammack
15. Matt Hammack
16. Rich Banner
17. Holly Banner
18. Joyce Hale
19. Frank Hale
20. Virginia Wald
21. Frank Priest
22. Jane Priest
23. Leonard Fick
24. George Anderson
25. Wayne Avery
26. Ron Campbell
27. Cathy Campbell
28. Lori Perez
29. Will Ameen
30. Diane Ameen
31. Roxanne Sutton
32. Shannon Lauren
33. Martha Jones
34. Cheryl Rosko
35. Joe Steen
36. Zuzanna Steen
37. Pavel Steen, Youth
38. Barry Barnard
39. Perry Bailey
40. Renee Kinnear
41. Rob Kinnear

# State of the Church Report 2020

*Submitted by Lay Leaders, Deb Crawford, Gordon Haines, Pat Brown*

We continue to apply our church's mission statement, *"We exist to reach, nourish and serve the community so all may experience healing and new life through Jesus Christ."* As our beliefs state, "A Christian is not a matter of simply going through a ceremony or believing a certain set of doctrines, rather we enter a relationship through faith with God in Christ, and then begin a lifelong process of growth in that relationship".

A main point of action came about due to COVID and all the changes we have made to our worship. This includes our livestreaming as well as moving from three services to two services. While the change to the number of services was something in the works from our strategic plan, COVID accelerated the process and provided a reason to make the change happen sooner. Part of Pastor Abi's work with the church was establishing the IGNITE team to move forward in an intentional way to bring about the changes as outlined in our strategic plan. This team was to pick up where the SPARK team left off and continue moving forward with the changes that we, as a body, have determined needs to happen. We still have much work ahead and it will take all of us to bring the vision to life.

While we did have plans to develop future livestreaming capabilities, this was another area of accelerated growth for our church. Our core worship team along with a group of extremely dedicated volunteers have worked with our Communications Committee to make the livestreaming a reality this year. There have been many challenges along the way, much of the required equipment was on back order for some time and we made do with using cell phones to record the services. We are now in the process of training more people on the use of the new VMix cameras. Additionally, we have installed a Plexiglas "room" so that a soloist or duet couple may help lead singing. This has allowed us to remain in compliance with the Annual Conference reopening Technical Assistance Manual (TAM).

We formed a Healthy Church Team (HCT) to help review the TAM, make suggestions for implementation of and expand ways in which we can move forward to start bringing members of the congregation back to in person worship. This team worked directly with and under the guidance of Pastor Abi Foerster.

Other efforts to continue moving forward with our strategic plans include the work of our Building and Grounds Committee, a subset under our Trustees. The Narthex was painted, and plans are moving forward to replace the carpeting in that area with different flooring options. Additionally, donated furniture is in place to change the flow and layout of the Narthex as well as creating a designated Welcome Center for new people visiting our church. We have also installed many safety features including touchless flushing and faucets in the bathrooms.

The Campus Partnership Team (CPT) has moved forward in the necessary steps to help facilitate our Haymarket campus achieve their vision of becoming an independent church. As Haymarket continues to make their own adjustments through this challenging time, they may be able to accelerate their plans and move with an earlier timetable for the separation to become official. The CPT will continue to meet and to work out details of the process and continue to work with input and guidance from Jeff Mickle, our District Superintendent.

During the pandemic, we have had to put some initiatives on hold or at least slow them down a bit, but we believe the Youth and Children's Council and Congregational Care teams are still vital to the future of St. Thomas. Our Youth continue to meet virtually for Pack Meetings as well as Sunday School, we have included a children's message at each church service, and offer not only Sunday School classes for them, but also a virtual VBS, which was well received. We also continued with a Confirmation class by having the mentors meet remotely with the confirmands and then come together for a rehearsal with boxed lunch followed by a service the next day to honor them. Although later in the calendar year than usual, it still made for a very rewarding process for all involved.

This year we had to bid a loving, yet socially distanced, farewell to our Assistant Pastor of 25 years, Leslie Oakes. We still plan to do a more elaborate event in the future to show her what her many years of dedicated service mean to the congregation. Leslie delivered a sermon on her final Sunday, April 19, and we treated her to a private lunch consisting of many of her favorite foods, prepared and served by our Hospitality Team. We then celebrated Leslie's retirement with a drive-by "goodbye" parade in front of the church where many members and people from the community drove past with signs indicating good wishes and their heart-felt thanks, plus many kisses blown through closed windows.

Leslie's departure was an event for which we had been preparing for some time and to that end, we welcomed Pastor Arum Kim to join Pastor Abi Foerster in leading our congregation. Pastor Arum has taken lead roles in working with our Youth as well as our Outreach and Evangelism Team. Her addition adds some depth in our clergy so she may step in to lead worship, serve communion, etc. should Pastor Abi be unavailable. She has done wonderful work joining a church under the difficult circumstances of having yet to meet most of our members face to face.

The Mission Council worked to provide meals for our first responders, the staff of a nursing home, and launched a Cards of Hope program where church members provide a way to thank many police and fire fighters. They also sponsored an October Mission Extravaganza by offering four mission opportunities to serve as well as seven take home projects as a way for everyone to get involved.

Our Hospitality Team worked very hard to continue offering our Tuesday Night Dinners as a drive-thru option. They are also looking at options for our annual Christmas Day dinner to continue that tradition and reach out to many in our community who have come to rely on that event.

Our Food Pantry remains a strong and vital program that serves a great need in our community and provides an opportunity to give back in a very meaningful way. Given the number of people who lost their jobs and experienced financial hardships during this difficult year, the needs of the community were greater than ever, and our Food Pantry, under the guidance of our new Director, Jhenny Michalek, and Assistant Director, Jennifer Miller, rose to the challenge.

The Music ministry has worked hard to remain a robust part of our growth and worship, this includes our Chancel Choir and our Bells who have continued to meet virtually during this time and are now working on ways to record music to present to our congregation. Our music interns have also been faithfully coming to lead our traditional music with Dom Izzo and Jacque Watkins accompanying on piano and organ. Finally, our Praise band, led by Rodney Miller, has continued to lead our contemporary music at our services. Both Dom and Rodney are also getting additional training on our sound and camera operations for running the combined in-person and simultaneous livestreaming services. Plans are also under way to find a way to re-engage our Joyful Noise Singers youth choir and Kidz Rock children's choir.

Outreach and Evangelism has remained busy by hosting some drive-in style movie events, our socially distanced BFF (Bring Family and Friends) kick off Sunday, and collaborating with Children and Youth for a drive-thru Trunks of Treats.

As we move into the Advent season, we are diligently working to make plans for the various events we would typically hold such as Our Family Advent Night, Operation Christmas Child, Christmas Cantata, Living Nativity, and Christmas Eve services. We are still determining ways to make many of these events happen while still complying with the TAM.

While this year has brought us many challenges, we have faced each one, trying to find a positive way to move forward and have continued to offer services for our congregation and others. It has been an amazing amount of work, but we will not stop there. We will continue to move forward with our strategic plans, work to grow in our faith, provide excellent worship opportunities, and continue to grow disciples in Christ.



# Ignite Team Report

## *Update on Vital Congregation Goals*

With the completion of the work of the SPARK Team in 2019 and the finalization of our Strategic Plan, the IGNITE team was formed to oversee the implementation of the Strategic Plan. The team consists of four laypersons (Joe Steen, Pat Brown, Rodney Miller, and Cheryl Rosko) and the Senior Pastor. These lay members will serve through 2022.

The team began meeting in January of this year and quickly identified the responsibilities of each member according to their gifts and talents. This basic work has proven to be the foundation that allows us efficiently to carry out the tasks we have been and will be addressing. Our work is guided by the precepts of our mission statement to reach, nourish, and serve our community.

The Essential Systems timelines for 2020 focused on our database, communications, program calendar, visioning, compliance documents, facilities, welcome and new member/hospitality. Due to the COVID virus outbreak, the timelines have needed to be adjusted and the IGNITE team has routinely revisited and revised those timelines accordingly.

Our first major item from the Strategic Plan was to create a Worship Task Force to meet the challenge of determining the best schedule on Sunday morning to reach our community and grow. The Task Force determined that we should move from 3 services to 2 services on Sunday mornings for better alignment and fruitfulness. Stakeholders met initially to identify the main factors in making this change. The stakeholders then went back to their respective groups to share what the Task Force had discussed and then brought that feedback to the Task Force. The final plan was presented and accepted by the Church Council at the end of May. As the in-person worship services were interrupted by the restrictions of the COVID-19 virus, the implementation of the new service times was put in place through our livestreaming efforts on June 28, 2020 with the Traditional service at 9:00am and the Contemporary service at 11:00am.

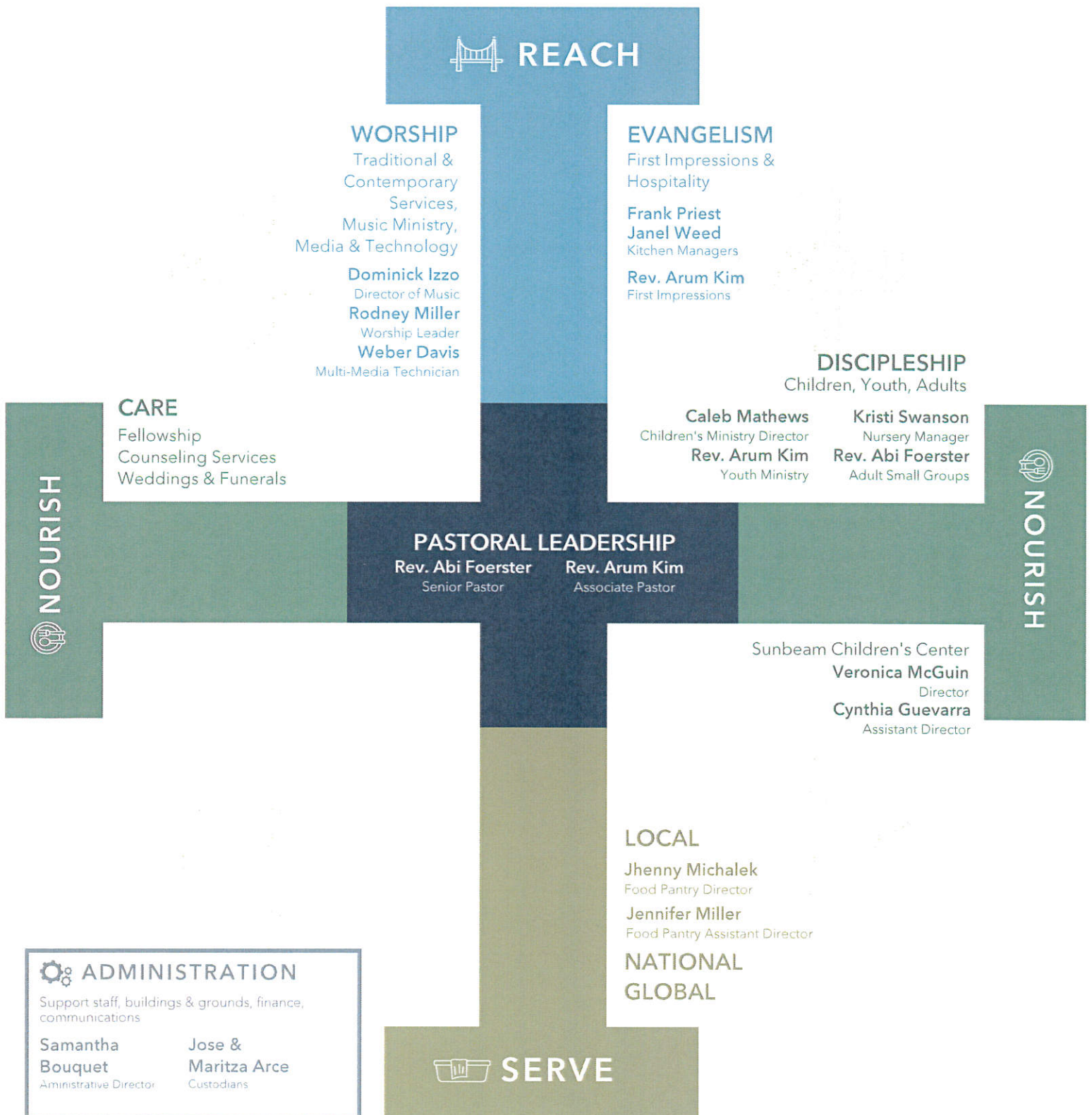
Being tasked with overseeing the implementation of the timelines within the Strategic Plan has drawn the focus of this team to monitor the progress on several items/areas for this year including:

- **Database** – work continues to “clean up” the membership profiles, attendance is being recorded for all programs, the information from the database used by the children’s ministry has been converted to Realm (Staff and volunteers)
- **Communications** – utilization of a variety of avenues of communication has continued, development of an organization chart is progressing, both services on Sunday morning are being livestreamed, virtual meetings for children/youth/adults take place weekly. (Staff and Communications/Tech Team)
- **Program Calendar** – a basic calendar of events is maintained in the office, several of our major events have been or are in the process of being captured in notebook form to provide guidelines for planning and executing those events. (Staff and Committee leads)

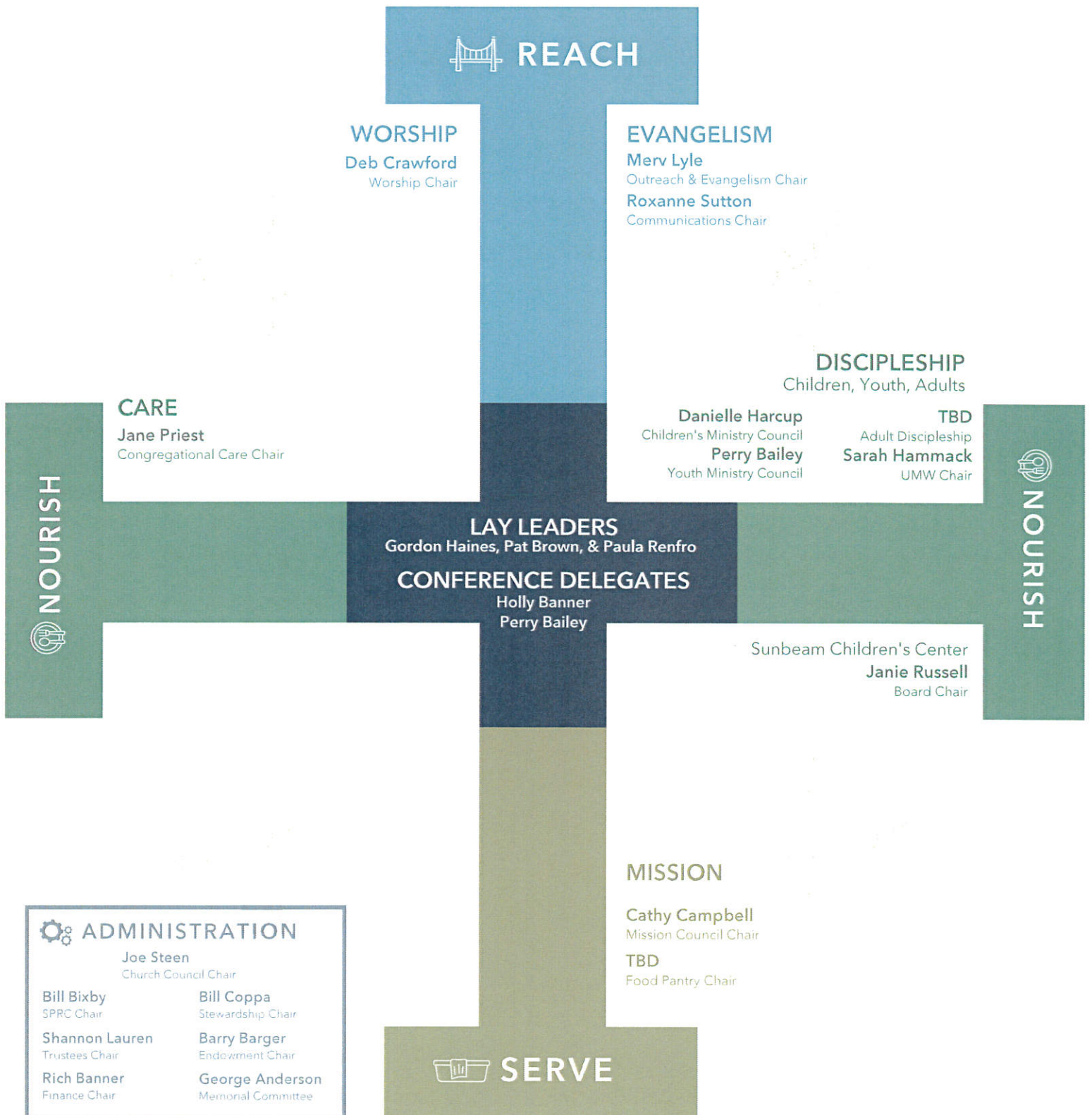
- **Visioning** – our mission statement is prominently posted and reinforced frequently, ministry teams are encouraged to align programs and activities to those goals. Plans for the renovation of the Old Church Building (OCB) and for the Food Pantry have been initiated. The vision for the OCB is to convert that building to a dedicated youth center where the faith life of youth is encouraged and supported more holistically. The expansion of the Food Pantry will allow greater service to our community (Staff, Committee leads, Building and Grounds Committee, Trustees, Food Pantry staff))
- **Compliance** – adherence to state mandates and the restrictions set forth by the Bishop have been instituted regarding building use and continue to be enforced as we move toward increased in-person worship. (Trustees, Health Team, Senior Pastor)
- **Facilities** – one positive outcome from the COVID restrictions has been the opportunity to deep clean our facilities and move forward with renovations. These have been more easily accomplished while the building was closed to the public. (Custodial staff, Sunbeam Children’s Center staff, Trustees, Building and Grounds Committee)
- **Welcome/New Members/Hospitality** - our narthex has been furnished with items donated to the church that include a new welcome desk, couches, chairs, end tables and a bookcase. The layout of the narthex has been reconfigured for better flow. New tables and chairs have been purchased for the Fellowship Hall and the clutter in that area reduced significantly. The Welcome Team is responsible for ensuring compliance with the protocols for in-person worship on Sunday mornings. (Building and Grounds Committee, Kitchen Ministry, Trustees, Welcome Team)

Like many churches, the COVID virus has drastically changed the way we go about our ministry. We hope that in the midst of the many challenges that this time has brought, there is still much room for gratitude. We have been able to maintain contact with each other virtually, we are slowly returning to worshipping together in person, and we have found ways to continue to serve God, to serve each other and to serve our community.

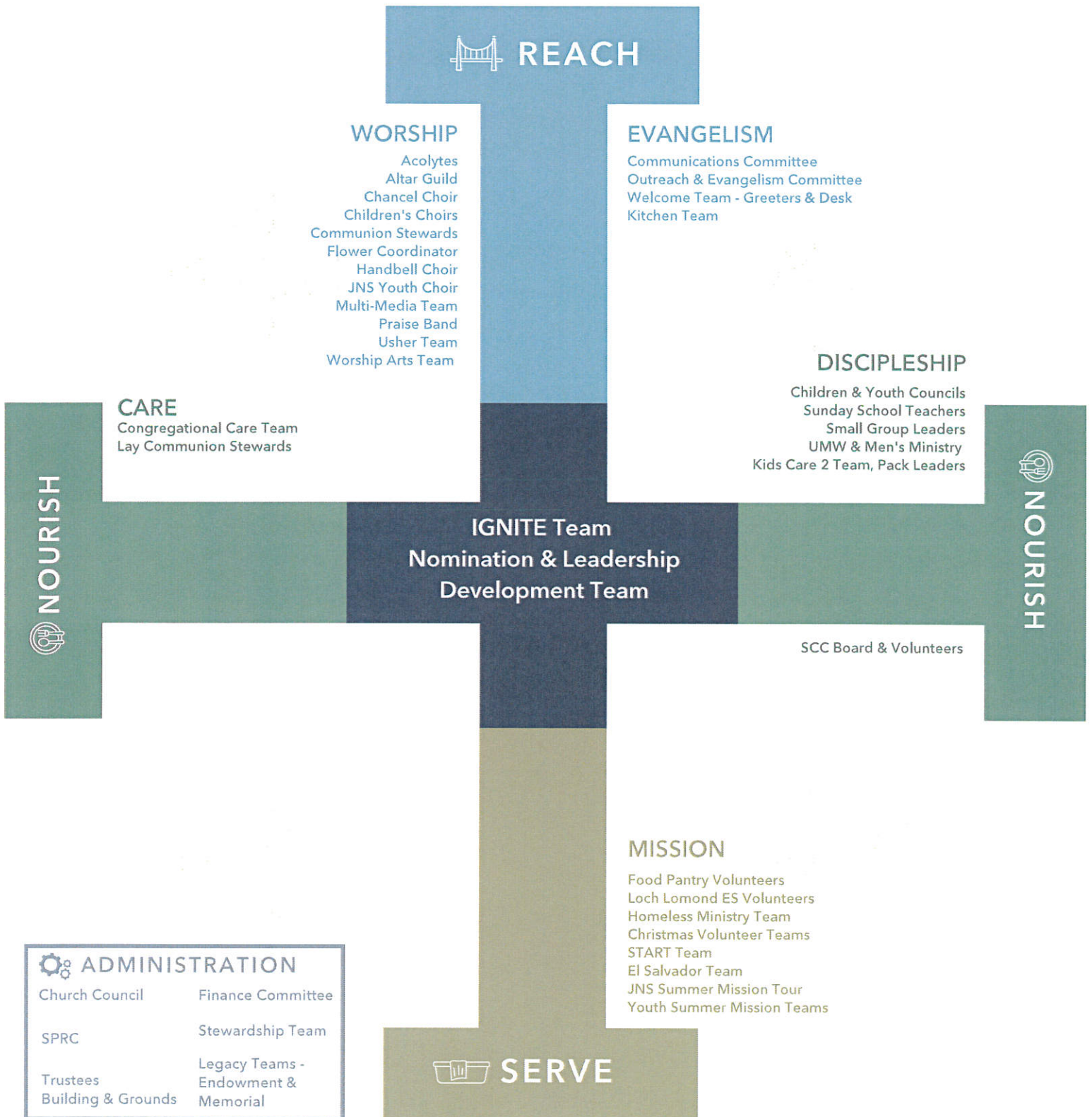
# LEADERSHIP COMMUNITY - STAFF



# LEADERSHIP COMMUNITY - LAITY



# LEADERSHIP COMMUNITY - MINISTRY TEAMS



# Report of the Senior Pastor

*Submitted by Rev. Abi Foerster*

*“Each of us should please our neighbors for their good, to build them up. For even Christ did not please himself...” (Romans 15:2 – 3a)*

The advent of 2020 brought with it a continued focus on reaching our neighbors for Christ and “seeing the people” in our immediate neighborhoods surrounding St. Thomas. With our mission, values, and strategic plan confirmed by the Charge Conference and then celebrated by the church as a whole, the community was in a strong position to move forward together. We enjoyed two and half months before the pandemic shifted the entire world and our particular cultural context. Thankfully, the tremendous work by the SPARK team, the congregation’s leaders, and our church members during the first two years of my ministry with St. Thomas laid strong foundations. With a tenacious resolve, we were able to quickly adapt and remain focused on the call Christ placed on our lives together. We found ourselves asking, “What does it mean now to ‘reach, nourish, and serve the community so all may experience healing and new life in Christ?’” in the face of a pandemic that fundamentally was changing most everything about life as we knew it. Thankfully, we discovered, and continue to discover, that while we needed to adapt **the way we carry out our ministry**, our mission remains unchanged! This realization has anchored our conversations and provided hope in the midst of what would otherwise be very trying times indeed.

In every corner of ministry, I witnessed the staff, lay leadership, and community as a whole rise to the challenges before us. Just to name a few highlights:

- Our Food Panty continued to serve close to 1,000 individuals monthly and Manassas City awarded \$60,000 in grants in recognition of the continued excellent delivery of services to the increasing number of those in our community facing food insecurity and hunger, many of whom are children.
- The Sunbeam Children’s Center (SCC) remained open, continued to support its staff in spite of dropping from 150 registered students to 25 students at the height of the pandemic, and finished the year in the black by \$3,000. Recognizing the excellent ministry of our center, the Commonwealth of Virginia Department of Social Services also awarded St. Thomas \$7,500 per month for the three months (April – June) that we provided services for children of essential personnel, for a total of \$22,500.
- Our Tuesday Night Dinners moved to “curbside” delivery and frequently witnessed 100 -150 meals being served per week.
- Our worship and multi-media teams figured out how to livestream worship from scratch, created a comprehensive plan for all the necessary permanent equipment, and engineered the new system utilizing the gifts and professional experience of its members, which saved St. Thomas significant financial resources.
- Our summer VBS and our children and youth programming moved to virtual platforms and continued to provide excellent programming for the next generation.
- Many of our small groups learned to Zoom together and some groups like our Men’s Saturday morning group witnessed an increase in participation as a result.

- We received \$50,000 from The Alliance of Greater Prince William County to continue providing financial assistance through our Local Relief ministry for rent, utilities, childcare, medication, transportation, and emergency shelter. Our faithful volunteers continue to lead this ministry.

As we move towards the end of our first year of the Strategic Plan and through our response to the pandemic, I continue to work closely with the Ignite Team as they shepherd and coordinate our efforts to meet effectively the needs of our neighbors and our members for many years to come. The Church Council identified the members of this team at the end of 2019 and they began serving at the beginning of this year. The Ignite Team is a blessing to me personally and to St. Thomas and collectively represent the best qualities of servant leadership. As a team, they helped the community discern the best schedule on Sunday mornings, which resulted in moving from three to two services at the end of June (9:00 AM traditional worship and 11:00 AM contemporary worship). These worship times are now being offered in-person and via livestream.

Our average weekly worship attendance has dropped by roughly 100 people since the pandemic, from 326 worshippers per week in 2019 to 228 worshippers per week in 2020. Tracking accurate attendance figures continues to be a challenge because we offer livestream options on multiple platforms and some folks do not register their attendance. We continue to monitor this dynamic and are hopeful that as people feel comfortable returning to in-person worship, our average weekly worship numbers will continue to move back towards the pre-pandemic figures.

In the remaining months of 2020 and as we move into 2021, my focus will continue to be alignment of the staff, leaders and ministries with the church's mission. To this end, I am thankful for two phenomenal clergywomen I have had the privilege of working alongside in ministry over the past year: Lay Pastor, Leslie Oakes, who retired in April 2019 after twenty-five fruitful years and the Rev. Arum Kim, who joined the staff at the end of June. Pastor Arum will focus her work in two primary areas – evangelism and outreach and with our youth ministry – and already, I not only count her a colleague but a friend. I also give thanks to God for Rev. Brian Johnson's faithful leadership of the Haymarket Campus as the community continues to take significant steps this year towards launching as a self-sustaining United Methodist Church in the near future.

As a community, we are also attending to a more intentional discipleship process for children, youth and adults and I anticipate that next year, we will have a great deal to report on the ways we are seeking to equip people of all stages and ages in their walk with Christ. Finally yet importantly, we are using this interim time during the pandemic to ready God's house for greater growth numerically and spiritually through the work of the Building and Grounds Committee and the Trustees who are seeking to renovate the Main Campus building as well as the Old Church Building, which will become a dedicated Youth Center.

What an eventful and unpredictable year 2020 has been! Regardless, I continue to look forward to what God will do as we step out in faith together and humbly pray that my leadership gifts will be useful to advancing the Kingdom of God through the ministry of St. Thomas UMC.

# Report of the Associate Pastor

*Submitted by Arum Kim*

I joined St. Thomas church family in mid-June of 2020. I was appointed to begin my tenure at St. Thomas two-weeks earlier than the typical July appointments due to my circumstances. As an expectant mother whose second child was due in July, I had a concern on how a new congregation would understand and accept this unusual transition in the unusual time of pandemic. Contrary to my concern, St. Thomas church family welcomed me and my family in an amazing way. A large number of members sent cards with their family photo, self-introduction, and welcome gifts. Also, when I preached for the first time at St. Thomas, photos of the St. Thomas members were placed on every pew, which made me feel that I “met” them in person. From the beginning, I knew and felt that St. Thomas was truly a loving congregation.

As an associate pastor, my role is to provide general pastoral support to the congregation and specialized leadership in the church to make disciples of Jesus Christ who reach out into the community and ensure the next generation of youth are nourished in their faith. Specifically, I am to work with the Youth Council, Outreach and Evangelism Committee, Greeters and Ushers (now Welcome Team), Communications Committee and Nursery Team. During the short period of time before I went on maternity leave, I met the congregation through live-streamed Sunday worship services on four Sundays, participated in various committee meetings to get to know its members and helped planning for the resuming of in-person worship and for the outreach event. I also met our PACK members (the youth students) via Zoom meetings and also in-person as I delivered each of them a package filled with their favorite snacks.

During my maternity leave, I led Outreach and Evangelism Committee meetings as we prepared the Fall Kick-Off event (Parking Lot Party) on September 13, worked with Caleb, the former director of the Student Ministry to assume responsibilities for its ministries, and participated in other meetings to ensure that there would be no issues in my responsible areas of work. Finally, after seven weeks of maternity leave, I returned to work full-time by delivering a sermon in September 6<sup>th</sup> Sunday worship services. As I write this report, it has only been about a month since I have returned from my leave. Yet, I feel that I have been with St. Thomas church family for much longer. I believe that thanks to the tremendous support and love from the church family and staff I was able to settle down at my new appointment without an issue. I already feel at home here at St. Thomas.

2020 will be a memorable year to me, not only because of the pandemic, but because in the midst of it all I strongly felt God’s loving presence through St. Thomas church family and staff. I believe that God sent me here at St. Thomas and placed these amazing people around me. I am looking forward to working together with them for God’s sake in many months and years to come.





## Pastor Narrative Charge Conference Report

Date: October 5, 2020

**Pastor: Rev. Brian William Johnson**

**Charge: Saint Thomas(Manassas)**

Please provide a narrative of your pastoral ministry since the last Charge Conference. ("to give an account of their pastoral ministry to the charge and annual conference according to the prescribed forms", ¶340. c, 2b, Book of Discipline).

### Response

Going into 2020, we knew that this was going to be a big year for Haymarket Church. We thought it was going to be a big year because it was set to mark a new beginning of our movement towards independence as a self-sustaining United Methodist Church. Starting on January 1 we took over our own payroll, began paying our own bills, took over our own financial and administrative processes, and more. Basically, beginning on January 1, we had to begin functioning as an independent church. We continue to receive some financial support from St. Thomas (for which we are very thankful!) and, from a United Methodist perspective, we are yoked together, but, in terms of day-to-day operations, we are functioning as a separate church, responsible for our own operations. Moving to this new reality took a lot of work – November and December of 2019 were full of all sorts of administrative changes. We would not have been able to make this transition without the hard work of our Leadership Team (especially our Finance Team) and our amazing staff (especially our Administrative Assistant and Treasurer, Pam MacKay). But, by late January, we were in a rhythm, and we were pretty well settled into doing things for ourselves. We continue to learn new things as we go, but we've been able to make the adjustment well. Again, we thought that the big change we would face in 2020 would be getting our church to function independently and taking a huge step towards launching as a separate United Methodist Church (no longer part of St. Thomas) – all this as part of our 3-year plan toward independence. We had no idea that, by the end of 2020, those changes would seem somewhat insignificant compared to the changes driven by the COVID-19. Thankfully, when we decided to cancel in-person worship in March, we already had many of the tools in place to help us sustain ministry in this strange season. We were already livestreaming worship – we just had to learn how to do it better (we continue to learn new things and discover new ways to make online worship more effective each week!). We had already prioritized online giving and moved many of our givers to electronic giving platforms – we just had to push automated giving and follow up with those who had been giving in person on Sunday mornings. Our church was already used to non-traditional expressions of ministry – digital small groups, Facebook Live chats with the pastor, etc. – we just had to learn how to do those things better. All of that is to say: we had many of the essential tools in place that enabled us to make the transition to ministry in a pandemic much more smoothly than might have been expected. It has been hard work – and it has been a season of constant adjustments and learning new things – but it has also been a season of thriving and discovering new ideas and opportunities. I have been particularly thankful for our Sunday morning livestream team – our worship leader, Josh Teboe; our Livestream Director, Kim Johnson; and our camera person, Andrew Bryden. In addition to them, our team of Sunday morning online greeters and other folks who support and contribute to Sunday morning worship (doing readings, submitting videos, etc.) have been a real gift to our church. Together, these folks have helped us stay connected as a church and have enabled worship to continue. In those first months of “lockdown” the priority was keeping worship going and enabling the church to connect and care for each other through small groups, phone calls, note cards, and more. We have also done amazing ministry with children (online small groups, weekly video content, a virtual Vacation

Bible School that reached 150 kids, family activities, educational resources mailed directly to families, and more) and with youth (online youth group, a summer online Bible study, socially distanced outdoor youth group, adults leaders connecting with students, and more). Our Children's Director, Karen Thom, and our Youth Director, Kim Johnson, have done amazing work innovating and ensuring that all our young people and families know that their church is here for them. In recent months we have begun offering more in-person opportunities – from in-person youth group twice per month to monthly, in-person, outdoor worship services. We continue to prioritize online ministry – because many people aren't comfortable with in-person gatherings – while also attempting to create opportunities for much-needed in-person connection. It's a tough balance to maintain, but we hope we are doing it well. This year has been a year of change, of adjustments, of learning new things and taking steps forward. Through it all, God has been good (God is always good!) and we have had the opportunity to reach new people, form people in faith, and put God's love into action. I look forward to what 2021 will bring (and, frankly, I hope it's a little more predictable!).



Continuing Education Report

Date: October 7, 2020

**Pastor : Rev. Abigail Elizabeth Foerster**  
**Charge : Saint Thomas(Manassas)**  
**District : Alexandria**

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)
Quadrennial Clergy Ethics Training	0.5	11/19/19
Spiritual Leadership - Alexandra Group (ongoing)	1.0	07/01/19

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: October 5, 2020

**Pastor : Rev. Brian William Johnson**  
**Charge : Saint Thomas(Manassas)**  
**District : Alexandria**

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)
Bi-District Training Day	0.5	01/18/20
Festival of Homiletics	0.5	05/18/20
Trainings re: Adapting Ministry in Pandemic	0.5	04/01/20
Reading and Reflection, Theological Reading Group	1.0	05/01/20

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)
The Cross and the Lynching Tree	James Cone
After Whiteness	Willie Jennings
The Crucifixion	Fleming Rutledge
The Christian Imagination	Willie Jennings

Queer Theology	Linn Marie Tonstad
Divided by Faith	Michael Emerson and Christian Smith
That All Shall Be Saved	David Bentley Hart



PastorStats Report

Date: October 20, 2020

**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**

Aug 30, 2020	Gavin McGregor
Aug 30, 2020	Katie Palian
Aug 30, 2020	Emily Miller
Aug 30, 2020	Wyatt Almond

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

Jul 26, 2020	Junior Ntungwen
Aug 30, 2020	Susannah Bailey

**Line 2c Membership restored by Affirmation of Faith: 0**

**Line 2d Added by correction**

**Line 2e Transferred in from another United Methodist Church: 0**

**Line 2f Transferred in from a non-United Methodist Church: 1**

Nov 17, 2019	Wesley Libby
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**Line 3a Removed by Charge Conference Action:**

**Line 3b Withdrawn from Professing Membership: 18**

Jan 12, 2020	Timothy Horton
Jun 21, 2020	Samuel Ackley
Jun 21, 2020	Jeff Ackley
Jun 21, 2020	Amy Aboulhason
Jul 05, 2020	Robert Forrest
Jul 05, 2020	Benjamin Haines
Jul 05, 2020	Jennifer Haines
Aug 23, 2020	Scott Fruehwald
Aug 23, 2020	Mark Fruehwald
Nov 22, 2019	William Drake
Nov 22, 2019	Buford Shipley
Nov 22, 2019	Virginia Shipley
Nov 22, 2019	Jonathan Drake
Nov 22, 2019	Forrest Drake
Nov 22, 2019	Anastasia Drake
Dec 20, 2019	David Woolwine
Dec 20, 2019	Cindy Woolwine
Dec 27, 2019	Michelle Coghill

**Line 3c Removed by Correction**

10/28/2003 Carl A. Juran Transferred out to a non-United Methodist Church  
3/30/2016 Marta Lewis Pryor Removed by Death  
3/4/2007 Joy Lohr Removed by Death  
9/17/1995 Emalyn Eicher Removed by Death

**Line 3d Transferred out to another United Methodist Church: 5**

Dec 01, 2019	Jerilynn Stiles
Mar 29, 2020	Hope Segar
Dec 27, 2019	Lisa Kashur
Dec 27, 2019	Jerry Foster
Dec 27, 2019	Pauline Foster

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

Jan 19, 2020	James Webb
Jan 19, 2020	Jean Webb
Aug 09, 2020	Lauren Goldfarb

**Line 3f Removed by Death: 9**

Nov 20, 2019	Ted Wald
Mar 30, 2016	Marta Lewis Pryor
Mar 04, 2007	Joy Lohr
Sep 17, 1995	Emalyn Eicher

Nov 21, 2019	Ken Smock
Jun 08, 2019	Betty Kubera
Jan 22, 2020	Eleanor Willig
Feb 05, 2020	Gary Furlong
Mar 20, 2020	Paul Davis

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

Nov 17, 2019	Xander Troy Libby
Nov 17, 2019	Isabella Rayne Libby
Jul 26, 2020	Junior Ntungwen
Aug 30, 2020	Susannah Bailey

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

Rob Brittigan  
Kristin Brittigan  
Hailey Brittigan  
Matthew Chapates  
Phillip Chapates  
Pat Gillette  
Abby Gillette  
Madeleine Gillette  
Carly Gillette  
Mia Gillette  
Jim Grab  
Trudi Grab  
Mark Hammond  
Renee Hammond  
Luke Hammond  
Marvin Hammond  
Diane Hammond  
Dick Johnson  
Dell Johnson  
Ben Labrozzi  
Janet Lane  
David Lane  
Katelyn Lane  
Kayleigh Lane  
Richard Menton  
Marie Menton  
Zachary Menton  
Ryan Menton  
Liam Menton  
Richard Menton  
Mike Murray  
Barbara Murray  
Richard Osbourn  
Linda Osbourn  
Ashley Owen  
Ryan Owen



Joseph Parker  
Shelia Parker  
Jim Reed  
Alexis Reed  
Gail Reed  
Roberto Sarda  
Axanna Sarda  
Sean Sarda  
Duane Siford  
Kat Siford  
Alexander Shultz  
Justin Shultz  
Michael Waters  
Donna Waters  
Caleb Waters  
Jackson Waters  
Judith Wright

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

**Name(s) whoes 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**

Juliana Ackerman  
Heather Adams  
Susan Alexander  
Samantha Alleman  
Gregory Allen-Close  
Judith Allen-Close  
James Alles  
Pamela Alles  
Courtney Alles  
Kevin Alles  
Melissa Ameen  
Thomas Ameen  
Sarah Ameen Ruffin  
Alan Andersen  
Tamara Anderson  
Clairy Andrews Karageorgevitch  
June Ankers  
Kelli Appleton  
Lisa Arenivaz  
Chandler Arnold  
Jan Arvik  
Ana Arvik  
Claudine Assouman

Sarah Atkins  
Steve Atkins  
Ronald Austen  
Debra Austen  
Gilford Avey  
Patricia Avey  
Gerard Avvenire  
Michael Babecki  
Michelle Babecki  
Barbara Baker  
Andrew Barlow  
James Barr  
Jennie Barrett  
Kathleen Barton  
Joann Bates  
Daniel Bates  
Timothy Bates  
Richard Baughman  
Roxanne Baughman  
Mary Jean Beal Garrett  
Doris Beasley  
Kevin Beavers  
Kristen Beavers  
Nancy Beebe  
Richard Beer  
Melody Beer Cotter  
John Beere  
Donna Beere  
Howard Belcher  
Hazel Belcher  
Michael Bell  
Anita Bell  
Brian Bernas  
Richard Bernecker  
Donna Bernecker  
Susanne Besecker  
Myra Beuttler  
Anne L Beverly Kirkland  
Shannyn Bishop-Potter  
Christa Bist  
Michael Blake  
Deborah Blake  
Monice Blöse  
Jennifer Bonnet  
James Bowers  
Debra Bowers  
Christopher Bowles  
Thomas Boyd  
Eunice Boyd  
James Brand  
Jeffrey Brandt  
Shirley Branson  
Charles Braun  
Vanessa Braun  
Maria Brehmer

Deborah Brennan  
Bonnie Brewick  
William Broadus  
Juanita Broadus  
Andrew Brock  
Richard Brock  
Carmen Brock  
Laurie Brookshire  
Cheryl Brown  
Michelle Browning  
Larry Bruns  
Vivianne Bruns  
Lea Anne Bryan  
David Bullard  
Penny Bullard  
Karen Bungay  
Laure Buongiovanni  
Kevin Burch  
Jennifer Burch  
James Burckhardt  
Andrea Burckhardt  
Michele Burger  
Barbara Burgess  
James Burgess  
Julia Burgess  
Mark Butler  
Debra Butler  
Thomas Cahill  
Pamela Cahill  
Richard Callahan  
Eileen Callahan  
Helen Campbell  
Douglas Carberry  
Colleen Carberry  
Jocelyn Carlson  
Terry Carlson  
Kim Carlson  
Steve Carmack  
Sharon Carmack  
Wesley Carpenter  
Cindy Carpenter  
Marlene Carranza Hernandez  
Michelle Carraway  
Janice Carreras  
Clyde Carrick  
Margaret Carroll  
Angelic Carter  
Richard Carter  
Ann Carter  
Betsy Carter Fisher  
Thomas Carver  
Linda Carver  
Yvonne Carver  
Roy Catt  
Jean Catt

Victor Ceglie  
Janis Ceglie  
Grace Chadwick  
Aaron Chambers  
Frankie Lee Chambers  
Daphne Chambers Stona  
Gary Chamness  
Connie Chamness  
John Chapates  
Cindy Chapates  
Susan Charest  
Eldon Charest  
Spencer Chernoff  
Thierry Chiapello  
Meredith Chiapello  
Christina Christian  
Ross Christian  
Carol Christian Vernon  
Teresa Chubb  
Jonathan Clark  
Jessica Clark  
Janet Clark  
Andrew Clarke  
Natalee Clarke  
Karen Clawson Lorraine Cline  
Mark Clowser  
Cheryl Coffin  
Gregory Coghill  
Michele Coghill  
Melissa Coker  
Christopher Colbert  
Cinnamon Colbert  
Kevin Cole  
Karen Cole  
Kendra Cole Perdue  
Daniel Collier  
Lou Ann Collier  
Douglas Colligan  
Pat Combs  
Joseph Cooper  
Debra Cooper  
Robert Cooper  
Kathy Cooper  
Michael Corbin  
Walter Cornwell  
Laura Beth Cornwell  
Linda Costa  
Steven Costa  
John Costello  
Roberta Costello  
Joel Coulter  
Susan Coulter  
Randy Counts  
Ruby Cowling Mathys  
Bryan Cox

Brian Craig  
Deborah Craig  
Linda Sue Crane Snedden  
Donald Crawford  
Yvonne Crawford  
Sharon Cress  
Donald Cress  
Ed Crites  
Nancy Crites  
Dale Croson  
Janet Croson Loggy  
Sally Ann Crouch  
Robert Curry, III  
Katherine Curtis  
Daniel Custer  
Michell Custer  
Michael Dahlin  
Phil Dailly  
Julie Dailly  
Ryan Dalpezzo  
Amara Dalpezzo  
Carol Darham Souder  
Edward Darmstead  
Karen Darmstead  
Daniel Davan  
Nicole Davan  
Debra Davidson  
David Davis  
Stephanie Davis  
Michael Davis  
Lauren Davis  
Mistina Davis  
Terry Davis Bertke  
Stephen Dawson  
Earl Day  
Sharon Day  
Ronald Deal  
Ann Deal Tauss  
Michael Deem  
Angela Deem  
Robert Dees  
Julie Dees  
Michael Deese  
Laurin Deese  
Richard Demello  
Sharon Demello Korpi  
Alexandar Claire DePolo  
William DePugh  
Phillip Desing  
Terri Desing  
Mary Jo Dick  
Amy Dickerson Reed  
Jordan Dietrich  
Sarah Dietrich  
Sandra Dietrich

Kimberly Donlon  
Brian Donnelly  
Susan Donnelly  
Robert Dorsey  
Faye Dorsey  
Jessamyn Dowd  
Peggy Drumm  
Katherine Duarte  
Codi Dudley  
Rosilyn Dudley  
Robert Duncan  
Dawn Duncan  
Debra Dunlap Wodicker  
Jesse Durrance  
Aimee Durrance  
Maryanne Dwyer  
Melanie Ebhardt  
David Eckberg  
Barbara Eckberg  
Emalyn Eicher  
Stephanie Eldridge  
Jordan Ellison  
Katy Elmore  
Dawn Embry  
Dean Ergenbright  
Karen Ergenbright  
Nicole Evans  
Charlotte Evenson  
Gwendolyn Ewell  
William Eyre  
Kelsey Eyre  
Joan Faist  
Gerald Faist  
Sarah Farthing  
Oretha Faulkner  
Craig Feight  
Kristin Feight  
Chelsie Firman  
Margaret Fisher Cox  
JoAnn Fitzgerald  
Philip Fleischman  
Mary Fleischman  
Thomas Fleming  
Pamela Fleming Ruffner  
Robin Fletcher Morton  
Jason Force  
Loren Ford  
Damaris Ford Melendez  
Steven Brent Foveaux  
Susan Foveaux Stefko  
Elizabeth Foxwell Wilson  
Johnnie Frame  
Karen Frame  
Natasha Gagliano  
Alfred Gaibrois

Georgia Gaibrois  
Margaret E Galusha  
James Gamlin  
Mary Lou Gamlin  
James Scott Gee  
Deanna Gee  
Becky Gibb  
Steve Gibbs  
Heather Gibbs  
Kim Glaspy  
Michael Glaspy  
Joyce Ellen Godfrey Nurse  
Carol Goetz  
Michelle Gogolkiewicz  
Lee Goolsby  
Maria Goolsby  
William Graham  
Cristy Graham  
Ronny Graham  
Sue Graham  
Ryan Graham  
Kelli Graham  
Mark Grasse  
Kris Grasse  
Nora Gray  
Gion Michele Gray-Battle  
Patrice Green  
Charles Griffey  
Carolyn Griffey  
Douglas Grim  
Heather Grim  
Drury Grimmett-Norris  
Sally Grimmett-Norris  
Pam Grove  
Ken Guest  
Matt Guffey  
Larry Gunnells  
Gloria Gunnells  
Susan Guzdowski  
Nancy Haar  
Darrell Hacker  
Leanna Hacker  
Katrina Hagen  
Linda Hale  
Brian Hall  
Kristin Hall  
Charles Hall  
Cory Hall  
Andrea Hall  
Leslie Hamilton  
Gregg Hamlin  
Jennifer Hamlin Kerns  
Michael Hamlin, Sr  
Alan Hannen  
Denna Hannen

Kenneth Har  
Marian Har  
Marcia Haralson  
Thomas Hardee  
Judith Hardee  
Craig Harper  
Leslie Harpold  
Kirk Harris  
Carrie Harris  
Tonya Harter Gerhart  
Kenneth Hartselle  
Elaine Hartselle  
Carrie Hartung  
Maurice Haughton  
Sharmeena Haughton  
Leslie Hawksworth Elliott  
Gary Hawthorne  
Jennifer Hawthorne  
William Joseph Head  
Kevin Headlee  
Griffin Hedrick  
Tom Heilman  
Laurie Heilman  
Ryan Held  
Glenna Henson  
Brian Hernandez  
Susan Hernandez  
Pompilio Hernandez  
Jill Hernandez  
Christina Herold  
Noel Herold  
Gena Herold  
Sean Herr  
Gina Herr  
Karen Hicks Platt  
Michael Higgins  
Wayne Hill Marcy Hill  
Amy Hinchman  
James Hobson  
Marika Hobson  
John Hodges  
Ethel Fay Hoefffer  
Charles Hoefffer  
Wayne Hoefffer  
Ruth Hoefffer  
Gregory Hoffman  
Camm Hoffman  
Jenny Hollinger  
Tom Hollinger  
Bill Hoover  
Amy Hoover Tanner  
Brad Horton  
Virginia Horton  
Timothy Horton  
Charles Hosey



Barbara Hosey Morgan  
Ali Hossein  
Lisa Hossein  
Jennife Hotchkiss  
Jim Hottle  
Shari Hottle  
Jerry House  
Catherine House  
Gary Howard  
Karyn Howard  
Jeffrey Huber  
Marcus Hudson  
Debra Hula Sheehan  
Karyn Hume  
John Hutton V  
Claude Hydrick  
Patricia Hytes  
Godfrey Ingram  
Amanda Jackman Sanders  
Justin Jacobs  
Jessica Jacobs  
Wade Jacobson  
Cynthia Jacobson  
Laurie Jarman  
Ted Javes  
Kerry Javes  
Betty Jenkins  
Mark Jessop  
Todd Jewett  
Karl Johns  
Christine Johns  
Chad Johnson  
Melissa Johnson  
Jennifer Johnson  
Joseph Richard Johnson  
Adella Johnson  
Kenneth Johnson  
Jeff Jones  
Carol Jones  
Russell Jones  
Terre Jones  
Gladys Jones  
Timothy Juran  
Garry Justice  
Pat Kapus  
Lisa Kapus  
Teresa Kauff  
Barbara Kellenberger  
Noreen Kellogg  
Patrick Kelley  
Toni Kelley  
Chris Kelly  
Carol Kelly  
Roger Kennedy  
Bonnie Kennedy

Matthew Kennedy  
Olivia Kennedy  
Ryan Kennedy  
Adam Keplinger  
Kevin Kerns  
Karen Kerns  
Kristopher Keyser  
Leonard King  
Lauren King  
Linette King  
Rebecca Kirby  
Robert Klimkiewicz/Bohan  
Melissa Kimkiewicz/Bohan  
Robert Kling  
Evelyn Kling  
Sarah Knapp  
Robert Knoebel  
Dawn Knoebel  
Jason Koch  
Lisa Nicole Koch Berger  
Tara Koff  
James Kolody  
Kim Kowalewski  
Noel Kowalewski  
Vanessa Kozmon  
Shane Krass  
Sheree Kren  
Frank Kren  
Robbie Krieger  
Brooke Kriesten  
William Kuhn  
Anna Kuruvilla  
Linda Kurz  
Andrea Kyle  
Judy Kyle  
Kari LaBell  
Thomas Lafferty  
Leslie Lafferty Martin  
Danette Laird Jones  
Richard Lam  
Vicky Lam  
Thomas M Lance  
Henry Larkin  
Debra Lawrence  
James Layton  
Kim Layton  
James Leatherman  
Debbi Leatherman  
Kevin Legg  
Deborah Legg  
Kay Leiter  
Daniel Lese  
Dawn Lese  
Deborah Lewandowski  
Julie Lewandowski Murtagh

Scott Lewis  
Karl Liebenberg  
Kathy Liebenberg Shannon  
Andrea Liguori Nuccio  
Jeffrey Liller  
Jessica Liller  
Koen Lindberg  
Linda Lindsley Perdeu  
Joe Listopad  
Debra Listopad  
Jennifer Lloyd  
Joy Lohr  
John Long  
Mary Long  
Elizabeth Lonigro  
Carlos Lopez  
Jeffrey Lowry  
Gwendelyn Lowry  
William Lowry  
Dana Lowry  
Craig Lyon  
Michelle Lyon  
Mike Maddox  
Ruth Maddox  
Eugene Magill  
Debi Magill  
Ted Maliga  
Monica Maliga  
David Malkin  
Cheryl Malkin  
Peter Manternach  
Jamison Manternach  
Cathy Marchi Connelly  
Joseph Marion  
Michelle Marion  
Kelly Marsengill  
Mike Martini  
Jennifer Martini  
Vance Mason  
Suzanne Mason  
Rebecca Matthews  
John Mattos  
Jamie Mattos  
Sheila Maurer  
Ethel May  
Brian Mayhugh  
Sarah Mayhugh  
Kristin McAfee Cederborg  
Richard McClung  
Vicki McConchie  
William McCracken  
Amy McCracken  
Stuart McCray  
Janice McCready  
Bryan McGhee

Celeste McGhee Morales  
Hal McIlroy  
Linda McIlroy  
John McIntosh  
Virginia McIntosh  
Paul McIntosh  
Sharon McLane Nuzman  
Joan McMahan  
Kevin McMahan  
Tracy McMillan  
Darlene Meese  
Dianne Mekuto  
James Clark Melillo  
Tina Melillo  
Mary Menefee  
Kevin Metz  
Susan Metz  
Gail Mickelwait  
Lori Middleton Davis  
Melvin Paul Miller  
Stephanie Miller  
Vincent Richard Miller  
Jodi Miller Harpster  
Susan Minter  
Mark Mitchell  
Joshua Monk  
John Patrick Moore  
David Moreau  
Wanda Moreau  
Bart Morrison  
Leslye Morrison  
John Mortin  
Danett Moses Roach  
Jack Moyer  
Kurt Mraz  
Tina Mraz  
Tamara Mueller Infeld  
Charles Mulholland  
Dorothy Mulholland  
Tracy MullenDouglas Mullins  
Julia Mullins  
Dennis Murray  
Deborah Murray  
Ed Nagel  
Jay Neeb  
Kathy Neeb  
Thomas Needham  
Linda Needham  
Mark Neff  
Laurie Neff  
William Nelson  
Daniel Ness  
Kirk Newlen  
Kim Newlen  
Karen Newton

Konstantine Nezer  
Lisa Nezer  
Doug Noll  
Robin Noll  
Joseph Normandy  
Tammy Normandy  
Sharon Northrup  
Kathleen Norton  
Romain Nowakowski  
Franklin Nute  
Cathy Nute  
Gifty Nyarko  
Greg Obenchain  
Kathryn Palmer-Jenkins  
Carole Panton Gaunce  
Kristen Patch Cox  
Marla Payne Frisch  
Mike Peacock  
Jean Peacock  
Bonnie Pearson  
Michael Petscavage  
Heidi Petscavage  
Keven Phillips  
Walter Phillips  
Linda Pickeral  
Susan Pimble  
Denise Pittelkau Bagford  
Lonnie Plaster  
Ashley Plaster  
Sarah Plucinski Walters  
John Plummer  
Rhonda Plummer  
Patricia Plummer  
John Poague  
Julie Pollack Qualls  
Mary Poston  
Jerry Potter  
Phyllis Potter  
Karen Potter  
Bill Powell  
Julia Powell  
Jon Powers  
Melanie Powers  
Paul Price  
Bill Pullman  
Rita Pullman  
Leslie Punzi  
Jeff Purdy  
Ellen Purdy  
Kevin Purdy  
Michelle Purdy  
Vicki Pursley Grutter  
Doug Rachford  
Kathy Rachford  
Chris Rajendran

Edward Rale  
yElizabeth Raley  
Jim Ralph  
Denise Ralph  
Christopher Rao  
Karen Rao  
Scott Rath  
Matthew Reavis  
Tracie Reavis  
Diane Lynn Redmon  
Ray Reed  
Everette Reid Hill  
Tammy Reilly  
Michael Remington  
Lisa Remington  
Kim Richards  
Brandi Richardson  
Patrick Riney  
Darlene Riney  
Kathleen Rippe  
James Rittenhouse  
Teresa Rittenhouse  
Matthew Roberts  
Kristen Roberts Mcalister  
Nancy Robinson  
Crystal Robinson Figueroa  
Elizabeth Roden Obenchain  
Fred Rodgers  
Klaus Roeschke  
Dean Rogers  
Andrea Rogers  
Anna-Carin Rooney  
Richard Rosado  
Susan Rosenbrook  
Ed Rosfjord  
Cindy Rosfjord  
Angela Rostin Sterlitz  
Mark Ruble  
Justin Rummel  
Colleen Rummel  
Barry Runaldu  
Eric Runkles  
Melinda Runkles  
Laura Rupp Glaze  
Matthew Sale  
Sandi Sale  
Mike Sallada  
Pam Sallada  
Dorothy Salmon  
Kecia Salmon  
John Salyards  
Laurie Samuel  
Hector Santiago  
Denise Santiago  
Ramon Santiesteban

Nanette Santiesteban  
Brian Saunders  
Stephanie Saunders  
Eric Scarborough  
Janel Scarborough  
Robert Schaal  
Lisa Schaal  
Wayne Schatz  
Shirilyn Schatz  
Gene Schempp  
Kenneth Schick  
Karen Schick  
Patti Schmidt  
William Schneider  
Carol Schneider  
Sam Schrader  
Walter Seaberg  
Suzanne Seaberg  
John Sebra  
Lynda Sebra  
Thomas Sedell  
Karin Sedell  
Sherri Sellers  
Lori Seman  
Larry Sendaj  
Saundra Sendaj  
Andrew Serdula  
Anne Serdula  
Elaine Seskey Lee  
Joseph Seskey III  
Gary Shafer  
David Sharp  
Diane Sharp  
John Sheehan  
Jon Shelton  
Anne Shelton  
Kenneth Shelton  
Michelle Shelton  
William Shelton  
Sylvia Shelton  
Nancy Shepherd  
Ray Shields  
Diana Shields  
Whitney Shillingburg Kurtz  
Ryan Shiplett  
Hollyanne Shiplett  
Buford Shipley  
Virginia Shipley  
Pete Shires  
Jeff Shirley  
Jack Shlyakhtichev  
Terri Shlyakhtichev  
Anthony Showalter  
Michelle Showalter  
Jacob Shultz

Richard Silver  
Linda Silver  
Gary Simmons  
Herschel Simmons  
Ronald Simmons  
Wayne Simmons  
Kara Simmons Chu  
Howard Simpson  
Susan Simpson  
Jamie Slapinski (Collins)  
Karla Slazer  
Marla Sloper  
Amanda Smith  
Dion Smith  
Jana Smith  
Mary Smith  
Robert Smith  
Jennifer Smith  
Samantha Smith  
Todd Smith  
Lori Anne Smith Reed  
Terent Snead  
Janice Snead  
Scott Snedden  
Karen Sneed  
Katherine Snook  
Tony Snyder  
Sandy Sobczak  
Chris Sortzi  
Jami Sortzi  
Michael Spampinato  
Debra Spears  
Judy Spivey  
Laura Squier  
Ralph Standbrook  
Susan Standbrook  
Wayne Stenabaugh  
Arlene Stenabaugh  
Lucy Stephany  
Jason Stern  
Deborah Stevens Hymes  
Rob Stevenson  
Peggy Stevenson  
Jerilynn Stiles  
Neil Stoernell  
Tina Stoernell  
Ryan Stowell  
Vicky Stricker Nixon  
Marvin Strube  
Sally Strube  
Scot Suneson  
Carrie Suneson  
Kevin Surber  
Cathy Surber Fields  
Mark Sutton



Patricia Switzer  
Randy Switzer  
Laura Switzer  
John Tabelon  
Jennifer Tabelon  
Daniel Tavenner  
Nancy Tavenner  
Stephen Taylor  
Janet Taylor  
Betty Temple Jones  
Melinda Thacker  
Bradley Thomas  
Tara Thomas  
David Thomas  
Kristina Thomas  
James Thomas  
Kimberly Thomas  
Mary Thompson  
Richard Thornberg  
Susan Thornberg  
Charles Thornburg  
Darlene Thornburg  
Kent Thorne  
Nadene Todd  
John Toepfer  
Christina Toepfer  
Michael Trabucco  
Brooke Trabucco  
Cindy Truax Kirby  
Heather Truax Quang  
Nancy Trump  
Mark Tull  
Sophia Tull  
Larry Tusing  
Sally Tusing  
Jay Van Der Werff  
Kelley Van Der Werff  
Dodie Van Wyen  
Nancy Van Wyen  
Raymond Vannoy  
Paula Vannoy Good  
Jon VanZandt  
Kenya VanZandr  
Ed Vaughn  
Dottie Vaughn  
Louise Velasquez  
Jeanette Veloso Arendain  
Deane Vernon Gallagher  
Betty Veruete  
Tom Via  
Patty Via  
John Viggiano  
Jorge Villavicencio  
Julie Villavicencio  
William Wade

Elena Wainwright  
Caleb Wainwright  
Martha Walker  
Christine Wallace Nace  
Sandra Walls  
Randy Walls  
Anita Ward  
Ray Wastler  
Sandy Wastler  
Heather Waters Carhart  
Reginald Watson  
Donna Watson  
Melissa Weatherford  
Cassandra Weathersbee  
Eric Weaver  
Tracey Weaver  
Donald Weishaupt  
Marsha Weishaupt  
Kenneth Wells  
Leonard Wells  
Karl Wernecke  
Ann Wernecke  
John West  
Shawn West  
Shawn West Little  
Ronnie Whaley  
Susan Whaley  
Joel Whatley  
Kristen Whatley  
James Whetsell  
Joan Whetsell Elder  
Donald White  
Kevin White  
Robin White  
Tommy White  
Timothy Whitesell  
Cathy Whitesell  
Anne Whitney Gonzales  
Monique Whitney Kurtz  
Robert Whitson  
Diana Whitson  
Nancy Whitten  
Carl Eddie Whitten  
James Wiedeman  
Judith Wilder  
Robin Wiles Ramos  
Charles Wilkinson  
Peter Willette  
Sherman Williamson  
Angela Williamson  
Jerry Wills  
Alison Wills  
Frank Wilson  
Cynthia Wimbish Haydon  
Zack Witham

Judson Wofford  
Stephanie Wofford  
Melinda Woodard  
David Woolwine  
Cindy Woolwine  
Doug Wright  
Tricia Wright  
Harry Wright  
Margaret Wright  
Stephen Wright  
Victoria Wright  
Mary Wroe Jone  
sAngela Yando Wichman  
Jed Youmans  
Dennis Young  
Melody Young  
Darla Younts  
Jennifer Zalewski  
Paulo Zamora  
Lucy Zamora  
Matt Zarbatany  
Pam Zarbatany



PastorStats Report

Date: October 8, 2020

**Charge: Saint Thomas(Manassas)**  
**Church: 411904 Haymarket Satellite**

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

**Line 2a Received this year on Profession of Faith through confirmation: 0**

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

Jan 26, 2020 Jackie Vialpando  
Jan 26, 2020 Frank Vialpando

**Line 2c Membership restored by Affirmation of Faith: 0**

**Line 2d Added by correction**

**Line 2e Transferred in from another United Methodist Church: 0**

**Line 2f Transferred in from a non-United Methodist Church: 1**

Mar 22, 2020 Erica Yannessa

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

**Line 3b Withdrawn from Professing Membership: 0**

**Line 3c Removed by Correction**

**Line 3d Transferred out to another United Methodist Church: 2**

May 10, 2020      Roberto Sarda  
May 10, 2020      Axanna Sarda

**Line 3e Transferred out to a non-United Methodist Church: 0**

**Line 3f Removed by Death: 0**

**Total persons baptized this year (all ages): 0**

**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: October 14, 2020

**Charge: Saint Thomas(Manassas)**

**GCFA : 471097**

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

Period Beginning:11/17/19 (Date of Prior Charge Conference) and Period Ending: 10/19/20 (Date of Current Charge Conference)				
1. Organization for the present conference year will be effective 01/01/20 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> 2021 Trustee Chair Shannon Lauren Connor 2021 Trustee Member Mike Palian 2022 Trustee Member Cliff Farrar 2022 Trustee Member Jeffrey Thorton 2023 Trustee Member Carl Juran 2023 Trustee Member Lynn Furlong 2023 Trustee Member Joon Shin 2021 Trustee Vice Chair Wayne Avery 2022 Trustee Vice Chair Ron Campbell				
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
					Yes	No	
Church Buildings	\$6,158,000.00	\$7,229,340.00	Commercial Package	GuideOne	No	\$0.00	01/01/21
Parsonages	\$176,000.00	\$0.00	Incl. Comm. Pkg.	Guide One	No	\$0.00	
Church Furnishing and Equipment	\$1,079,300.00	\$0.00	Incl. Comm. Pkg.		No	\$0.00	
Parsonage Furnishings and Equipment	\$0.00	\$0.00			No	\$0.00	
Vehicles	\$45,000.00	\$45,000.00	Business Auto	GuideOne	No	\$0.00	01/01/21
General Liability		\$1,000,000.00	General Liability	GuideOne - per employee 100/500/100	No	\$0.00	01/01/21
Workers Compensation				GuideOne	No	\$0.00	01/01/21
Directors and Officers/Errors and Omissions/Crime		\$1,000,000.00	General Liability		No	\$0.00	01/01/21
Professional Liability Coverage (including Sexual Misconduct)		\$250,000.00	General Liability		No	\$0.00	01/21/20

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)? No (attach as a report; an example accessibility audit form may be found at [www.gcfa.org](http://www.gcfa.org))

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

Item	Date Received	Amount	Where Invested	Income	How Income is Used for Ministry
Keith Permanent Endowment	11/15/2018	\$10,000.00	Virginia United Methodist Foundation	\$14,482.58	Mission, Prop. Maintenance, General, Scholarship

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)

Chair Trustees Shannon Lauren Connor \_\_\_\_\_ Signature  
on File

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.





Report of the Pastor/Staff Parish Relations Committee

Date: October 7, 2020

**Charge: Saint Thomas(Manassas)**

**GCFA: 471097**

Who are the recommended by the Staff/Parish Relations Committee:

(a) As candidates for ordained ministry ( ¶¶247.8, 311.2b)? Attach "Declaration of Candidacy report."

Name:	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:

Who are the recommended by the Staff/Parish Relations Committee

(b) for continuation as candidates for ordained ministry ( ¶¶247.9, 312)?

Name:	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:

Who are the recommended by the Staff/Parish Relations Committee:

(c) Who are recommended as candidates for Church-Related vocations ( ¶247.10)?

Vocation and Church:	Name:
Address:	Phone/Email:
Vocation and Church:	Name:
Address:	Phone/Email:
Vocation and Church:	Name:
Address:	Phone/Email:
Vocation and Church:	Name:
Phone:	Phone/Email:



Report of the Lay Servant  
Applying for Certification as a Lay Servant

Date: October 14, 2020

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

Name: Lori Perez

NickName:

Address: 9102 Karlo St Manassas , Va 20110

Home Phone: (703) 330-9504

Work phone: (703) 636-5100

Cell phone: (703) 967-8863

email: megmar27@hotmail.com

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: Lori Perez

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 Lori Perez Applying for Certification as a Lay Servant for the ensuing year.

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

District Superintendent Rev. Jeffrey P. Mickle : \_\_\_\_\_

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? 2018

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

Title: Mission - How to Reach Out

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

Course Grow Conference Instructor Chris Hodges

Course Instructor

Course Instructor

Course Instructor

### Lay Speaker Section

I am pursuing qualification as a Lay Speaker : No

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

Certified Lay Servant? No

Course on Preaching? No

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? No

### 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? No

At a hospital, nursing home, or to a shut-in? No

In membership/evangelism visitation? Yes

Served in caring/outreach projects (food pantry, prison ministry, etc.)? Yes

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? No

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? Yes

Served as worship leader in services? No

Taught classes? Yes

Other leading activities? No

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?

Next Step - Chris Hodges Daniel Dilemma - Chris Hodges Divine Direction - Craig Groeschel Date Night w/Jesus Small Group

#### 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?

More relevant teaching related to what is happening in the world

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?

Mission, teaching, evangelism

### **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?

Next Step - Chris Hodges Daniel Dilemma - Chris Hodges Divine Direction - Craig Groeschel Date Night w/Jesus Small Group

#### 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?

More relevant teaching related to what is happening in the world

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?

Mission, teaching, evangelism

# 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 four services of Death and Resurrection, 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). I have enjoyed participating in the St. Thomas Congregational Care Team. Pre-Covid 19 virus, one of the ways care was extended was to visit and serve Holy Communion to senior members who are unable to attend worship on particular Communion Sundays. Taking precautions during the pandemic, I consider it a blessing to consecrate and serve Holy Communion to Mrs. Vertie Williams and other residents of the Oaks of Wellington.

People in the active retirement community where my husband Dean and I live continue to bring us clothing and other needed ministry resources to pass along. It's always a joy to serve in various community meal opportunities in local churches during the holidays. Though the format may be a little different, we 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. The ESL ministry of Grace UMC offered unique opportunities to share the love of the Lord with people from many nations of the world. A fun emphasis for our St. Thomas small group this year were neighborhood outreaches, including a socially distanced outside hymn-sing caravan during Covid. What a blessing!

May we 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: pattony@vaumc.org

Retired Elder, VA Conference

Date: October 19, 2020

# Children's Ministry

*Submitted by Caleb Mathews, Children's Ministry Director*



2020 began as regularly planned with classes on Sunday mornings, our monthly Tween Ministry meetings, and plans in place for several major events. When COVID came in March we had to rethink how we would do ministry this year. Although it's been challenging, God is still moving in the midst of His church. While some ministries had to pause for a while, others took on virtual forms. Here is what we have done to minister to our kids this year:

- **Story Time:** Kids of all ages were able to participate in games, discussion, and a Bible story twice a week from March-August this year over Zoom.
- **Easter Jam:** In addition to our virtual worship services, we made available a virtual Easter event for families to complete at home.
- **Virtual Family Movie Night:** We gathered on Facebook and watched Mary Poppins Returns together.
- **Virtual Vacation Bible School:** 61 kids and 30 volunteers participated in our first Virtual VBS. Our Rocky Railway theme took us on an exciting adventure learning how Jesus' power pulls us through the ups and downs of life.

As we look towards the later half of the year with the pandemic still looming, we are working towards safely reopening for in person gatherings. Our Children and Youth Council is working on putting safety protocols in place and thinking through the logistics of how to do church safely. This fall our ministries look more like this:

- **Sunday School** has returned back to Sunday mornings from 10:15-10:45am on Zoom for both Preschool and Elementary classes. In addition, supply bags were made to send home to families to supplement the lessons happening on Sunday mornings.
- **Kids Care 2:345** is back in person on the 2<sup>nd</sup> Fridays of each month for any kid 3<sup>rd</sup>-5<sup>th</sup> Grade. This group is very focused on fellowship, having fun, and understanding what it means to serve others through hands on mission experiences.
- **Trunk or Treat** will be a drive-thru experience this year. This is a huge blessing to our community each October and we want to still offer this experience while keeping everyone safe.
- **Advent** will certainly look different this year. We plan to continue our traditions of our Advent Bag Mission, Family Advent Night, and Living Nativity with several adjustments to ensure safety. Our goal is to create meaningful events that help our families and kids further their understanding of what the season is all about.

Although this has been a tough year, God is good and we are going to get through this. We have still been able to work towards several of our strategic goals behind the scenes to further our mission. We've been able to do some house cleaning to get our ministries in shape to function once we can again return to "normal." We've been able to transfer our Children's Ministry database over to Realm, our church wide database so we have some cohesion as a church. We have a new laptop and upgraded system to do Sunday morning check in with our kids. We have worked hard to clean up our Children's Ministry storage areas so that we are good stewards of the resources and space God has blessed us with. In addition, event notebooks are being created so we have cohesion from year to year with our major events.

Despite our circumstances, 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. Although this has looked vastly different in 2020, we will continue to raise up our children and adults so that they will be the light of Christ in our community and world.

A handwritten signature in black ink that reads "Caleb Mathews".

Caleb Mathews  
Children's Ministry Director

# Kitchen Ministry

Submitted by Frank Priest and Janel Weed

Covid-19 brought a sudden stop to Tuesday Night Dinners (TND) on March 10, 2020. On Tuesday April 14, 2020 we started again with our first TND "Curbside" meals. People may sign up for dinner online or by calling the church office. We package the meals in to go containers and deliver them as people drive by-just like a drive thru at a restaurant. We have one person take the money in a "hands free" box and others who give the meals in a bag without contact. We also share a small handout in the bagged meal, which gives the upcoming menu and the new cookie of the week, reminders about signing up, and a verse with an inspirational thought.

We decided to add another component to the meals. We began to offer a "cookie of the week" selling for \$10.00 per dozen packaged in a cookie bag. Again, people may sign up online or call the church office to order. To date we have sold 120 bags.

We continued our Tuesday dinners until July 23-later than we usually go but people were so glad to get out and come get dinner. We ended with our Christmas in July meal serving 130 meals! We had a Christmas tree front and center as well as Christmas music to set the mood as people came to get their meals.

After a few weeks off we restarted our Tuesday night dinners on September 8<sup>th</sup>. Since then we have served 430 meals, which brings our total meals to date to 1534.

We also have delivered 170 meals to first responders in our community. This is a joint endeavor with the Mission Council.

The TND Hospitality team is made up primarily of Connie Snatee, Missie and John Duffy, Dominick Izzo, Janel Weed and Frank Priest. We continue to serve the Church and community in any way we can. Covid-19 has changed most of the routine. We partner with the Food Pantry helping package bulk food into smaller containers to give out to families on Saturdays. We baked 200 mini loaves of banana bread one week for the families to receive. We have made special boxed meals for virtual meetings and Drive-in movies. For Confirmation Sunday, we baked cakes for each of the confirmands to take home and share with their families.

We are planning to serve our 20<sup>th</sup> Christmas Day Dinner curbside on Christmas Day. We are planning for a large number of families to come through as this is open to the community and the meal is free.

The Kitchen Hospitality Team will continue to serve in any way possible to help St. Thomas meet the goals and needs of the community. 2020 will be a great year and we welcome 2021 with open arms and big dreams.

# Men's Ministry

Submitted by Gordy Haines

The men's group is meeting via zoom every Saturday morning. We have between 10 to 19 guys checking in regularly. Now that we are meeting online via ZOOM, we have had men that moved away able to stay in touch. We have men from North Carolina, South Carolina, Florida, and we had one guy that was checking in from Saint Lewis too!

We have members of our group who now help with mowing, work around the church and are on various church committees. Since Covid has impacted our ability to meet together in person, it has also affected our fund raising. So, we have not been able to do some of the donating to different missions that we have done in the past.

We have continued to reach out to men on our group as they have gone through some difficult times. We look forward to the time when we can resume meeting in person.



# Mission Council Report

Submitted by Cathy Campbell, Mission Council Chair

The St. Thomas Mission Council has been very busy this year. Members of the Council try to be good stewards of your mission money. Below you will see all of the things that we have been doing because of your generosity.

We continue to support our three missionaries: The Hammacks, The Geischens and The Clarks (although the Clarks have now retired and will no longer receive support beginning next year). We have also added three new missionaries and mission projects. They are Rachael and Nolo de Garcia in Guatemala; Helping Children Worldwide, which supports operations in Sierra Leone; and, Prosperity House, located right here in Prince William County. We have also adopted a child in Sierra Leone using the proceeds from our shoe collection. We sent scholarships to El Salvador School. We are now supporting mission work locally, nationally and internationally, which was our goal.

To date, our Food Pantry has served about 2,116 families through October 12. The pandemic has increased our flow of families and called for us to increase our operations and volunteers at the Food Pantry. We were able to get a grant from the City of Manassas for \$25,000 for operations and another for \$35,000 for a refrigerated truck to store produce.

The DC Homeless mission served 263 individuals for the months of January, February and March. Unfortunately, due to COVID 19, we have suspended our mission and our resources are now being distributed elsewhere. The clothing, which we previously collected for the homeless, is now being used for "The Community Closet." Twice a month, we will offer clothing to people who come to the Food Pantry. The toiletry bags, as well as some food, socks and masks were included in red Blessing Bags given out to the homeless on the streets by some of our staff and congregation. We hope to start a new homeless mission outreach locally once the pandemic is under control.

In February, we hosted our annual Operation Bear hug project where we collected and distributed teddy bears to Prince William Hospital and to Manassas Health and Rehab. We also gave valentines and more bears to the students at Loch Lomond Elementary School.

The Mission Council started a "Keep the Change Campaign" at Tuesday Night dinners to provide meals for first responders in Manassas and Prince William County. Earlier in the year, we were able to supply funds to buy a stroller for a family in need at Loch Lomond ES. We have also sent \$1000 to buy headphones and hotspots so students of Loch Lomond can learn more efficiently during virtual learning that has occurred because of the pandemic. Since students are not meeting at the school and we had no way of identifying who needed coats, we shifted our funds to the food pantry to buy those in need, new fall and winter coats. We gave \$1,000 dollars to our Kitchen Ministry to buy turkeys for our annual Christmas dinner.

In September and October, the congregation is participating in October Mission Extravaganza. Members of the congregation are working on 283 mission projects and volunteer opportunities. These include: no sew blankets, no sew scarves, writing Thinking of You cards to the elderly, pillowcase dresses for girls in Africa, Care cases for Foster children, police appreciation bags and painting stepping stones for our church gardens. Volunteer opportunities included working in the food pantry and cleaning up nearby parks. We also are looking forward to our Christmas missions that supply presents to children in need and to the elderly at Manassas Health and Rehab.

Thank you all for your continued support and remember your Christmas special offering supports 100% mission in your community, country, and around the world. Thanks again!

# Music Ministry Report 2020

Submitted by Dominick Izzo, Music Director & Rodney Miller, Praise Band Director

The Music Ministry at St Thomas maintained our size and enthusiasm during the 2019 liturgical year. The staff consists of Dominick Izzo, Music Director, Rodney Miller, Praise Band Worship Leader, Tristan Troyer, Children's Choir Intern, Jacque Watkins, Organist, and three additional interns, Nancy McCain, Jackson Hoppe, and Cassie Serrano.

Chancel Choir stayed steady at 15 members per service with about 25 total members. Due to the Covid-19 pandemic, all choral activities were suspended as of March 15<sup>th</sup>. Over the course of the Summer, the choir began to meet virtually over ZOOM.

The Joyful Noise Singers followed suit with the Chancel Choir, suspending all activities, even the beloved mission tour. JNS hopes to resume singing virtually through the Christmas season for 2020.

Our music intern program is thriving with three interns from George Mason and NVCC, Cassie, Jackson, Nancy, and Tristan. Since the pandemic began, the interns have been leading the traditional music singing on a rotational basis.

The Praise Band continues to hover around 12 members including some youth who pop in and out. In addition to leading worship every Sunday, the Praise Band participated the Mardi Gras Ball this year and had planned to be part of other events which had to be postponed due to COVID. They also performed a Christmas Cantata for 2019, and planned an Easter Cantata also postponed due to COVID.

The Bell Choir at St Thomas is also meeting via Zoom during the pandemic time. In addition to the ZOOM, members of the bells have come together to record musical offerings for the fall and Christmas season.

The children's choirs at St Thomas have been restructured into two ensembles: a children's choir under the direction of our Intern, Tristan Troyer; and a kinder-choir under the direction of Kristi Swanson.

St. Thomas music ministry continues to be a vibrant and integral part of worship and ministry at St Thomas despite the pandemic limitations. Our hope and prayer is for continued growth in our ministry area; and a quick return to normal.



# Student Ministry Report

Submitted by Arum Kim

At St. Thomas 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 travels and 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.

Before the COVID-19 pandemic hit us hard in March, the Pack used to meet in person on the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Tuesdays of each month. We kicked off each meeting with a dinner, then played some games together, followed by a relevant and meaningful faith discussion. On the 5<sup>th</sup> Tuesday's we would have fun together with outings. We also served together by participating in hands-on mission projects within our church life. This group was made up of twelve students and three adult volunteers. On Sunday mornings we had The PACK AM (Sunday School) for students as well. During this time the students engaged in a Bible study. This year we switched the study curriculum to *The Thread* which is designed to teach the student God's story and how God wove God's thread of love every page of it. The PACK AM was made up of ten students and two adult leaders.

During the pandemic, both of these PACK meetings moved a virtual world. Caleb, the former director of the Student Ministry, had offered various virtual activities during The PACK meetings to support our students in this difficult time. The PACK AM (Sunday School) has faithfully continued on thanks to the strong commitments and dedications of our adult volunteers. The five confirmands began their confirmation class with the Bi-District Confirmation Retreat in the first weekend of February, and continued meetings on-line with the group and their mentors despite of the pandemic. And finally, they celebrated their confirmation with their family on August 30<sup>th</sup>. We also had a very creative Youth Sunday on July 26<sup>th</sup> with pre-recorded music, a Children's message video, a cardboard testimony video, as well as an in-person involvement during the two Sunday worship services. A total of fifteen students participated on this special day.

Caleb had led our PACK through the end of August. And I have been leading the PACK since beginning this September. Some restrictions regarding in-person gatherings have since been lifted, so we also changed our meeting format from all-virtual into a hybrid model. We have The PACK on Zoom on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month and in-person on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, while maintaining the Sunday mornings virtual-only. We had a Kick-Off event on September 22<sup>nd</sup> at church parking lot with eleven students and three adult volunteers. I hope that The PACK continues to offer the opportunities of gatherings where our students can hear the message of hope and encouragement and relax and share a laugh and be with each other.

On October 4<sup>th</sup>, our leaders gathered for 2020 Leadership Summit. We focused on a Discipleship Plan for the Children and the Youth. I was amazed how much our leaders cared for our next generations. With the Youth Council, I will work on the many ideas brought up from the Leadership Summit. Also, I couldn't be more thrilled by the old church building renovation plan. That is another evidence of the love of our church has toward the next generations. I expect that this renovation will serve as a great momentum to take the current Student Ministry into another level. I believe God has many things in store for our Student Ministry, and I am so excited to reveal them one by one in the upcoming years.



# 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 partner 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 5 years old and there were approximately 80 children 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. 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. Each child from a toddler to four-year-old is exposed to Bible stories, Spanish and songs. Depending on the age group, Bible or Chapel time can range from 10 to 20 minutes long.

## **2020 Highlights:**

In March of this year we had 144 students enrolled but due to the COVID-19 we went down to less than 25 essential personnel families. We applied for the Cares Grant and was approved for \$22,500.00 for remaining open for essential personnel during the months of April, May and June. We've already applied for another Cares Grant for the months of July, August and September.

When the Preschool was closed due to COVID-19 Sunbeam put their best foot forward and finished out the school year through online learning. Our teachers did a fabulous job with worksheets, crafts to make at home, links to music, Bible and story time. The heartfelt photos and thank you cards from parents, families and students was a blessing beyond measure.

When renewing our license this August I requested a modification to allow us to teach Kindergarten for those families that wanted their children to have in person learning. The Virginia Department of Social Services approved our license modification to allow us to do so.

Each month all of the classes make mission cards for the residents of Birmingham Green Assisted Living Center, which has over 300 residents.

During the last several months the Sunbeam staff was also able to volunteer their services at the St. Thomas UMC food pantry. It is a service that we are continuing to do each week because it's an important service that is able to help families in our local community.

# United Methodist Women Report

*Submitted by Sarah Hammack and Donna Williams, United Methodist Women Co-Chairs*

The United Methodist Women had great plans for a busy year of fellowship, study, and service, but only managed to have one in-person event before COVID-19 shut things down.

We began 2020 with a February brunch where we were entertained by Flower Gallery's owner Doug Burroughs who demonstrated three types of flower arrangements that were then used as door prizes. Doug always manages to share tips for making our own flower arrangements while keeping us laughing with his fun banter.

In February, we disbursed funds earned in 2019 from our five Bazaars and from selling White House Ornaments, Apple Pies, Peanut Brittle, and RADA products. We donated \$13,100 to eleven missionaries and five mission/service groups, as well as tithing to the church and making donations to the Food Pantry and UMVIM.

We held several virtual UMW Executive Board Meetings to discuss plans as the pandemic persisted. Unfortunately, we had to cancel and reimburse people for our April trip to Sight and Sound in Pennsylvania to see Queen Esther. We also had to cancel other in-person events for the year, including our annual October Bazaar.

In June, we held a virtual Summer Mini-Bazaar with curbside pickup as a test for a virtual Fall Bazaar, but it resulted in very little interest due to the ongoing pandemic. Nevertheless, we are going to hold three Craft Bazaars virtually this fall. There will be one each month, starting in October, each including a different set of crafts. We are also selling White House Ornaments, Apple Pies, and Peanut Brittle. All proceeds raised will go to missions and will be distributed in 2021.

We are also planning a Virtual Fall Tea on October 18<sup>th</sup> that is open to all women, high school age and up. The Bazaar Crafters have just started meeting twice a month via Zoom.

We pray that we can use some of the plans we made for 2020 in 2021.

**UMW Income and Expenses/Disbursements [Jan 2019 - Aug 2020]**

Account Balance Jan 1, 2019	Comment on Beginning Balance	Income	Comments on Income	Expenses and Disbursements	Comments on Expenses and Disbursements	Account Balance Dec 31, 2019	Comment on Ending Balance
\$22,298.09	Jan 2019 [Includes 2018 Bazaar income to be disbursed in 2019]	\$21,127.56	Total 2019 Income	\$26,382.87	Total 2019 Expenses and Disbursements	\$17,042.78	Dec 2019 [Includes 2019 Bazaar Income to be disbursed in 2020]
		\$455.50	2018 Bazaar income deposited in 2019	\$17,350.00	2018 Bazaar Proceeds Disbursed		
				\$120.00	Alexandria District Dues, 2019		
		\$17,931.04	2019 Bazaar Income (some deposited 2020)	\$6,059.13	2019 Bazaar Expenses		
		\$826.00	2019 Carnation Sales Income (Mother's and Father's Day)	\$290.00	2019 Carnation Sales Expenses		
		\$100.00	Compassion International Donation	\$912.00	2019 Two sponsored Compassion International Children (Jan-Dec 2019)		
		\$1,815.02	Membership Enrichment and Miscellaneous Income	\$1,351.74	Membership Enrichment and Miscellaneous Expenses		
				\$300.00	2020 Sight and Sound Trip Deposit (Bus, Tickets)		

Account Balance Jan 1, 2020	Comment on Beginning Balance	Income	Comments on Income	Expenses and Disbursements	Comments on Expenses and Disbursements	Account Balance Aug 31, 2020	Comment on Ending Balance
\$17,042.78	Balance Forward [Includes 2019 Bazaar Income to be disbursed in 2020]	\$6,015.61	Total 2020 Income	\$19,080.98	Total 2020 Expenses and Disbursements	\$3,977.41	Through Aug 2020 [Includes 2020 Bazaar Income to be disbursed in 2021]
				\$158.15	2019 Bazaar Expenses paid in 2020		
		\$1,549.61	2019 Bazaar income deposited in 2020	\$13,100.00	2019 Bazaar Proceeds Disbursed		
				\$120.00	Alexandria District Dues, 2020		
		\$340.00	Membership Enrichment and Miscellaneous Income	\$142.42	Miscellaneous Expenses		
		\$3,220.00	2020 Sight and Sound Ticket Sales (Cancelled)	\$2,940.00	2020 Sight and Sound Ticket reimbursements (\$280 donated to UMW)		
		\$300.00	2020 Sight and Sound Trip Deposit Refund (Bus, Tickets)				
				\$608.00	2020 Two sponsored Compassion International Children (Jan - Aug 2020)		
		\$606.00	2020 Bazaar Income [sales ongoing]	\$2,012.41	2020 Bazaar Expenses		

# REPORT OF NOMINATIONS AND LAY LEADERSHIP DEVELOPMENT

ST. THOMAS UNITED METHODIST CHURCH  
For Charge Conference on October 19, 2020

## ADMINISTRATIVE COMMITTEES

### CHURCH COUNCIL (4<sup>th</sup> Tuesdays)

**Chair:** Joe Steen - 2022

**Vice-Chair:** Barry Barnard - 2023

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

**UMW Co-Chairs:** Sarah Hammock / Donna Williams

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

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

2021 – Holly Banner (*Manassas*)

2021 – Perry Bailey (*Manassas*)

**Lay Leader** Gordy Haines – 2021 (*Manassas*)

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

**Staff Pastor Parish Committee, Chair:** Bill Bixby – 2021

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

**Communications Team Leader:** Roxanne Sutton (2021)

**Outreach and Evangelism Team Leader:** Merv Lyle - 2021

**Worship Team Leader:** Deb Crawford - 2023

**Children’s Council:** Danielle Harcup, praying (2023)

**Sunbeam Children’s Center Board, Chair:** Janie Russell - 2022

**Youth Council:** Perry Bailey (2022)

**Youth Representative:** Jon Weed (2023)

**Missions Team Leader:** Cathy Campbell -- 2022

**Haymarket Representative:** Rotating Haymarket Leadership Team Member

### IGNITE STRATEGIC PLANNING GROUP (2020 - 2021)

Pat Brown

Cheryl Rosko

Rodney Miller

Joe Steen

### LAY LEADERS (1<sup>st</sup> Sundays Quarterly)

2021 – Gordon Haines

2022 – Pat Brown

2023 – Paula Renfro

**BOARD OF TRUSTEES (1<sup>st</sup> Tuesdays)**

**Chairman of Trustees:** Shannon Connor

**Co Chairs:** Ron Campbell & Wayne Avery

**Class of 2021**

Shannon Lauren Connors

Mike Palian

Wayne Avery

**Class of 2022**

Ron Campbell

Cliff Farrar

Jeffrey Thornton

**Class of 2023**

Lynn Furlong

Joon Shin

Carl Juran

**Building Committee (Subcommittee of Trustees)**

Don Rickerson

Will Ameen

Rick McMahan

Cary McMahan

Jennifer Lewis

Al Sanchez

Mason Sanchez

Jack Bailey

Milan Steen

**STAFF/PARISH RELATIONS COMMITTEE (3<sup>rd</sup> Tuesdays)**

**Chair:** Bill Bixby - 2021

**Vice-Chair:** Kathy Rea – 2021

**Lay Leader:** Gordy Haines

**Lay Delegate to Annual Conference:** Holly Banner (Manassas) – 2021

**Haymarket Representative/Lay Leader:** Josh Thom

**Class of 2021**

Bill Bixby, Chair

Kathy Rea (Vice Chair)

Nancy Buchanan

**Class of 2022**

Isaac Koomson

Cheryl Rosko

Deb Barnard

**Class of 2023**

Tony Hoxworth

Marion Ludlow

Bryant Alexander



**LOCAL CHURCH LAY SERVANTS**

Bill Coppa

Lori Perez

**NOMINATIONS COMMITTEE (September / October)**

*(Referred to by Book of Discipline as Nominations and Lay Leadership Development)*

**Chair:** Abi Foerster – *Senior Pastor*

Arum Kim – *Associate Pastor*

Brian Johnson – *Haymarket Campus Pastor*

**Lay Leader:** Gordon Haines

**Class of 2021**

Tracy Spencer

Abby Miller

Pavel Steen

**Class of 2022**

Kristi Swanson

Diane Ameen

Samantha Spencer (YA)

**Class of 2023**

Karen King

Renee Kinnear

Ron Campbell

**FINANCE COMMITTEE (2<sup>nd</sup> Tuesdays)**

**Chair:** Rich Banner - 2022

**Vice-Chair:** Martha Jones - 2022

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

**Lay Leader:** Gordy Haines - 2021

**Stewardship Ministry Chair:** Bill Coppa - 2021

**Endowment Program Chair (Legacy Giving):** Barry Barger - 2022

**Gift Fund Team Rep (Legacy Giving):** George Anderson - 2021

**Lay Delegates to Annual Conference:** Holly Banner / Perry Bailey -- 2021 (*Manassas*)

**Class of 2021**

Lori Harper

Lydia Schnack

**Class of 2022**

Alicia Hamilton

Martha Jones

**Class of 2023**

Dave Rea

Florence Adams

**STEWARDSHIP MINISTRY – (Sub Committee of Finance, 1<sup>st</sup> Tuesdays, odd months)**

**Team Leader/Chair:** Bill Coppa

**Class of 2021**

Bill Coppa, Chair

Philip Adams

**Class of 2022**

Lori Perez

Steve Burnett, TBD

**Class of 2023**

1.

2.

**LEGACY GIVING: PERMANENT ENDOWMENT COMMITTEE – (Sub Committee of Finance, 1<sup>st</sup> Tuesdays, Even months, 1 PM)**

Staff Support: Abi Foerster

(2019) Barry Barger, Chair

(2021) Kathy Swancott

Frank & Joyce Hale

Earl Amstutz

**LEGACY GIVING: GIFT FUND TEAM – (Sub Committee of Finance, 2<sup>nd</sup> Tuesdays, Odd Months, 1 PM)**

Finance Director (Staff): TBD

Chair: George Anderson

Newest Lay Leader: Paula Renfro

(2021): Linda Sears

(2022): Ron Weber, TBD

**HAYMARKET LEADERSHIP TEAM** (NOTE: Brian Johnson will supply all leadership names for Haymarket)

**Lay Leader:** Josh Thom (2021)

**Annual Conference Delegate 2021** – Brenda Grembowski

**Class of 2021**

Tim Grembowski

Josh Thom

Michelle Lebowitz

Eric Luetkenhaus

Kevin Wolf

**Class of 2022**

Stephanie Harvey

Donnie Angerman

**Class of 2023**

Jackie Vialpando

JJ Attumalil



## Finance Committee

Date: October 8, 2020

**Charge: Saint Thomas(Manassas)**

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

**GCFA: 471097**

Period Beginning: 11/17/19 Period Ending: 10/19/20

- 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)?  
We traditionally have a stewardship campaign in the fall, we apply for grants, and we rely on income from commercial property rentals.
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 BB&T Manassas, VA Bank 2 VA UMC Credit Union, Richmond, VA Bank 3 Virginia UMC Foundation, Richmond, VA
- b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit? No  
If not, why not?  
BB&T is FDIC, Credit Union is FCUA, UMC Foundation is safeguarded through strict investment and lending policies.
- 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.)
- 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)? Yes

14. c. Were there any recommendations or exceptions? Yes

14. d. If there were recommendations or exceptions, how has the church addressed them?  
There were minor issues with the 2018 audit and they have been corrected.

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.



## Annual Audit – Fund Balance Report

The Committee on Finance is required to make provision for an annual audit of the records of all the financial officers (including the financial secretary or church business manager and treasurers) of the church and all its organizations and shall report to the Charge Conference. Guidelines for handling of an accountability of funds can be found in the 2009-2012 *United Methodist Church Financial Records Handbook* and in *Guidelines for Leading Your Congregation: FINANCE*, available at <http://www.cokesbury.com>, and *The Local Church Audit Guide*, available at <http://www.gcfa.org>.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of the committee on finance.

Church: St. Thomas U.M.C Charge: St. Thomas  
 District: Alexandria Annual Conference: Virginia  
 For the period beginning January 1, 2019 and ending December 31, 2019

### 1. Receipts, Disbursements, and Balances (Round to the nearest dollar)

LOCAL CHURCH FUNDS (Use those applicable to your church)	(a) Balance at Beginning of Period	(b) Cash Received and Recorded	*(c) Total Disbursements for Period (-)	*(d) Transfers + (-)	(e) Balance End Of Period
General Fund	127,818	2,052,348	2,266,576	138,607	52,197
Benevolence Fund					
Building or Improvement Fund					
Board of Trustees' Fund					
United Methodist Women					
United Methodist Youth Fellowship					
United Methodist Men					
Church school					
<b>Other Organizations or Funds (enter name)</b>					
Name:	Designated Funds	82,541	236,395	294,331	24,605
	Local Relief	20,231	18,488	29,630	9,089
	Savings	96,807	566	(30,000)	67,373
	VA Development Co	105,632	3,192	(108,607)	0
	Endowment	20,066	5,239	1,156	24,149
Total amount of cash in treasuries of the church	the				

Church: St Thomas UMC Charge: St. Thomas  
 District: Alexandria Annual Conference: Virginia  
 For the period beginning January 1 and ending December 31

2. The Auditors  Auditing Committee  (check one) has examined the accounts listed on the front side; reviewed procedures of counting and accounting under the current *Book of Discipline*; has reconciled receipts and disbursements with bank deposits and bank balances; and has found the balances displayed to be correct, procedures proper, and records properly kept, except as noted below (attach additional pages as needed):

Since we did a "Review" this year I am technically the "Independent Accountant", not the auditor.  
 You can reference the Review Report. (Robert Morrow, CPA)

3. Recommendations for changes in financial policies and practices (attach additional pages as needed):

None at this time.

**Signatures of the Church Audit Committee (if applicable)**

\_\_\_\_\_, Chairperson \_\_\_\_\_, Member  
 \_\_\_\_\_ Printed Name \_\_\_\_\_ Printed Name  
 \_\_\_\_\_ Date \_\_\_\_\_ Date

**INSTRUCTIONS**

Rationale: Audits are for the benefit of the local church. They are our first line of defense against the possibility of funds being misused. ¶258.4d of *The Book of Discipline of The United Methodist Church 2012* instructs the Finance Committee of each local church to provide for an annual audit of each local church account.

It is strongly recommended by the Cabinet that the audit be done by a nonmember of that particular church, with the Guideline sheet being signed by that person, and mailed by that person to both the District Office and the local church Finance Chairperson. Suggestion: churches barter with each other for use of personnel to conduct the audit, i.e., "I'll do yours, if you will do mine." If a member of the church being audited is chosen to do the audit, that member **MUST** be a person who is not currently a financial officer of any of the accounts, nor the spouse or immediate family member of any such financial officer. Churches with budgets in excess of \$200,000 are urged to pursue a professional audit. Church members doing audits are also asked to provide a copy of the Guideline sheet to both the District Office and the church Finance Chairperson.

**Sunbeam Children's Center**  
A Ministry of St. Thomas United Methodist Church  
September 2021 - August 2022 FY Budget

Type	Summary Category	Grand Total Sept 21 - Aug 22
Revenue	Donation	\$ 15.00
	3% Convenience Fee	\$ 3,500.00
	Fundraisers	\$ 3,100.00
	Late Payment	\$ 175.00
	Late Pick-Up Paid	\$ 75.00
	Registration Fee	\$ 14,700.00
	Summer Camp - 2021	\$ 4,000.00
	Tuition	\$ 1,094,820.00
Revenue Total		<b>\$ 1,120,385.00</b>
Expense	End of Year Celebration for Preschool (pizza party)	\$ 150.00
	Accounting Service	\$ 7,200.00
	Advertisement/Magnets	\$ 600.00
	Advertisement/Tour Packets	\$ 500.00
	Background Checks	\$ 150.00
	Bears/Classroom Supplies	\$ 200.00
	Business Cards	\$ 100.00
	Carnival	\$ 150.00
	Child Enrichment - Soccer	\$ 1,500.00
	Classroom Enrichment (Magazines)	\$ 700.00
	Christmas Celebration Dinner for staff & Christmas Gift	\$ 650.00
	Child Enrichment/Puppet Shows, One Man Band, etc	\$ 2,500.00
	Classroom Supplies	\$ 20,000.00
	Classroom Supplies/Activity Room	\$ 1,000.00
	Custodian Fee	\$ 8,835.00
	Easter Supplies	\$ 400.00
	End of Year Celebration for Day Care Classes	\$ 325.00
	Father's Day	\$ 300.00
	Field Trip Expense	\$ 1,500.00
	Fundraiser Expense	\$ 1,500.00
	Furniture/Equipment	\$ 10,000.00
	Gifts-Children's	\$ 600.00
	Gifts-Parents	\$ 350.00
	Gift-Teachers-Christmas	\$ 350.00
	Graduation	\$ 400.00
	Health & Safety Supplies - First Aid Kits Thermometers	\$ 500.00
	Insurance	\$ 8,000.00
	July 4th Celebration	\$ 150.00
	Laundry/Cleaning Supplies	\$ 1,000.00
	Miscellaneous	\$ 7,500.00
	Mother's Day	\$ 400.00
	Mulch/Playgrounds	\$ 10,000.00
	Music Supplies	\$ 300.00
	Office Supplies	\$ 6,000.00
	Online Tuition/Bank Fees	\$ 4,000.00
	Pension Expense-Staff Benefit	\$ 1,100.00
	Permits/Fees	\$ 150.00
	Postage	\$ 150.00
	Pot Luck Dinner - plates, napkins, cups, utensils	\$ 100.00

**Sunbeam Children's Center**

A Ministry of St. Thomas United Methodist Church

September 2021 - August 2022 FY Budget

<b>Type</b>	<b>Summary Category</b>	<b>Grand Total Sept 21 - Aug 22</b>
	Repairs/Maintenance/Floor Waxing	\$ 40,000.00
	Salaries	\$ 820,841.84
	SCC T-shirt/Polo shirt cost w/ enrollment	\$ 3,500.00
	Scholarships	\$ 5,000.00
	Snack Food/Supplies	\$ 25,000.00
	Space Usage	\$ 60,000.00
	Staff Appreciation/Staff Bonuses/Lunches	\$ 7,000.00
	Staff Education	\$ 8,000.00
	Summer Camp - 2021 - Expense	\$ 6,500.00
	Thanksgiving Celebration	\$ 600.00
	Theme/Entertainment Enrichment	\$ 3,000.00
	Spanish Curriculum Supplies	\$ 250.00
	Student Tote bags w/ Logo	\$ 800.00
	Training	\$ 6,000.00
	Trunk or Treat Candy and Books to pass out	\$ 425.00
	Workshop/Speaker Expense	\$ 350.00
<b>Expense Total</b>		<b>\$ 1,086,576.84</b>
<b>Grand Total / Net Profit or Loss</b>		<b>\$ 33,808.16</b>



**Haymarket Church**  
**Profit & Loss Budget Overview**  
 January through December 2021

	TOTAL
	Jan - Dec 21
Ordinary Income/Expense	
Income	
Designated - Children Ministry	
VBS Donation	2,500.00
Total Designated - Children Ministry	2,500.00
Designated - Facility Fund	11,000.00
General Fund	
Co-Working	2,000.00
Monthly Support from STUMC	20,000.00
General Fund - Other	186,000.00
Total General Fund	208,000.00
Total Income	221,500.00
Expense	
GF- Administration	
Accounting Software	500.00
Annual Conference - Laypersons	600.00
Annual Conference - Pastor	600.00
Apportionments	7,868.00
Background Checks	200.00
Business License	35.00
Church Database (Breeze)	600.00
Emerging Ministries	2,000.00
Freelance Design	2,000.00
HMES Rental for Special Event	500.00
HMES Rental for Worship	20,800.00
Insurance Expense	1,600.00
Ministry Center Cleaning	600.00
Ministry Center Rental	34,073.40
Office Supplies	1,500.00
Trailer repairs/registration	500.00
Utilities	3,560.00
Zoom	230.00
Total GF- Administration	77,766.40
GF- Adult Discipleship	
Curriculum	200.00
Supplies	100.00
Total GF- Adult Discipleship	300.00
GF- Children Ministry	
Educational Resources	2,000.00
Space Rental for VBS	3,500.00
GF- Children Ministry - Other	3,000.00
Total GF- Children Ministry	8,500.00
GF- Comm/Outreach/Evangelism	
Facebook Ads	800.00
Other Advertising/Outreach	500.00
Outreach Events	1,000.00
Yard Signs	750.00
	750.00

## Haymarket Church Profit & Loss Budget Overview January through December 2021

	<u>TOTAL</u>
	<u>Jan - Dec 21</u>
Total GF- Comm/Outreach/Evangelism	3,050.00
GF- Pastor	
Benefits	14,245.00
Housing Allowance	30,000.00
Salary	<u>60,456.00</u>
Total GF- Pastor	104,701.00
GF- Staff	
Continuing Education	400.00
Nursery Staff	2,400.00
Payroll Taxes	5,000.00
Staff Salaries	<u>45,150.00</u>
Total GF- Staff	52,950.00
GF- Web Expenses	
Graphics/Photos	150.00
Other Web Expenses	300.00
Web Hosting	<u>225.00</u>
Total GF- Web Expenses	675.00
GF- Worship	
Guest Preachers	900.00
Hospitality	2,600.00
Planning Center	192.00
Worship Design	500.00
Worship Supplies	1,000.00
Worship Technology	
Livestream Production	1,000.00
Worship Technology - Other	<u>2,500.00</u>
Total Worship Technology	<u>3,500.00</u>
Total GF- Worship	8,692.00
GF- Youth Ministry	
Curriculum	500.00
Emerging Ministries	130.00
Events	250.00
Grow Numbers	120.00
Leader Meetings	250.00
Mission Trip	800.00
Mission Trip Trailer	250.00
Scholarships	500.00
Supplies	<u>700.00</u>
Total GF- Youth Ministry	<u>3,500.00</u>
Total Expense	<u>260,134.40</u>
Net Ordinary Income	-38,634.40
Net Income	<u>-38,634.40</u>
<b>Other Considerations</b>	
Reserves - Spenddown	25,000.00
Launch Fund - Spenddown	<u>9,070.00</u>
Total	34,070.00
Net Income(with other considerations)	<u>-4,564.40</u>



**Charge Conference Clergy Compensation**

Clergy: Rev. Abigail Elizabeth Foerster

Conference Relation: FE - Elder In Full Connection

Charge: Saint Thomas(Manassas)

Charge Conference: October 19, 2020

District: Alexandria

Report Created: October 06, 2020

		Totals
1. Effective Date	01-01-2021	
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)	\$79,275	
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)		\$79,275
9. Cash Housing Allowance (If parsonage not provided)	\$30,000	
10. Housing / Parsonage Exclusion	\$42,000	
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.		\$67,275
12.Base Compensation for Pensions Payment (Automatically Calculated)	\$79,275	
13.Housing Addition for Pension (Automatically Calculated)	\$30,000	
14.Compensation used for Pension Contribution Billing (Automatically Calculated)		\$109,275
Pensions Premium		
15a.CRSP (Automatically Calculated)	\$12,293	
15b.CPP (Automatically Calculated)	\$4,808	
15.Pension Premium Billing Church ID: 471097 (Automatically Calculated)		\$17,101

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

\_\_\_\_\_  
**Rev. Jeffrey P. Mickle**      **Date**

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

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



**Charge Conference Clergy Compensation**

Clergy: Rev. Arum Kim

Conference Relation: PE - Provisional Elder

Charge: Saint Thomas(Manassas)

Charge Conference: October 19, 2020

District: Alexandria

Report Created: October 07, 2020

		Totals
1. Effective Date	01-01-2021	
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)	\$40,600	
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)		\$40,600
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.		\$40,600
12. Base Compensation for Pensions Payment (Automatically Calculated)	\$40,600	
13. Housing Addition for Pension (Automatically Calculated)	\$30,000	
14. Compensation used for Pension Contribution Billing (Automatically Calculated)		\$70,600
Pensions Premium		
15a. CRSP (Automatically Calculated)	\$8,472	
15b. CPP (Automatically Calculated)	\$3,106	
15. Pension Premium Billing Church ID: 471097 (Automatically Calculated)		\$11,578

<b>Rev. Arum Kim      Date</b>	<b>Rev. Jeffrey P. Mickle      Date</b>
<b>SPR Chairperson      Date</b>	<b>Secretary of Charge      Date</b>



**Charge Conference Clergy Compensation**

Clergy: Rev. Brian William Johnson

Conference Relation: FE - Elder In Full Connection

Charge: Saint Thomas(Manassas)

Charge Conference: October 19, 2020

District: Alexandria

Report Created: October 08, 2020

		Totals
1. Effective Date	01-01-2021	
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)	\$56,856	
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	\$3,600	
7b. Travel Allowance	\$0	
7. Accountable Reimbursement Plan or Travel Allowance	\$3,600	
8. Appointment Workbook Compensation (Automatically Calculated)		\$60,456
9. Cash Housing Allowance (If parsonage not provided)	\$30,000	
10. Housing / Parsonage Exclusion	\$41,000	
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.		\$45,856
12. Base Compensation for Pensions Payment (Automatically Calculated)	\$56,856	
13. Housing Addition for Pension (Automatically Calculated)	\$30,000	
14. Compensation used for Pension Contribution Billing (Automatically Calculated)		\$86,856
Pensions Premium		
15a. CRSP (Automatically Calculated)	\$10,423	
15b. CPP (Automatically Calculated)	\$3,822	
15. Pension Premium Billing Church ID: 471097 (Automatically Calculated)		\$14,245

\_\_\_\_\_  
Rev. Brian William Johnson      Date

\_\_\_\_\_  
Rev. Jeffrey P. Mickle      Date

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

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



## Accountable Reimbursement

For the Calendar Year: 2021

Charge Conference: October 19, 2020

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 2021 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 October 19, 2020 by the Church Council [or Charge Conference] of Saint Thomas(Manassas) for the 2021 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: 2021

Charge Conference: October 19, 2020

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 2021 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 October 19, 2020 by the Church Council [or Charge Conference] of Saint Thomas(Manassas) for the 2021 calendar year.

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

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

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

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



## Accountable Reimbursement

For the Calendar Year: 2021

Charge Conference: October 19, 2020

Name of Clergy Person: Rev. Brian William Johnson

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 2021 shall be \$3,600.00 .

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 October 19, 2020 by the Church Council [or Charge Conference] of Saint Thomas(Manassas) for the 2021 calendar year.

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

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

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

\_\_\_\_\_  
(signature)  
Rev. Brian William Johnson



## Housing Exclusion

**Pastor: Rev. Abigail Elizabeth Foerster**

**Charge: Saint Thomas(Manassas)**

For the Calendar Year: 2021

Charge Conference: October 19, 2020

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 \$42,000.00 shall be designated as a parsonage/housing exclusion.

This Resolution was adopted by Saint Thomas(Manassas) of the Alexandria , at a Charge Conference in session on the October 19, 2020 day of 2020 Year.

Signature \_\_\_\_\_  
District Superintendent: Rev. Jeffrey P. Mickle

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: 2021

Charge Conference: October 19, 2020

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 Alexandria , at a Charge Conference in session on the October 19, 2020 day of 2020 Year.

Signature \_\_\_\_\_  
District Superintendent: Rev. Jeffrey P. Mickle

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. Brian William Johnson**

**Charge: Saint Thomas(Manassas)**

For the Calendar Year: 2021

Charge Conference: October 19, 2020

Name of Clergy Person: Rev. Brian William Johnson

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. Brian William Johnson appointed to Saint Thomas(Manassas) an amount of \$41,000.00 shall be designated as a parsonage/housing exclusion.

This Resolution was adopted by Saint Thomas(Manassas) of the Alexandria , at a Charge Conference in session on the October 19, 2020 day of 2020 Year.

Signature \_\_\_\_\_  
District Superintendent: Rev. Jeffrey P. Mickle

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.