

Leadership Board Meeting Minutes - April 15th 2025

Attendees: Dana Kauffman, Pastor Melissa (via Zoom), Leila Hamilton, Virginia Newman, Patricia O'Donnell, Peggy Owusu-Ansah, Sandy Ross, Joana Arthur.

Absent: Charles Dankwah, Matthew Dodd

1. Opening Prayer/ Spiritual Formation

Virginia led the spiritual opening in a message of hope in hard circumstances.

2. Review of Information reports - (Approved as a packet)

March 2025 LB minutes presented by Sandy Ross; Treasurer's end-of-month report presented by Sandy Ross. Sandy added a heads-up that **next month there will be a large Dominion energy bill** next month as Dominion failed to bill from June to November 2024. No other questions on treasurer's report.

Motioned by Patricia; seconded by Peggy. Motion passed unanimously

3. Pastor's report

Pastor Melissa presented the pastor's report, highlighting the following:

A. Church activity:

Workshop on sustained trauma coming up on April 27th

3 new members welcomed on March, 1 baptism, 1 wedding (the first in 9 years!)

Grant update: Infrastructure grant was denied. The letter to the Pastor indicated that we could inquire for suggestions on how to improve for future rounds of consideration. Dana will continue the conversation to hopefully get more information on how we can align to future grants.

Office will be closure on Easter Monday, and Pastor Melissa will be off from Monday to Thursday as well.

Worship numbers for in-person attendance remained steady from February, though the March 2024 numbers were higher, with the caveat that March 2024 contained Easter and Palm Sunday. Virtual attendance continues to increase.

B. Worship service notes:

The upcoming worship series will be "Overcoming obstacles to peace". May 25th will be joint service at the park with Kingstowne Communion, with a Neighborkind Collective community component. It will be more of a hymn-sing style, since we will not have sound projection availability. Graduation recognition Sunday and Pentecost are also coming up.

Music ministry performed the cantata for Palm Sunday. Harp performer will be in attendance for some holy week services.

The bible studies group are transitioning into new study series.

Youth are gearing up for confirmation and will have a Last Souper fundraiser for Good Friday.

Children's ministry is also busy, and includes prep for vacation bible school.

C. Being Christ in the World:

Lenten offering is going well, and final reports on the total will be in next month's report. Kingstowne Communion will address the fund in their Easter offering.

The donation to ALX child will be \$375 from the collection during service, and the collection of socks and underwear was the largest they had received.

The financial collections team is looking into Venmo and GooglePay to add those as options for people to use for offerings. They also ran into a problem with the pastor's discretionary fund where a check was re-issued and a fee was charged.

Policy update: The team recognizes that there will be more challenges with mail getting through, so we should wait a full 60 days before re-issuing checks. Requested leadership board approval for this policy. Approval granted.

D. Admin

We now have a Neighborkind part of our website that is up and connected to www.neighborkindcollective.org. AGC registration continues to go well.

4. Closed Session

Action item taken from closed session:

Agreed on a job description for the child ministry position that included a mention of ability to manage organization of large events and also considerations about the music portion of the position. Leadership board approved a salary range for the position by consensus.

SPRRC will complete the pastor evaluation final draft for presentation to the board in the May meeting.

5. Team Review - SPRRC

Patricia O'Donnell presented the following topics:

A. Annual Clergy Housing Allowance assessment

Our annual housing allowance form is due June 1st. The Methodist Church charged all churches to make sure that pastors were receiving housing allowance appropriate for the area. The form (Housing Allowance Worksheets, available on the google drive). We have moved to assess annually, and prices have gone up, and we need to compare what the pastor is currently receiving. SPRRC will discuss more details and bring the result to the finance committee and the board.

B. FUMC Staff Handbook Update

The staff handbook is ready for final approval. Motion by Virginia, seconded by Joana. Unanimously approved.

C. Staff Appreciation - May 18th

No change; everything's moving forward.

6. Update on Draft BMT Policies

Dana Kauffman presented updates. The base document is completed. Dan is adding additional detail, primarily items that will be loaded to the shared drive for better knowledge conservation. Dan and Dana are designing consistent file structure/content for the shared drive. The plan is to then present to Jess and Charles and Matt for review.

7. Mission Engagement/ Strategic Planning

Dana led discussion on a leadership board mission in the community for team building. Ideas include:

Leveraging our existing partnership with Franconia Elementary, to ask if they have any requests, Assisting caregivers for seniors providing an opportunity to discuss county-provided services. The board could promote, host, cleanup and follow-up after an event to showcase this to the congregation and beyond.

Also discussed an in-church cleanup or organization opportunity. LB to coordinate re-painting the Stage Room with Linda. Pastor will confer with Linda and report back to the LB.

8. Action Item Updates

A. Annual Staff appraisals - Pastor Melissa

Evaluations for nursery care workers have been completed, other evaluations are scheduled and expected to be completed by May.

B. Grant Status Updates - Pastor Melissa

Dana to reach out again to the district office to get a clearer idea on why the grant was declined.

C. Scheduling of Goal Planning meeting, possible retreat - Dana Kauffman, Melissa Pastor

The retreat was initially planned for May 3rd to discuss the plans for next year. Reviewing the monthly rhythm showed July and October have wiggle room in the schedule where the retreat. October may be too late, since goals are needed for the Charge Conference in October. Goals need to be in place to take into account any monetary adjustments, to provide a longer run-up. July would be the latest we could have it. **Target** is July 26th or August 2nd.

9. Communications

May 15th has a conflict for both Pastor and finance committee presentation. The meeting can move to Tuesday the 13th of May for the leadership board meeting or Thursday the 22nd. Thursday the 22nd is the preferred, but needs to be confirmed with the finance representative.

10. Closing

The meeting closed with a group reading of the breakthrough prayer