

TRINITY UNITED METHODIST CHURCH

Charge Conference 2023

Chestnut Memorial UMC

November 5, 2023



201 Cedar Street
Smithfield, VA 23430
757-357-3659

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Minutes of the Charge/Church Conference

Clergy: Rev. Dan Chinho Kim Host Church: _____
 Location: Trinity(Isle of Wight) _____
 Date: 11/5/2023 Presiding: _____
 District: Mission Rivers _____
 Superintendent: Rev. Charles F. Ledlum-Bates Secretary: _____

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

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

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

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

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

Signatures

Rev. Dan Chinho Kim Date

Secretary of Charge Conference Date

Rev. Charles F. Ledlum-Bates Date

____ United Methodist Church
Charge Conference Attendance

____, 2023

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2023

Mission Rivers District

2023 Charge Conference Voting Summary Sheet for Calendar Year 2024

Church/Charge: Trinity UMC (Isle of Wight)

(be specific with church name please)

Pastor: Rev. Dan Kim

Secretary Elected: District Administrative Assistant Lynn Manley

Date of Charge Conference: 11/5/23 at Chestnut Memorial UMC

Pastor Compensation:

Pastor Base Salary (not including Accountable Reimbursement)	<u>\$72,500</u>	Plus
Pastor Accountable Reimbursement (<i>reimbursed by voucher</i>)	<u>\$4,000</u>	Equals
Pastor Total Salary	<u>\$76,500</u>	
Cash Housing Allowance (if applicable)	<u> </u>	
Pastor Housing/Parsonage Exclusion	<u>\$8,000</u>	

Note that the Housing/Parsonage Exclusion figure is not additional salary, but is a Federal tax amount chosen by the pastor and designated for deduction based on appropriate documentation

2024 Lay Member(s) to Annual Conference:

Tom Conley

2024 Reserve Lay Member(s) to Annual Conference:

List of **Basic** Lay Servants to Be Approved (People who have taken the Basic Course only) They do **NOT** complete an online report:

Linda Hollis

List of **Certified** Lay Servants to Be Approved (Lay Servants who have taken Basic Course PLUS an Advanced Course) They do need to complete the online Lay Servant report:

Lynn Cupp, Deborah Spruill, Tom Conley

List of **Certified Lay Speakers** to Be Approved (Certified Lay Servants who have completed the specific track of study defined in the BOD 267.3) They do need to complete the online Lay Servant report:

List of **Certified Lay Ministers** to Be Approved (Certified Lay Servants who have completed the specific track of study defined in the BOD 268 and have been approved by DCOM and the DS) **They do need to complete the online Lay Minister report:**

Candidates for Continuation/Candidates for Ministry (List Here):

Names Read for Removal First Time (List Here):

Names Read for Removal Second Time (List Here):

Retired Pastors whose Charge Conference Membership is with your church:

Rev. Joseph Savinsky

Attach Copy of Lay Leadership Church Nominations List

Other Business (SAS Model Approval, etc.)

Add additional pages as needed

TUMC Servants for 2024

VISION: *To be a vibrant community that reflects the Kingdom of God through love and service to one another*

Mission: *We are a witness to Jesus Christ in the community by building authentic relationships and leading through impactful service*

Key:

~~Strikethrough~~ is for folks rolling out of their positions this year, or who have asked to step down.

Yellow is to draw attention to positions that need to be filled

Red is not a yet formalized committee/team.

X² is the year this person entered the committee

TRINITY WILL CULTIVATE DEEPER CONNECTIONS WITH THE COMMUNITY (OUTREACH)	
1.1. Leverage physical congregational spaces to form relationships and bless the community (i.e., FAC, parking lot, preschool) 1.2. Strengthen relationships with local government and agencies so that we are top of mind when they want to launch a community initiative 1.3. Deepen connections with local faith communities to foster greater unity that benefits the community	
Coordinator	Lane Hope
Christian Outreach Program	Lynn Cupp
Missions Coordinator	Stan Smeltzer
Disaster Response Coordinator	Carol Rhodes
Higher Education Coordinator	Erin Matzen
Smithfield Hands & Hearts	Kristin Wilda
Hospitality + Greeters +Nametags?	?
Guest Follow-up Team	Linda Hollis
Angel Quilters	Nancy Trudeau & Julia Hopkins
Military Ministry	Cecil Rhodes, Ginny Blackman, Lynn Cupp

TRINITY WILL EMPOWER AND EQUIP CONGREGATION TO SERVE (EQUIPPING)	
2.1. Activate spiritual and emotional health through a flexible and clear discipleship path 2.2. Empower persons to serve through spiritual gifts discernment and deployment approach to ministry 2.3. Reinforce Trinity's caring community by developing congregational systems of care	
Sunday School Superintendent	John Brannis
Confirmation Chair	Sarah Edwards (staff)
Vacation Bible School (VBS)	Kim Orrock (staff)
Bible Studies	Rev. Dan Kim (staff)

TRINITY WILL BUILD CONGREGATIONAL UNITY (UNITY)	
3.1. Develop and articulate authentic messaging across all communications 3.2. Create simple unifying congregational initiatives or events that align with strategic goals 3.3. Strengthen congregational relationships by shifting from a focus on attendance to a focus on engagement	
Homebound Ministry	Joyce Franklin (staff)
Bereavement	Lenie Dyment
Congregational Care	Lay Leaders (Tom C., Linda H., Debbie S., Lynn C.)
Stitched in Prayers	Linda Conley
M&M's (Senior adults)	Gail Hamilton
Family Programs	Debbie Spruill
Kitchen Team	Lenie Dyment

TRINITY WILL ADJUST INTERNAL SYSTEMS TO SUPPORT STRATEGIC GOALS (SYSTEMS)	
Administration	
Communications	Meredith Parks (Staff) Samantha Borders-Shoemaker (staff)
Lay Leaders	Tom Conley
Associate Lay Leader	Lynn Cupp (8:30) Debbie Spruill (9:30) Linda Hollis (11am)
Lay Servant Ministries	?
Membership Secretary	Samantha Borders-Shoemaker (Staff)

WORSHIP TEAM (UNITY)	
<i>Worship</i>	
Chair	Ann Fisher
Music Director	Sara Vogeler (Staff)
Chancel Guild	Tom Conley
Ushers	Rob Johnson
Acolytes & Bell Ringers	Shelley Canada
Children's Choir	Kelly Smith
Rivers Of Life	Lisa Munford
Banners	JoAnn Hall
Prayer Ministry	Debbie Spruill
Liturgists	Linda Hollis
Wedding Coordinator	John and Eva Marshall
Audio/Visual	Jeff Orrock

Finance ¶258.4	
Chair (3-year term (idea))	Craig Burton ²⁴
Vice-Chair (1 year term on 3rd year)	Open
Treasurer	Craig Stallings (Contract)
District Steward Rep	Lynn Cupp
Stewardship	Rick Hope
Church Council Chair	Bob Fry ²⁴
SPRC chair or rep	Lisa Munford
Trustees chair or rep	Tim Fisher
Financial Secretary	Samantha Borders-Shoemaker
Pastor	Dan Kim
Audit Committee	Craig Stallings (Treasurer), Finance Chair, Lisa Worrell

Lay Leadership and Nominations	
Chair	Pastor
Class of 2024 (1)	Julie Hopkins
Class of 2025 (1)	Linda Conley
Class of 2026 (2)	Howard Canada, Nancy Griffin
<i>ex officio:</i> Vice Chair of Church Council, Coordinator for Outreach, Coordinator for Equipping, Coordinator for Unity, Vice Chair of Finance, Lay Leader (Tom C.)	

Staff-Parish Relations ¶258.2	
Chair	Lisa Munford ²¹
Class of 2024 (2)	Lisa Munford, Karen waters, Richard Hollis
Class of 2025 (2)	Doug Hurst, Linda Brown
Class of 2026 (2)	Rhonda Fahringer, Jeff Davis
<i>ex officio:</i> Pastor, Lay Leader, Lay Member to AC	

Board of Trustees ¶¶ 258.3, 2524-2550 (3-year term)(3 per class year starting 2026)		
Chair	Tim Fisher	Elected by trustees annually in January
Class of 2024 (2)	Eva Marshall, Phil True	
Class of 2025 (2)	Stan Smeltzer, Amy Hurst, Linda Conley	
Class of 2026 (3)	Cecil Rhodes, Jim Piatak, Tim Fisher	
Ex Officio: Larry Evans (Sexton)		
Academy and Parsonage		
Academy	Larry Evans	
Parsonage (3)	Linda Conley, Phil True, Rep. of SPRC (Linda B.)	

YAC (Youth Advisory Council) (Nominated by Youth Director)		
Director of Youth Ministries	Sarah Edwards	Staff
Youth Members (2)	selected by Youth Leader	
Class of 2024 (2)	Jeff Orrock, Eva Marshall, Phil True	
Class of 2025 (2)	Melissa Nash, Amanda Cox	
Class of 2026 (2)	Shannon Spain, ?	
ex officio: Pastor,		

Children’s Ministry Council (Work in Progress) (Nominated by Children Director)		
Director of Children’s Ministry	Kim Orrock	Staff
Nursery	Judy McNure, Lisa Hall	Staff
Children’s Ministry Rep on Council	selected by Kim	
Class of 2023 (2)		
Class of 2024 (2)		
Class of 2025 (2)		
Class of 2026 (2)		
ex officio: Pastor,		

Visitation Team (Work in Progress) (Nominated by Minister of Visitation)		
Minister of Visitation	Joyce Franklin	Staff
ex officio: Pastor,		

Preschool Board of Directors (8 Members) (every odd year elect 1 member²⁴)	
Chair	<i>Erin Matzen</i>
Treasurer	Carolyn Hyman
Director of Preschool	Meredith Parks
Parent Rep (1)	Amanda Paga
Class of 2024 (2)	Lauren Babb, Brenda Hildreth
Class of 2025 (2)	Erin Matzen, Mary Ann Fry
Class of 2026 (2)	Terry Garner, Beth Edwards
Ex Officio: Pastor or Representative (Lay Leader).	

(2) The Board of Directors consists of (8) members, as follows:

a) Five (5) church member representatives (3 year term). These representatives may not be employed by the Preschool. They may be preschool parents.*

b) At least one (1) parent representative (as long as their child is a current preschool student at TUMC). Attendance is expected at meetings.

c) Director of the Preschool (Non-voting as per Covenant of Understanding).

*d) Minister or Ex-officio (*may be re-elected with no term limits.)*

(3) Vacancies for parent representatives and church member representatives will be filled by the Nominating Committee with input from the Preschool Board of Directors.

CHURCH COUNCIL (§252)		
Council Chair (3 yr term)	Bob Fry ²⁴	§251.3 <i>ex officio</i> – all committees (except SPRC)
Vice Chair (1 yr term)	?	Lay leadership
Lay Leader (annual)	Tom Conley	§251.1 <i>ex officio</i> – finance, lay leadership/Nom, SPRC
Secretary (annual)	Carolyn Hyman	§247.4
SPRC Chair or rep	Lisa Munford	<i>ex officio</i>
Finance Chair or rep	Craig Burton ²⁴	<i>ex officio</i>
Trustees Chair or rep	Tim Fisher ²³	<i>ex officio</i>
Stewardship	Rick Hope	<i>ex officio</i>
Treasurer	Craig Stallings	<i>ex officio</i>
Lay Member to AC (3 yr term)	Tom Conley	§251.2 <i>ex officio</i> – finance, SPRC
UMW President or rep	<i>selected by UMW</i>	<i>ex officio</i>
UMM President or rep	<i>selected by UMM (Craig Burton)</i>	<i>ex officio</i>
Youth Representative	<i>selected by youth leader/YAC (Sarah Edwards)</i>	<i>ex officio</i>
Trinity Preschool Board	<i>selected by Preschool Board</i>	<i>Erin Matzen (Chair)</i>
Pastor	Dan Kim	§246 <i>ex officio</i> – all committees (no vote on Trustees [§2524])
Worship	Ann Fisher	<i>ex officio</i>
Goal 1/Outreach	Lane Hope	<i>ex officio</i>
Goal 2/Equipping	John Brannis	<i>ex officio</i>
Goal 3/ Unity	Ann Fisher	<i>ex officio</i>
Goal 4/Systems	(Vice Chair of Council?)	<i>ex officio</i>

NOTE: All members listed above **do have** voice and vote. *Ex officio* positions **do have** voice and vote, unless otherwise noted.

Staff of TUMC:

Meredith Parks: Director of Communications/Preschool
Kim Orrock: Childrens Director
Sara Vogeler: Music Director
Sarah Edwards: Youth Director
Samantha Borders-Shoemaker: Admin Assistant and Financial Secretary
Joyce Franklin: Minister of Visitation
Pastor: Rev. Dan Kim

11/27/2023



Clergy Compensation Report

Clergy:	Rev. Dan Chinhyo Kim	Clergy Status:	FE - Elder In Full Connection
Location:	Trinity(Isle of Wight)	Service Time:	100%
District:	Mission Rivers	Date:	11/5/2023

Effective Date	1/1/2024
Reside in the Parsonage	Yes
Annual Base Salary Paid by Church (not including Accountable Reimbursement or Travel Allowance)	\$72,500.00
Equitable Compensation or Other Salary Supplement	\$0.00
Other Cash Allowances (other than Housing or Heat)	\$0.00
Accountable Reimbursement Plan	
Accountable Reimbursement	\$4,000.00
Travel Allowance	\$0.00
Total Accountable Reimbursement Plan/Travel Allowance	\$4,000.00
Appointment Workbook Compensation	\$76,500.00
Cash Housing Allowance (if parsonage not provided)	\$0.00
Housing/Parsonage Exclusion	\$8,000.00
W-2 Income to Be Reported in Box 1*	\$64,500.00
<i>*Does not reflect pre-tax deductions such as Personal Investment Plan (PIP) Contributions, Personal Contribution to Conference Health Plan, and Premium on Life insurance over \$50,000</i>	
Base Compensation for Pensions Payment	\$72,500.00
Housing Addition for Pension	\$18,125.00
Compensation used for Pension Contribution Billing	\$90,625.00
Pensions Premium	
Clergy Retirement Security Program (CRSP)	\$10,875.00
Clergy Protection Program (CPP)	\$3,987.50
Total Pension Premium	\$14,862.50

Charge Conference Signatures

_____ Rev. Dan Chinhyo Kim	_____ Date	_____ SPR Chairperson	_____ Date
_____ Secretary of Charge Conference	_____ Date	_____ District Superintendent	_____ Date

Accountable Reimbursement

Calendar Year: 2024

Charge Conference Date: 11/5/2023

Clergy: Rev. Dan Chinho Kim

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

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

Accountable Reimbursement (cont.)

Adopted on 11/5/2023 by the Church Council [or Charge Conference] of Trinity(Isle of Wight) for the 2024 calendar year.

Rev. Dan Chinhyo Kim Date

SPR Chairperson Date

Secretary of Charge Conference Date

Church/Charge Treasurer Date

Housing Exclusion

Location: Trinity(Isle of Wight)
Calendar Year: 2024
Charge Conference Date: 11/5/2023
Clergy: Rev. Dan Chinhyo 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. Dan Chinhyo Kim appointed to Trinity(Isle of Wight) an amount of \$8,000.00 shall be designated as a parsonage/housing exclusion.

This Resolution was adopted by Trinity(Isle of Wight) of the Mission Rivers district, at a Charge Conference in session on 11/5/2023.

Secretary of Charge Conference

Date

District Superintendent

Date

Copies:
Pastor
Church Office
Charge Conference Secretary
District Superintendent

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

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

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

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



Finance Committee Report

Church: Trinity UMC (Isle of Wight) 479663

Charge: Trinity(Isle of Wight)

District: Mission Rivers

Annual Conference: Virginia Conference of the United Methodist Church

Period Beginning 9/23/2014 (Date of Prior Charge Conference) and Period Ending: 11/5/2023 (Date of Current Charge Conference)

Organization

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

Chair: **Ed Barnes (2023)**

Treasurer: **Craig Stallings (2020)**

Vice-Chair:

Financial Secretary:

Budget and Commitment Plan

2.a. Has the committee submitted to the Church Council, or its equivalent, a complete budget for the ensuing year? **No**

If not, why not?

We should have a completed budget by the date of the Charge Conference.

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? **No, we do not send reports**

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

If not, why not?

The church has not been sending out statements to people with their actual giving and their pledges, but will resume doing so.

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

We hope our current attendance follows the positive trends we've seen lately. Our new Pastor Dan Kim has provided new energy within the congregation and we hope to continue to attract new and returning members.

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)?

TowneBank, Smithfield, VA

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



Finance Committee Report

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

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

b. Have these policies been reviewed by the committee and found to be adequate and effective (§248.4c)? **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**

13. Are financial officers of the church bonded §(258.4b)? **No**

If not, why not?

The treasurer is a CPA and runs his own local accounting firm. He has insurance to cover his accounting business

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

If not, why not?

Audit for the previous year has not been completed, but will be accomplished shortly and prior to Charge Conference.

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

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

Signed: _____

Printed Name: _____

Date: _____

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



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 Church Conference. Guidelines for handling of an accountability of funds can be found in the 2018 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>.

THIS REPORT IS TO BE COMPLETED AFTER THE END OF THE YEAR

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

Trinity United Methodist Church Church
York River District
For the period beginning Saturday, January 1, 2022 and ending December 31, Charge
Annual Conference
2022

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 disburse- ments for Period (-)	*(d) Transfers + (-)	(e) Balance End Of Period
General Fund	\$ 97,265.54	\$ 600,779.13	\$ (627,043.42)	\$ -	\$ 71,001.25
Building Fund	\$ 91,526.07	\$ 10,011.09	\$ -	\$ -	\$ 101,537.16
Resource Management Account	\$ 424,544.57	\$ -	\$ (45,131.43)	\$ -	\$ 379,413.14
Other Organizations or Funds (enter name):					
Name:					\$0
Name:					\$0
Name:					\$0
Name:					\$0
Name:					\$0
Name:					\$0
Name:					\$0
Name:					\$0
Name:					\$0
Name:					\$0
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Name:					\$0
Name:					\$0
Total amount of cash in all treasuries of the church	\$ 613,336.18	\$ 610,790.22	\$ (672,174.85)	\$ -	\$ 551,951.55

Trinity United Methodist Church

Profit & Loss Budget vs. Actual

January through September 2023

	Jan - Sep 23	2023 Budget	2024 Proposed Budget
Ordinary Income/Expense			
Income			
BUILDING USE FEES	170.00		
MISCELLANEOUS INCOME			
Employee Retention Credit	62,904.75		
Flowers	760.00		
UMCOR	4,071.00		
Upper Room	44.10		
Yard Sale	125.00		
Youth	306.00		
MISCELLANEOUS INCOME - Other	50.00		
Total MISCELLANEOUS INCOME	68,260.85		
MISSIONS			
Christian Outreach	1,919.45		
Hands & Hearts	115.00		
Heart Havens	1,782.76		
Trinity Missions	376.00		
Youth Missions	185.00		
Total MISSIONS	4,378.21		
Non-Pledging Identified	4,402.00	10,000.00	7,000.00
REGULAR PLEDGES	295,835.29	425,000.00	425,000.00
SPECIAL OFFERINGS			
Angel Quilters	535.00		
Communion Rail	694.00		
Music	300.00		
Prayer Shawl Ministry	30.00		
Total SPECIAL OFFERINGS	1,559.00		
SUNDAY SCHOOL	1,216.86		
Transfer from Investments	0.00	55,000.00	80,000.00
UNIDENTIFIED CONTRIBUTORS	8,927.80	6,000.00	12,000.00
WEDNESDAY NIGHT MEALS	290.00		
Total Income	385,040.01	496,000.00	524,000.00
Gross Profit	385,040.01	496,000.00	524,000.00
Expense			
ADMINISTRATION			
Background Checks	0.00	250.00	250.00
Conference Delegate Expense	1,503.80		250.00
Copier	4,176.30	6,000.00	5,800.00
Credit Card Processing fees	3,201.58	3,000.00	3,000.00
Custodial Services	12,175.00	15,000.00	16,000.00
Custodial Supplies	0.00	1,000.00	
Minister's Continuing Education	0.00	2,500.00	2,000.00
Office Supplies	10,141.12	10,000.00	15,500.00
Pulpit Supply/Substitutes	0.00	500.00	500.00
Staff Continuing Education	0.00	500.00	500.00
Staff Gifts	0.00	150.00	150.00
Transition	-2,505.45		
Water Cooler	0.00	100.00	100.00
Total ADMINISTRATION	28,692.35	39,000.00	44,050.00
APPORTIONMENTS			
Conference	43,488.00	65,100.00	63,864.00
Conference special offerings	1,000.00	1,000.00	0.00
District	2,448.00	3,672.00	4,224.00

Trinity United Methodist Church
Profit & Loss Budget vs. Actual
January through September 2023

	<u>Jan - Sep 23</u>	<u>2023 Budget</u>	<u>2024 Proposed Budget</u>
Total APPORTIONMENTS	46,936.00	69,772.00	68,088.00
CAPITAL FUND EXPENSE	34,605.50		
CHURCH BUS			
Insurance Church Bus	0.00	500.00	350.00
Maintenance Church Bus	0.00	1,000.00	6,500.00
Total CHURCH BUS	0.00	1,500.00	6,500.00
COMMUNICATIONS			
Technology/Equipment	3,755.88		
Total COMMUNICATIONS	3,755.88		
EDUCATION			
Children's Ministry	1,905.38	8,000.00	8,000.00
Confirmation Class	0.00	500.00	500.00
Family Ministries	422.18		700.00
Garage Ministry	1,400.00		
Library Expense	0.00	100.00	
Scholarships	4,000.00	5,000.00	5,000.00
Sunday School	722.27		
Upper Room	412.14	400.00	600.00
Youth Ministry	3,557.70	4,000.00	4,000.00
Total EDUCATION	12,419.67	18,000.00	18,800.00
FELLOWSHIP			
Kitchen	372.76	400.00	400.00
Total FELLOWSHIP	372.76	400.00	400.00
HVAC			
HVAC Service Contract	525.00	3,000.00	3,000.00
Total HVAC	525.00	3,000.00	3,000.00
INSPECTIONS & MAINTENANCE			
Elevator Service/Inspection	3,324.40	3,100.00	3,500.00
Fire Alarm Service	5,297.28	4,000.00	6,000.00
Total INSPECTIONS & MAINTENANCE	8,621.68	7,100.00	9,500.00
INSURANCE			
Package Policy	10,324.40	18,000.00	18,000.00
Total INSURANCE	10,324.40	18,000.00	18,000.00
MAINTENANCE			
Capital Replacement	3,857.16		
Church Maintenance	13,632.34	13,000.00	15,000.00
Grounds - Seasonal	149.97	100.00	
Grounds Maintenance	4,502.90	5,000.00	6,000.00
Organ and Piano Maintenance	345.00	2,000.00	2,000.00
Parsonage Maintenance	4,403.73	2,500.00	2,500.00
Stormwater Fees	653.69	1,500.00	1,500.00
Total MAINTENANCE	27,544.79	24,100.00	27,000.00
NURTURE			
Adults Ministry & Small Groups	109.13	1,000.00	500.00
Bereavement	2,919.53	2,000.00	3,000.00
College Care Ministry			750.00
Homebound Ministry	0.00	600.00	
Parish Nurse	0.00	500.00	
Prayer Ministry/Campus Ministry	0.00	300.00	200.00

Trinity United Methodist Church
Profit & Loss Budget vs. Actual
January through September 2023

	Jan - Sep 23	2023 Budget	2024 Proposed Budget
Prayer Shawl Ministry	123.26		
Total NURTURE	3,151.92	4,400.00	4,450.00
OUTREACH			
Christian Outreach	197.00		
Communion Rail	621.00		
Community Assistance	690.00	2,000.00	1,000.00
Missionary Support	0.00	1,250.00	
Missions	46.82	500.00	
Total OUTREACH	1,554.82	3,750.00	1,000.00
PEST AND TERMITE			
Church Termite	1,593.00	2,000.00	2,000.00
Total PEST AND TERMITE	1,593.00	2,000.00	2,000.00
SALARIES			
Accounting	3,200.00		3,200.00
Current Pension	9,732.59	13,135.00	13,135.00
FICA	11,168.78	11,000.00	11,000.00
Pastor Salary	52,967.79	64,069.00	72,500.00
Reimbursable	425.00	6,000.00	4,000.00
Staff Salaries	145,110.43	171,018.00	208,764.76
Total SALARIES	222,604.59	265,222.00	312,599.76
UTILITIES			
Church Electricity	17,202.09	20,000.00	20,000.00
Church Gas	1,060.55	1,000.00	1,000.00
Church Phone-Duke	1,799.64	2,400.00	2,400.00
Church Water/Sewer	1,747.19	2,500.00	2,500.00
Garbage Collection	2,080.89	2,000.00	2,500.00
Parsonage Gas	167.65	500.00	
Parsonage Heating	900.00	1,200.00	1,500.00
Total UTILITIES	24,958.01	29,600.00	
WITNESS/MEMBERSHIP			
Advertising	3,051.36	1,500.00	1,500.00
IT Contract	1,007.46	1,350.00	1,350.00
Pastor Outreach	12,350.38	5,000.00	5,000.00
Technology/Equipment	1,832.71	3,000.00	6,000.00
Website Design & Maintenance	0.00	500.00	0.00
Total WITNESS/MEMBERSHIP	18,241.91	11,350.00	13,850.00
WORSHIP			
Acolytes/Bell Ringers			100.00
Advent Church Decorations			100.00
Banners	0.00	200.00	300.00
Chancel Guild	290.33	1,200.00	500.00
Copyright License	1,026.00	1,000.00	1,000.00
Music	1,424.23	3,000.00	3,500.00
Rivers of Life	0.00	500.00	650.00
Total WORSHIP	2,740.56	5,900.00	5,900.00
Total Expense	448,642.84	503,094.00	535,137.76
Net Ordinary Income	-63,602.83	-7,094.00	-11,137.76
Net Income	-63,602.83	-7,094.00	-11,137.76



Trustees Report

Church: Trinity UMC (Isle of Wight) 479663

Charge: Trinity(Isle of Wight)

District: Mission Rivers

Annual Conference: Virginia Conference of the United Methodist Church

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

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

Board of Trustees

Tim Fisher - Trustee Chair (2022)
Tim Fisher - Trustee Member (2022)
Eva Marshall - Trustee Member (2021)
Nancy Trudeau - Trustee Member (2021)
Nancy Trudeau - Trustee Secretary (2021)
Phil Truc - Trustee Member (2021)

1. b. The above listing of Trustees for the church is correct and complete at the time of the charge conference. **No**

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	Trinity UMC	X		
Church Buildings	The Academy	X		
Parsonages	S. Church St.	X		
Other				
Other				

b. Who is the custodian of deeds and other legal papers? **Church Office**

c. Where are they kept? **Church Office and Isle of Wight County Deeds and Recordings**

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? **Yes**

6. a. Insurance (§§ 2533.2, 2550.7)

Insurance Type	Replacement Value	Coverage Amount	Coverage Type	Insurance Company	Restricted by Yes/No	Co-Insurance Amount	Expiration Date
Church Building	7500000.00	9,330,500.00	Blanket	Church Mutual	No		
Parsonage	500000.00	443,300.00	Blanket	Church Mutual	No		
Church Furnishings and Equipment	1250000.00	1,400,000.00	BlanketBlanket	Church Mutual	No		
Parsonage Furnishings and Equipment	55000.00	67,000.00	Blanket	Church Mutual	No		
Vehicles	43000.00	2,000,000.00	Liability	Church Mutual	No		



Trustees Report

General Liability	5,000,000.00	Liability	Church Mutual	No		
Workers Compensation			Church Mutual	No		
Directors and Officers/Errors and Omissions/Crime	1,000,000.00	Liability	Church Mutual	No		
Professional Liability Coverage (including Sexual Misconduct)	1,000,000.00	Liability	Church Mutual	No		

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

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

d. Who performed the assessment? **Trustees and Property Manager**

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

f. Is the amount of insurance adequate? **Yes**

(to determine adequacy of coverage, please use the GCFA Insurance Worksheet found at www.gcfa.org)

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)

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

Item	Date Received	Amount	How Invested	Income	How Used
Scholarship Fund	6/1/2012	31,835.51	Franklin Templeton Funds	0.00	Student Scholarships

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)

To encourage and assist young people in furthering their education

Tim Fisher - Trustee Chair (2022) _____ Date: _____

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



Report of the Pastor/Staff Parish Relations Committee

Charge Conference Date: 11/5/2023

District: Mission Rivers

Charge: Trinity(Isle of Wight)

Annual Conference: Virginia Conference of the United Methodist Church

**Who are the recommended by the Staff/Parish Relations Committee as candidates for ordained ministry (¶¶247.8, 311.2b)?
Attach Declaration of Candidacy report.**

First Name	Last Name	Address	Email	Phone
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Who are the recommended by the Staff/Parish Relations Committee for continuation as candidates for ordained ministry (¶¶247.9, 312)?

First Name	Last Name	Address	Email	Phone
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Who are the recommended by the Staff/Parish Relations Committee as candidates for Church-Related vocations (¶247.10)?

First Name	Last Name	Address	Email	Phone	Vocation	Home Church
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Pastors Narrative

Pastor: Rev. Dan Chinho Kim

Charge: Trinity(Isle of Wight)

District: Mission Rivers

Annual Conference: Virginia Conference of the United Methodist Church

Charge Conference Date: 11/5/2023

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

Pastors Narrative Trinity UMC (Isle of Wight)

Rev. Dan Kim

October 17, 2023

Since being appointed as pastor of Trinity UMC, I have been a witness to the glory of God countless times. Just to name a few, the combined worship services during the month of July were filled with the Holy Spirit. The welcome and hospitality offered to me and my family has been nothing short of the welcome embodied in Hebrews 13:2 "Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it." I'm not saying that I'm an angel or anything (Esther is!) but this church truly knows how to show God's love and welcome to everyone! The parsonage was completely refreshed. The way in which the whole church came together to refresh the parsonage and help us move in exemplifies the body of Christ working together. Also, I can't forget the amazing Welcome Picnic. It was a beautiful day filled with so much encouragement, good food, and welcome towards us. Throughout my first few months here, we've been able to accomplish much in the way of ministry. I've visited dozens of homebound and hospice folks to introduce myself. This was especially meaningful because I was able to establish pastoral relationships that gave me the opportunity to preside at their funerals. I'm grateful to Joyce for guiding me through these visits and for continuing these visits in this very important ministry of visitation. Just to list a few other amazing things going on at Trinity:

- Vacation Bible School was both fun and educational for my kids
- we've hired an awesome Youth Director (Sarah Edwards),
- The Fall Festival was really fun for all ages and I was able to meet a few new families in the area
- We put on a Ministry Fair that showcased the many ministries of this church while attracting new folks to these areas
- We've hosted two LoveFeasts that have generated awareness and raised funds for The Paiges (Missionaries in Spain) and our Trinity UMC Preschool,
- and we've started weekly Bible Studies/Kingdom Kids.

I'm leaving out many glorious things that have happened here at Trinity UMC, but I say all of this to raise up the fact that Trinity is one of the most active, vibrant, ministry/mission-oriented churches I've ever seen. I'm grateful to be appointed as the pastor here and look forward to serving with the great people of Trinity UMC for many, many years to come.

It would be remiss of me if I didn't end on a note encouraging everyone to pray for our church, because there is much to pray about. Please continue to pray for our financial situation. These summer/fall months have incurred some large and unexpected expenses, namely broken Airconditioning Units and parsonage repairs. However, we know and trust that the Lord will provide for all those who seek to further the Kingdom of God. Please also continue to pray for our amazing staff. They pour out of themselves into this church in tireless and sacrificial ways. I am beyond grateful for the staff of Trinity UMC (and it's lay leadership) because they beautifully reflect our vision and mission statements: Vision Statement

To be a vibrant community that reflects the kingdom of God through love and service to one another.

Mission Statement

We are a witness to Jesus Christ in the community by building authentic relationships and leading through impactful service

Blessings

-Rev. Dan Kim



Pastors Statistics Report

Church: Trinity UMC (Isle of Wight) 479663

Charge: Trinity(Isle of Wight)

District: Mission Rivers

Annual Conference: Virginia Conference of the United Methodist Church

Charge Conference Date: 11/5/2023

Changes in Membership since last Charge Conference

Line 2a: Received this year on Profession of Faith through confirmation: **5**

Names and Dates: **Caroline Avery Cox, 5/21/2023**
Greyson Dane Davis, 5/21/2023
Emma Raye Dvorak, 5/21/2023
Mark Edward Elmore, 5/21/2023
Caitlyn Elizabeth King, 5/21/2023
Gavin Zachary Patterson, 5/21/2023
Noah Glory Zola, 5/21/2023

Line 2b: Received this year on Profession of Faith other than confirmation: **0**

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

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

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

Names and Dates: **Sandra Urbanyi, 11/16/22**
Karen Connell, 3/26/23
Lenie Dymont, 4/16
Scott Greene, 4/16
Edmund Barnette, 8/27

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

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

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

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

Line 3d: Transferred out to another United Methodist Church: **4**

Names and Dates: **George Greer, 11/10/22**
Heather Greer, 11/10/22
Regina Harris, 2/15/23
Sherre Maynard, 7/30/23

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

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

Names and Dates:



Pastors Statistics Report

James Goerger, 1/9/23
Ingrid King, 1/29/23
Shirley Williams, 3/10/23
James Stevens, 5/13/23
Richard Brown, 5/19/23
Alton Gwaltney, 7/16/23
John Stallings, 8/20/23
Florine Kirts, 8/20/23
P.D. Gwaltney, 8/24/23

Total persons baptized this year (all ages): **1**

Names and Dates: **William Malcom Betit, 6/4/23**

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

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

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

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

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

Completed By: *Dan Chinho Kim.*



Lay Servant Annual Report

Name: Tom Conley **Charge:** Trinity(Isle of Wight)
District: Mission Rivers **Annual Conference:** Virginia Conference of the United Methodist Church
Created: 10/30/2023 **Charge Conference:** 11/5/2023

Contact Information

Nickname		Home Phone	
Address	203 Red Oak Ct	Work Phone	
	Smithfield, VA 23430	Cell Phone	(757) 642-0038
		Email	pudpid@charter.net

Coursework

What year did you complete your last advanced course?

What was the title of the last advanced course you took?

How many courses have you taken since last Charge Conference?

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

Lay Speaker

I am pursuing qualification as a Certified Lay Speaker **Yes**

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

Certified Lay Servant: **Yes**
Course on Preaching: **No**
Course on UMC Polity: **No**
Course on Prayer: **Yes**
Course on Leading Worship: **Yes**
Course on Spiritual Gifts: **Yes**
Course on Methodist Heritage: **No**
Evaluation by District Committee on Lay Servant Ministries: **No**

Caring Ministries

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

Served as a volunteer in a care-giving institution: **No**
Provided one-on-one caring: **Yes**



Date
Page

10/30/2023 10:49 AM
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Lay Servant Annual Report

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

Leading Ministries

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



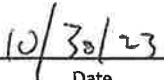
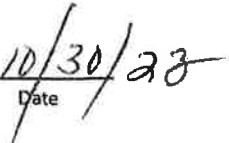
Served as a member of a committee, board, commission, council, task force, etc: **Yes**
As a volunteer at a community agency: **Yes**
At my local church: **Yes**
Beyond my local church: **No**
In my district: **No**
Conference: **Yes**
Jurisdiction: **No**
General Church Level: **No**
Other leading activities: **No**
Details:

Communicating Ministries

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

Brought message in worship services: **Yes**
Delivered devotional messages: **No**
Served as worship leader in services: **No**
Taught classes: **No**
Other speaking activities: **No**
Details:

Additional Opportunities for Ministry participated in by the Lay Servant

	
Pastor	Lay Servant
	
Date	Date



Lay Servant Annual Report

Name: Mrs. Linda Hollis
District: Mission Rivers
Created: 10/23/2023
Charge: Trinity(Isle of Wight)
Annual Conference: Virginia Conference of the United Methodist Church
Charge Conference: 11/5/2023

Contact Information

Nickname
Address 1613 West Rd
Suffolk, VA 23436-1026
Home Phone (757) 619-3053
Work Phone
Cell Phone
Email Lh1613@aol.com

Coursework

What year did you complete your last advanced course?

What was the title of the last advanced course you took?

How many courses have you taken since last Charge Conference?

Course Name **Instructor**

Lay Speaker

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

Caring Ministries

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

Served as a volunteer in a care-giving institution: **Yes**

Provided one-on-one caring: **No**

At a hospital, nursing home, or to a shut-in: **Yes**

In membership/evangelism visitation: **No**

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

Other caring activities: **No**

Details:

Leading Ministries

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



Lay Servant Annual Report

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

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

At my local church: **No**

Beyond my local church: **No**

In my district: **No**

Conference: **No**

Jurisdiction: **No**

General Church Level: **No**

Other leading activities: **No**

Details:

Communicating Ministries

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

Brought message in worship services: **No**

Delivered devotional messages: **No**

Served as worship leader in services: **No**

Taught classes: **Yes**

Other speaking activities: **Yes**

Details:

Served as liturgist and Sunday School teacher.

Additional Opportunities for Ministry participated in by the Lay Servant

Pastor

Date

Lay Servant

Date



Lay Servant Annual Report

Name: Deborah Spruill **Charge:** Trinity(Isle of Wight)
District: Mission Rivers **Annual Conference:** Virginia Conference of the United Methodist Church
Created: 10/23/2023 **Charge Conference:** 11/5/2023

Contact Information

Nickname _____ Home Phone _____
Address **6 Widgeon Court** Work Phone _____
Smithfield, VA 23430 Cell Phone _____
Email **e_dqid@yahoo.com**

Coursework

What year did you complete your last advanced course?

What was the title of the last advanced course you took? **Pastoral Care**

How many courses have you taken since last Charge Conference?

Course Name _____ Instructor _____

Leading Prayer

Lay Speaker

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

Caring Ministries

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

Served as a volunteer in a care-giving institution: **No**

Provided one-on-one caring: **No**

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

In membership/evangelism visitation: **No**

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

Other caring activities: **No**

Details:

Leading Ministries

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



Lay Servant Annual Report

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

As a volunteer at a community agency: **No**

At my local church: **No**

Beyond my local church: **No**

In my district: **No**

Conference: **No**

Jurisdiction: **No**

General Church Level: **No**

Other leading activities: **Yes**

Details:

Directing Prayer Ministries

Communicating Ministries

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

Brought message in worship services: **No**

Delivered devotional messages: **Yes**

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

Taught classes: **No**

Other speaking activities: **No**

Details:

Additional Opportunities for Ministry participated in by the Lay Servant

Lead Family Ministries, Meal Ministry to Local High School Football Team.

Pastor

Date

Lay Servant

Date



Lay Servant Annual Report

Name: Lynn Cupp
District: Mission Rivers
Created: 10/30/2023
Charge: Trinity(Isle of Wight)
Annual Conference: Virginia Conference of the United Methodist Church
Charge Conference: 11/5/2023

Contact Information

Nickname
Address 424 Huntington Way
Smithfield, VA 23430
Home Phone
Work Phone
Cell Phone
Email lordcupcake@gmail.com

Coursework

What year did you complete your last advanced course?

What was the title of the last advanced course you took? **Public Prayer**

How many courses have you taken since last Charge Conference?

Course Name Instructor

Leading Prayer

Discover Your Spiritual Gifts

United Methodist Heritage

United Methodist Polity

Lay Speaker

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

Caring Ministries

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

Served as a volunteer in a care-giving institution: **No**

Provided one-on-one caring: **Yes**

At a hospital, nursing home, or to a shut-in: **Yes**

In membership/evangelism visitation: **Yes**

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

Other caring activities: **Yes**

Details:



Lay Servant Annual Report

Picked up food twice a week donated by Food Lion and Kroger for Christian Outreach Program, as well as purchased food weekly from LIDL for the program.

Leading Ministries

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

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

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

At my local church: **No**

Beyond my local church: **Yes**

In my district: **No**

Conference: **No**

Jurisdiction: **No**

General Church Level: **No**

Other leading activities: **No**

Details:

Communicating Ministries

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

Brought message in worship services: **No**

Delivered devotional messages: **No**

Served as worship leader in services: **No**

Taught classes: **No**

Other speaking activities: **Yes**

Details:

Served as liturgist at our 8:30 worship service once or twice a month.

Additional Opportunities for Ministry participated in by the Lay Servant

As a COP volunteer, I have shared my story with several of our patrons hoe God changed my life.

Pastor

Date

Lay Servant

Date

Trinity United Methodist Church

Communications

Meredith Parks, Director

Through the development of the strategic plan, Trinity United Methodist Church saw the need for a Communications Director. Meredith Parks was selected for the position and began on September 1, 2021. The goal is to help us to live out our vision and mission as a church.

VISION: To be a vibrant community that reflects the kingdom of God through love and service to one another. MISSION: We are a witness to Jesus Christ in the community by building authentic relationships and leading through impactful service.

Communication has been improved greatly over the past year. We have implemented a number of ways to communicate with all members of our multi-generational church.

- Text messages about Worship Services and upcoming events are sent twice a week.
- TMAIL is used for weekly, detailed announcements.
- TMAIL is also printed and mailed to our shut-ins and copies are provided at worship services.
- Sign-Up Genius is used to encourage online sign-ups for events along with hard copies placed in our Narthex and Family Activity Center.
- Facebook events and announcements are used to promote and remind congregants of upcoming events and worship.
- Event cards and inserts have been added to our bulletin to advertise special events and Bible Studies.
- Updated directories were created and received them in July. All congregants can contact each other with ease.
- Our church website is under construction with updates for small groups and ministry teams.
- We are using our website homepage to advertise upcoming events and sign-ups.
- Our Community Yard Sale was advertised in the newspaper and on the local community website.
- Created signs, flyers, and pamphlets for the Ministry Fair.

All of these items are helping us to meet goals 3 and 4:

3. Build congregational unity.
4. Adjust internal system to support strategic needs.

Family Ministries

Family Ministries works to meet two strategic goals: Cultivating deeper connections with the community and Development of congregational unity. Since the last Charge Conference, we have provided multiple opportunities for members and families to participate in activities. Some of these have been Bingo for Adults, Kid's Bingo, Ladies' Luncheon, Men's Cookout and Cornhole Tournament, and Parents Night Out. Our programs are open to all members and those in our community.

Sincerely Submitted,

Debbie Spruill, Committee Chair

Lay Leader Charge Conference 2023

Tom Conley, Lay Leader

This year, 2023, has been a year of growth for me as Lay Leader. In January, I attended the launch of the new Mission Rivers District at Williamsburg UMC, presided by the Reverend Doctor Charles Ledlum-Bates, District Superintendent. While there, I participated in three workshops: Creating Safe Sanctuaries; Local Church Workshop on Finance and Fraud Detection; and Expectations of Pastoral Leadership. In February, I attended the Lay Servant Academy in Mechanicsville UMC. The course, Pastoral and Lay Servant Care, was presented by Reverend John Conway. Also, in February, our pastor at that time, Reverend Daniel Elmore, decided to leave the ministry and pursue a career in education. At our February SPRC meeting, the committee was able to meet via zoom our new pastor, Reverend Dan J. Kim, his wife Esther, and their two children, Micah and Minhee.

In May, with the disaffiliation process in the United Methodist Church moving forward, I participated in a called Annual Conference zoom meeting, where 64 UMC churches were being considered for disaffiliation. The vote was unanimous for those churches to disaffiliate. In June, Trinity UMC, by secret ballot of the SPRC, after having heard three congregants in favor to disaffiliate, and three congregants to stay the course were heard, voted to stay the course.

From June 15-17, 2023, I attended the 241st session of the Virginia Annual Conference in Roanoke, VA. June 18, 2023 was the last service that our pastor, Dan Elmore, preached. I preached the sermon the following Sunday, June 25th, as I have done several times during the year. July 2nd, Trinity UMC welcomed its new pastor, Dan Kim. In August, I attended an SPRC training workshop at Grace UMC in Newport News, facilitated by the Reverend Clarence Brown.

During the summer months and into the fall, I have visited, along with Dan Kim, many of our homebound congregants, as well as attending three Celebrations of Life. In October, I will be participating in a called Annual Conference via zoom for the last round of churches wishing to disaffiliate. I look forward to the remainder of the year working closely with Dan to make Trinity UMC a great church to worship.

Prayer Ministries

Prayer Ministries works to accomplish the strategic goal of building congregational unity by providing assorted opportunities to gather together in prayer. Since our last Charge Conference, we have provided Prayer Walks twice each year. The first is to begin the Advent Season and the second is to prepare the congregation for Holy Week services.

Introducing and involving our young children in prayer is done through gathering for prayer prior to the beginning of the contemporary service and through speaking to our Trinity Preschool children about prayer.

Through our weekly Prayer Mail, we provide members of the congregation of opportunities to pray for the needs of our members as well as providing encouragement through the "From the Prayer Corner" message weekly.

We now have an established Prayer Team who meet bi-weekly to review and pray over our many prayer requests.

We have led the congregation on prayers for the National and World Days of Prayer as well as First Responders, police, fire, and rescue.

Our plan in the coming year is to bring a greater spotlight on prayer for our church, community, missions, and those who serve to protect us.

Sincerely submitted,

Debbie Spruill, Director of Prayer Ministry.

Trinity United Methodist Church Preschool

Meredith Parks, Director

Trinity United Methodist Church Preschool continues to thrive under the direction of Meredith Parks. The preschool now hosts 4 classrooms, 4 teachers, 5 aides, and 40 registered students. Our mission has shifted to align with the Trinity United Methodist Church Mission. “We are a witness to Jesus Christ in the community by building authentic relationships and leading through impactful service.” Our goal as a preschool this year continues to align with Goal 1 for Trinity United Methodist Church, to “Cultivate deeper connections with the community.” In addition to this goal, we are also working to become a more integral part of the Trinity United Methodist Church Ministry. Partnering with the community, our congregation, and church staff, we have accomplished the following:

- Preschool hosted Love Feast to raise money to install new playground equipment.
- We used funds raised and funds saved to install the new playground equipment and donate it to Trinity UMC.
- Students created handmade gifts monthly for our church shut-ins.
- Students sang at the Christmas Tree Lighting with the TUMC Children’s choir.
- We visited the local dentist for a field trip.
- We visited local farms (strawberry and pumpkin).
- We participated in the local library story walks, both on and off campus.
- We took nature walks through Windsor Castle Park speaking with community members along the way.
- Students performed in the Christmas Eve services.
- Students performed our graduation songs for the congregation.
- We had many preschool families join us for Children’s Ministries Events. We found that a direct invitation works best.
- Community members and church members volunteered to talk with our PreK class about careers.
- We included lay leaders and church staff in our weekly Children’s worship.
- We included our congregation in our school supply drive in order to offset the out-of-pocket expenses for our teachers.

We strive to provide an environment where children and their families feel loved and safe while increasing children's knowledge by meeting their unique needs through differentiation of instruction. This year we have 2 identified special needs students. This required us to hire 1 additional staff to shadow one of the students.

In addition to classroom instruction, we have implemented weekly Children's Worship with Trinity United Methodist Church staff and Lay Leaders. These brief worship services include a monthly Bible verse selected by Pastor Dan Kim. Each staff member creates their own lesson using the verse of the month. Teachers are also using the scripture of the month in their daily lesson plans.

We are very excited to continue with our weekly music and dance class for all students. Carolyn Hyman has extensive experience teaching music to young children. Meredith Parks holds a BFA in dance. Together, they enrich the weekly academic and spiritual lessons through music and dance. We are able to prepare the students to perform and this alone builds self-confidence, gives parents the opportunity to witness their child perform, and gives the church an opportunity to minister to these young families.

Trinity United Methodist Church Preschool is a wonderful place to be! We make children and their families feel God's love when they enter the preschool space so that the children and their families can carry His love beyond the preschool walls and into the world.

TRINITY UNITED WOMEN IN FAITH - 2023

The Trinity United Women in Faith Unit is composed of two Circles: the Gwaltney -Jacquette Circle which meets during the day; and the Susannah Wesley Circle, which meets in the evening. Our total membership is 43 women. Each circle meets monthly from September through June (9 meetings). Programs include, but are not limited to, topics on mission which focus on women, children, and youth, locally and around the world.

Our annual biscuit sale enabled us to donate to the following agencies: Alzheimer's Association EDMARC, Operation Smile, Isle of Wight Christian Outreach Program, Hands & Hearts, Western Tidewater Free Clinic, Trinity UMC Youth missions, and the Trinity Preschool.

Both Circles participated in making and donating hygiene kits, which were presented to the Virginia Conference in June.

We continue to work at the Christian Outreach Food Pantry monthly to pack bags for needy families in Isle of Wight County. Several of our members also volunteer two to four times a month at the Outreach Pantry by giving out food bags and aid those clients who require the services of the Outreach Program.

We have members who volunteer their time at the Something Special Thrift Shop in Smithfield. This outreach program serves adults with intellectual and other disabilities in our community. The mission is to provide these adults with meaningful work, creative opportunities, and fellowship with people of all capabilities.

The purpose of the United Women in Faith is to know God and experience freedom as whole persons through Jesus Christ, to develop a creative, supportive fellowship, and to expand the concepts of mission through participation in the global ministries of the church. We promise our prayers, service and gifts to support these goals.

Linda Hollis, Lisa Hall- Susannah Wesley Co-Chairs

Joann Burnham, Gwaltney-Jacquette- Chairwoman

Lay Visitation Report 2023

I am blessed to be able to continue to visit and reach out to those in our church who are homebound. Some of these members are at home, some are in different facilities such as assisted living, rehab, and memory care. It is a blessing to hear their life stories and get to know them. I have seen many losses this year. A number of those I visited have gone to their new home in heaven. One of which I have visited for 8 years. This is always hard. I rejoice that they are whole and well again with Jesus. However, I miss seeing them. Being constantly faced with death and dying is hard. It is also very hard to see people suffer. I just pray that I can let God work through me to show them that they are loved and cared for by God and their church in their final years on earth.

I am very excited to be working with our new pastor, Dan Kim. He has already visited many of the homebound with me. His love and concern for those I visit is encouraging to me. I feel supported and excited to work as a team to minister to our homebound. We are working to start a visitation team in order to get more members involved in this ministry. I am looking forward to serving in this coming year and seeing this ministry grow.

God Bless,

Joyce Franklin

Trinity Charge Conference Youth Report 2023

The youth have continued to meet and grow together throughout the last year. Bekah Elmore stepped down as Youth Director during the summer and I came onboard as of August 21.

At present, we regularly have approximately 15 youth attending Sunday evening gatherings. We have continued with weekly devotionals at Cure Coffee with the high schoolers and are trying to get a middle school devotional session up and running. The teen boys have requested their own “boys’ group” so that is currently in the planning stages. I have spent some time focusing on communication in ways to reach youth and help parents (this includes a monthly newsletter, website and social media posts, as well as texting chains and devotionals).

The youth attended the Jeremiah Project in Romney, West Virginia with 10 youth and 4 adults in July. We have decided to try a different project for the summer of 2024 and will be working with Appalachia Service Project the second week of July.

We are focusing on local missions this year, including projects within the church and helping in our local community. We have begun a letter-writing ministry to local shut-ins and college students, as well as working with a local nursing home to set up a partnership between the residents and our youth. We are also trying to reach youth who do not yet have a church or youth group home and are having success with this. We will continue to offer opportunities for youth to have a safe and accepting place to come and continue (or begin) their faith journey.

While I’m still very new at this position, I love the growth I am seeing and am excited to continue growing our mission within our church and community.

Respectfully submitted,

Sarah R. Edwards

Youth Director