

THE KINGSTOWNE COMMUNION

EXTENDING THE TABLE

Charge Conference

October 27, 2026, 7:00pm
6507 Telegraph Road
Alexandria, VA 22310

courageous conversation.
creative community.
collaborating for the common good.

Kingstowne Communion United Methodist Church

Church Conference Agenda
October 27, 2026

Opening Prayer — Ryan Bouma, *Lay Leader*

Welcome, Call to Order & Orientation to Meeting — Bret Salmons, *Charge Secretary, Music & Online Ministry*

Church Conference Business:

- **Leadership & Nominations Report** — Michelle Matthews, *Nominations Chair*
  - Motion: Elect new leadership team members •
- **Trustees Report** — Caroline Vargas, *{New} Trustees Co-Chair*
  - Motion: Register Property with Circuit Court •

    "The lead pastor, Rev. Michelle Matthews, of this incorporated United Methodist church in Fairfax County, Virginia, shall be the person authorized to register all property, order for the appointment or substitution of church trustees, and file proper documentation of elected officers of the Corporation with the Circuit Court."
  - Motion: Adopt the Charge Conference Trustees Report •
- **Finance Report & SPRC Reports** — Phoebe Coy, *Finance Chair*; Richard Wozniak, *SPRC Co-Chair*
  - Motion: Adopt the Finance Charge Conference Report •
  - Review 2026 Financials
  - 2027 Proposed Budget
  - SPRC Report(s)
  - SPRC Required/Proposed Increases & Changes
  - Motion: Clergy Compensation Forms •

Other Reports

- Pastor's Report — Michelle Matthews, *Pastor*
- Vital Church Report — Ryan Bouma, *Lay Leader*

Final Q & A & Closing Prayer — Marcos Correa, *{New} SPRC Co-Chair*

• *Requires vote of the Charge Conference*
+ *Requires vote of Corporation Board of Trustees*

VIRGINIA CONFERENCE THE UNITED METHODIST CHURCH

10/27/2026 12:51 PM

Minutes of the Charge/Church Conference

Clergy:	Rev. Michelle Leigh Matthews	Host Church:	
Location:	Kingstowne Communion		
Date:	10/27/2026	Presiding:	
District:	Northern Virginia		
Superintendent:	Rev. Gary Kirk Nave	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
- ☐ * 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.

- ☐ SPRC: Clergy Compensation, Housing Exclusion, Staff Parish Report
- ☐ NOMINATIONS: Nominations Report
- ☐ PASTOR: Pastor's Narrative, Statistical, & Continuing Ed Reports
- ☐ TRUSTEES: Trustees Report
- ☐ FINANCE: Finance Report, 2026 Church Financials, 2027 Proposed Budget

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

Signatures

Rev. Michelle Leigh Matthews Date

Secretary of Charge Conference Date

Rev. Gary Kirk Nave Date

Nominations & Leadership Development Report

Church: Kingstowne Communion UMC
Charge: Kingstowne Communion
District: Alexandria
Date of Charge Conference: October 27, 2026

Leadership Team & Board of Trustees

Name	Position	Year Joined Leadership
Ryan Bouma	Lay Leader	2023
Richard Wozniak	Staff Parish Relations Co-Chair (SPRC)*	2022
Marcos Correa	Staff Parish Relations Co-Chair (SPRC), Family Ministries*	2023
Phoebe Coy	Finance Chair, Young Adult Rep	2024
Caroline Vargas	Trustees Co-Chair*	2025
Paul Dufresne	Worship & Welcome Chair, Trustees Co-Chair*	2024
Joaquin Flores	Youth Rep (12-18 yo)*	2026
Roger Tankersley	Leadership At-Large Member*	2026
Rosemary Spears	Leadership At-Large Member*	2026
Michelle Matthews	Staff: Pastor	2021
Bret Salmons	Staff: Music & Online Ministry, Charge Secretary	2021
Qualitra Brown	Staff: Children & Youth	2025

Nominations Committee

Name	Position
Michelle Matthews	Nominations Chair (always Pastor)
Ryan Bouma	Lay Leader (usually Lay Leader)

Delegates to Annual Conference

Name	Position
Michelle Matthews	Clergy Annual Conference Member
Christian Burnette	Lay Annual Conference Member
Paul Dufresne	Alternate Lay Annual Conference Member*

**To be voted on at this October 27, 2026 Church Conference.*

The United Methodist Church

Trustees Report

Church: Kingstowne Communion UMC 411857 **Charge:** Kingstowne Communion

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

Period Beginning 11/16/2025 (Date of Prior Charge Conference) and Period Ending: 10/27/2026 (Date of Current Charge Confrence)

1. Organization for the present conference year will be effective 1/1/2027 by electing the following officers:
(no less than three, and up to nine persons)

Board of Trustees
Trustees listed pg. 3 of Trustees Report

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

2. Is the local church incorporated (¶ 2529.1)? **Yes**

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				
Parsonages				
Other	2019 SGAC Cargo Trailer			

b. Who is the custodian of deeds and other legal papers? **Michelle Matthews, Bret Salmons and/or Terri Phillips**

c. Where are they kept? **Secure virtual sharepoint, in-home office files and/or fireproof box**

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 Co-Insurance Yes/No	Amount	Expiration Date
Church Building	0.00	0.00			No		
Parsonage	0.00	0.00			No		
Church Furnishings and Equipment	56000.00	56,000.00	Property Coverage	CM Select	No		7/1/2026
Parsonage Furnishings and Equipment	0.00	0.00			No		
Vehicle (s)/Commercial Auto	0.00	5,000.00	Auto	Church Mutual		0.00	7/1/2026
Hired and Non-Owned Auto Liability	0.00	0.00				0.00	
General Liability		2,000,000.00	General Liability	Church Mutual		0.00	7/1/2026

The United Methodist Church

Trustees Report

Medical Payments	0.00				0.00	
Umbrella/Excess Liability	0.00				0.00	
Workers Compensation/Employer's Liability			Church Mutual		0.00	7/1/2026
Employment Practices Liability	0.00				0.00	
Employee Benefits Liability	0.00				0.00	
Directors and Officers/Errors and Omissions	1,000,000.00	Director and Officer Liability Coverage	Church Mutual	No		7/1/2026
Crime/Employee Dishonesty Coverage	0.00				0.00	
Professional Liability Coverage/Pastoral Counseling	2,500,000.00	Sexual Misconduct Liability Coverage	Church Mutual		0.00	7/1/2025
Sexual Misconduct Coverage	0.00				0.00	
Cyber Coverage, if any	0.00				0.00	

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? **Christian Burnette, Bret Salmons, Michelle Matthews (2021/2026)**

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)

g. Are all church-owned buildings insured against termite damage? **Yes**

7. a. Has an annual accessibility audit for church properties been conducted (¶ 2533.6)? **Yes**

(attach as a report; an example accessibility audit form may be found at www.gcfa.org)

8. a. Has an annual evaluation been conducted in relation to the church buildings, grounds, and facilities showing the impact on their ability to be carbon neutral and/or have net zero greenhouse gas emissions(¶ 2550.11)? **Yes**

(attach as a report if available)

8 b. If needed, have you developed a plan/timeline for the renovation and development to achieve this? **Yes**

(attach as a report if available)

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

Item	Date Received	Amount	How Invested	Income How Used

The United Methodist Church

Trustees Report

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)

N/A

(NOTE: We have marked "Yes" for many of our responses; however, we are only renters in our current building. Because the building is new, many of these things have been conducted within this 2026 calendar year by Virginia Hills Baptist Church, the owner of the building, as the building was being completed in the spring of this year.)

_____ Date: _____

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

2026-2027 Board of Trustees

As an incorporated church with a one-board leadership model, all members of the Leadership Team are members of the Board of Trustees:

Caroline Vargas (Trustees Co-Chair)
Paul Dufresne (Trustees Co-Chair)
Ryan Bouma
Phoebe Coy
Richard Wozniak
Marcos Correa
Roger Tankersley
Rosemary Spears
Joaquin Flores
Bret Salmons
Qualitra Brown
Michelle Matthews

The United Methodist Church

Finance Committee Report

Church: Kingstowne Communion UMC 411857 **Charge:** Kingstowne Communion

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

Period Beginning 11/16/2025 (Date of Prior Charge Conference) and Period Ending: 10/27/2026 (Date of Current Charge Confrence)

Organization

1.a. Has the committee been organized according to the 2020/2024 Book of Discipline (¶ 258.4)? **Yes**

Chair: **Phoebe Coy (2024)**

Vice-Chair: **Christopher Brown (2024)**

Treasurer:

Financial Secretary: **Rev. Thomas Glenn James (2024)**

Budget and Committment Plan

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

If not, why not?

Yes, the Pastor, in consultation with the Finance Chair, SPRC Chair, and Lay Leader, has proposed the enclosed budget for 2027, which is generally the same as the 2026 mid-year review budget, pending stewardship campaign progress and pledges.

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

Yes

If not, why not?

Yes, the Pastor and Finance Chair, upon presenting the 2026 mid-year budget, asked for feedback form the one-board leadership team related to recommendations for ministries and expected expenses that would affect the comparable 2027 budget.

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

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

If not, why not?

Yes, congregational giving is regularly reviewed by both the Financial Secretary and the Pastor.

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

In November, we will kick off a six week stewardship campaign aimed at raising the sufficient income needed to cover required expenditures and meet our proposed 2027 budget.

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

If not, why not?

The Finance Chair, after receiving updates form the Financial Secretary and Pastor Michelle, reports to the Church Council on any giving trends.

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**

Finance Committee Report

If not, why not?

Yes, the Finance Chair makes reports to the one-board Leadership Team on the financial position of the church.

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

If not, why not?

We are not currently receiving any connectional funds, but if and when we did, they would be remitted monthly by our Financial Secretary to the Conference Treasurer.

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

Burke & Herbert Bank

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

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

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

b. Have these policies been reviewed by the committee and found to be adequate and effective (¶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

If not, why not?

Since moving into a more permanent worship space and church building in June 2026, we have been strengthening and fine-tuning our counting and depositing practices above and beyond what we could do in a mobile context. Every Sunday, the offering is counted by two unrelated church volunteers, a deposit jotform is submitted to the Financial Secretary, and a designated volunteer deposits the offering in the night drop box at the Burke & Herbert less than 3 minutes from the church building.

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

If not, why not?

Since moving into a more permanent worship space and church building in June 2026, we have been strengthening and fine-tuning our counting and depositing practices above and beyond what we could do in a mobile context. Every Sunday, the offering is counted by two unrelated church volunteers, a deposit jotform is submitted to the Financial Secretary, and a designated volunteer deposits the offering in the night drop box at the Burke & Herbert less than 3 minutes from the church building.

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

If not, why not?

***or equivalent* Thomas James, the church's financial secretary contracted with Ekklesia Financial Services, is covered under the appropriate financial liability insurance.**

14.a. Have the financial records of the church and all its organizations been audited for the prior fiscal year (¶258.4d)? **Yes**

If not, why not?

The United Methodist Church

Finance Committee Report

This year was a huge transition year for us, as we moved from being a mobile church to a church with a permanent building and worship space; and this move was significantly delayed from our originally anticipated date. We have made many strides to fine tune our financial practices and implement the needed recommendations included in our 2024 financial review. Once we have solidified these processes by December 2026, we will have our financial review team review both 2025 and 2026 financial records all at once.

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

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

This year was a huge transition year for us, as we moved from being a mobile church to a church with a permanent building and worship space; and this move was significantly delayed from our originally anticipated date. We have made many strides to fine tune our financial practices and implement the needed recommendations included in our 2024 financial review. Once we have solidified these processes by December 2026, we will have our financial review team review both 2025 and 2026 financial records all at once.

Signed: _____

Printed Name: _____

Date: _____

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

The Kingstowne Communion - Congregational Giving Profile

Prepared by: EKKLESIA

For Period Ending September 2026

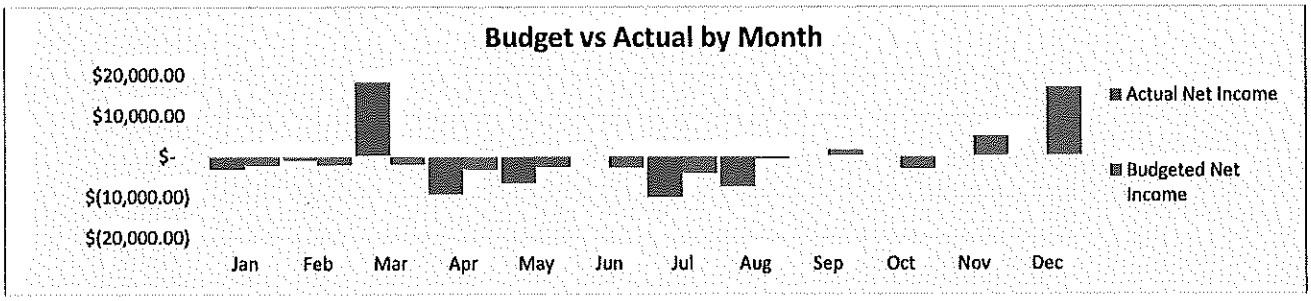
YTD Financial Update for September 2026

	Actual	Budget	Difference
Total Income	$183,920	$179,689	$4,231
Less: Expenses	$203,414	$198,180	$5,234
Net	($19,493)	($18,491)	**($1,002)**

Budget for 2026

Contributions	$250,000
Other Income	$17,587
Less: Expenses	$267,587
Net	$0

Budget vs Actual by Month



Monthly Congregational Contributions

Month	Expected Percentage	Actual	Expected Amount	Difference
Jan	6.60%	$ 14,229	$ 16,491	$ (2,262)
Feb	6.87%	$ 16,799	$ 17,184	$ (385)
Mar	8.72%	$ 35,025	$ 21,797	$ 13,228
Apr	8.03%	$ 15,209	$ 20,064	$ (4,855)
May	7.52%	$ 18,482	$ 18,796	$ (314)
Jun	7.81%	$ 17,239	$ 19,521	$ (2,282)
Jul	6.00%	$ 16,219	$ 14,990	$ 1,229
Aug	7.16%	$ 18,069	$ 17,906	$ 162
Sep	7.90%	$ 17,510	$ 19,750	$ (2,240)
Oct	6.90%	$ -	$ 17,261	$ (17,261)
Nov	9.57%	$ -	$ 23,934	$ (23,934)
Dec	16.92%	$ -	$ 42,307	$ (42,307)
	100.00%	$ 168,782	$ 250,000	$ (81,218)

Monthly Expenses

Month	Expected Percentage	Actual	Expected Amount	Difference
Jan	7.52%	$ 17,612	$ 20,133	$ (2,521)
Feb	7.76%	$ 20,498	$ 20,757	$ (260)
Mar	9.43%	$ 17,281	$ 25,238	$ (7,956)
Apr	9.27%	$ 25,024	$ 24,804	$ 220
May	8.56%	$ 25,169	$ 22,914	$ 2,255
Jun	8.90%	$ 24,636	$ 23,818	$ 818
Jul	7.75%	$ 26,894	$ 20,742	$ 6,152
Aug	7.49%	$ 25,755	$ 20,041	$ 5,715
Sep	7.37%	$ 20,544	$ 19,733	$ 812
Oct	8.16%	$ -	$ 21,836	$ (21,836)
Nov	7.70%	$ -	$ 20,601	$ (20,601)
Dec	10.08%	$ -	$ 26,970	$ (26,970)
	100.00%	$ 203,414	$ 267,587	$ (64,173)

Monthly Other Income

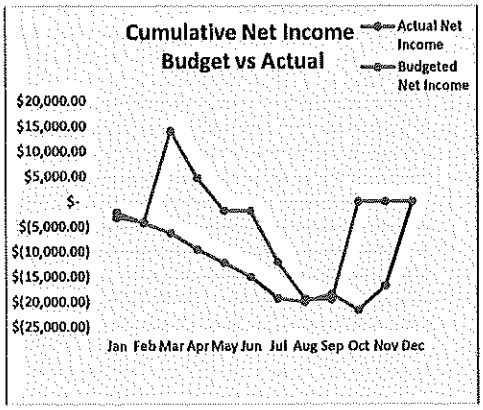
Month	Actual Net Before	Actual Other	Actual Net
Jan	$ (3,383)	$ 209	$ (3,174)
Feb	$ (3,698)	$ 2,799	$ (899)
Mar	$ 17,744	$ 377	$ 18,121
Apr	$ (9,815)	$ 519	$ (9,296)
May	$ (6,687)	$ 169	$ (6,518)
Jun	$ (7,397)	$ 7,306	$ (91)
Jul	$ (10,675)	$ 555	$ (10,120)
Aug	$ (7,687)	$ 268	$ (7,418)
Sep	$ (3,034)	$ 2,937	$ (97)
Oct	$ -	$ -	$ -
Nov	$ -	$ -	$ -
Dec	$ -	$ -	$ -
	$ (34,632)	$ 15,138	$ (19,493)

Cumulative (Total) Income

Month	Actual Income	Budgeted Income	Difference
Jan	$ 14,438	$ 17,957	$ (3,519)
Feb	$ 34,036	$ 36,606	$ (2,570)
Mar	$ 69,438	$ 59,868	$ 9,570
Apr	$ 85,166	$ 81,398	$ 3,768
May	$ 103,817	$ 101,660	$ 2,157
Jun	$ 128,362	$ 122,646	$ 5,716
Jul	$ 145,136	$ 139,101	$ 6,035
Aug	$ 163,474	$ 158,474	$ 5,000
Sep	$ 183,920	$ 179,689	$ 4,231
Oct	$ 183,920	$ 198,415	$ (14,495)
Nov	$ 183,920	$ 223,815	$ (39,894)
Dec	$ 183,920	$ 267,587	$ (83,667)

Cumulative Expenses

Month	Actual Expenses	Budgeted Expenses	Difference
Jan	$ 17,612	$ 20,133	$ (2,521)
Feb	$ 38,110	$ 40,891	$ (2,781)
Mar	$ 55,391	$ 66,128	$ (10,737)
Apr	$ 80,415	$ 90,932	$ (10,517)
May	$ 105,584	$ 113,846	$ (8,262)
Jun	$ 130,220	$ 137,664	$ (7,444)
Jul	$ 157,114	$ 158,407	$ (1,293)
Aug	$ 182,870	$ 178,448	$ 4,422
Sep	$ 203,414	$ 198,180	$ 5,234
Oct	$ 203,414	$ 220,016	$ (16,603)
Nov	$ 203,414	$ 240,617	$ (37,203)
Dec	$ 203,414	$ 267,587	$ (64,173)



*The Congregational Giving Profile is the intellectual property of the Lewis Center for Church Leadership. It is used with permission by Ekklesia Financial Services, LLC.

Monthly Financial Update

The Kingstowne Communion
For the period ended 09/30/2026

Prepared by
Ekklesia Financial Services

Prepared on
October 9, 2026

Balance Sheet (Restricted/Unrestricted)

As of September 30, 2026

	1 Unrestricted	2 Restricted	TOTAL
ASSETS			
Current Assets			
Bank Accounts			
1015 B&H Checking (7485)	7,408.22	0.00	7,408.22
1017 Ramp Business Account (0015)	(853.52)	0.00	(853.52)
1510 Online Giving Clearing	2,765.29	0.00	2,765.29
Total Bank Accounts	**9,319.99**	**0.00**	**9,319.99**
Total Current Assets	**9,319.99**	**0.00**	**9,319.99**
Other Assets			
1950 Virginia Hills Security Deposit	1,000.00		1,000.00
Total Other Assets	**1,000.00**	**0.00**	**1,000.00**
TOTAL ASSETS	**$10,319.99**	**$0.00**	**$10,319.99**
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2050 Accounts Payable (A/P)	2,400.00		2,400.00
Total Accounts Payable	**2,400.00**	**0.00**	**2,400.00**
Credit Cards			
2065 Ramp Card	(44.94)		(44.94)
Total Credit Cards	**(44.94)**	**0.00**	**(44.94)**
Total Current Liabilities	**2,355.06**	**0.00**	**2,355.06**
Total Liabilities	**2,355.06**	**0.00**	**2,355.06**
Equity			
3900 Accumulated Revenue (Available Funds)	27,458.37	0.00	27,458.37
Net Revenue	(19,493.44)	0.00	(19,493.44)
Total Equity	**7,964.93**	**0.00**	**7,964.93**
TOTAL LIABILITIES AND EQUITY	**$10,319.99**	**$0.00**	**$10,319.99**

Budget vs Actuals

January - September, 2026

	Total		
	Actual	Budget	% of Budget
REVENUE			
Revenue			
4000 Congregational Giving			
4010 Recurring Gifts	117,303.45	14,166.67	828.02 %
4020 Non-Recurring Gifts	47,918.98	6,250.00	766.70 %
4030 Unnamed Cash Gifts	1,443.25	166.67	865.93 %
4090 Giving Fees Received	2,116.28	250.00	846.51 %
Total 4000 Congregational Giving	**168,781.96**	**20,833.34**	**810.15 %**
4500 Other Giving & Revenue			
4510 Service & Justice Gifts	1,813.90	208.33	870.69 %
4520 Music & Online Ministry Gifts	6,100.00	541.67	1,126.15 %
4525 Children's Ministry Gifts	60.00	41.67	143.99 %
4530 Order & Registration Revenue	4,260.00	382.24	1,114.48 %
4590 Savings Account Interest	594.27	58.33	1,018.81 %
4600 Miscellaneous Income	2,310.20	233.33	990.10 %
Total 4500 Other Giving & Revenue	**15,138.37**	**1,465.57**	**1,032.93 %**
Total Revenue	**183,920.33**	**22,298.91**	**824.80 %**
Total Revenue	**183,920.33**	**22,298.91**	**824.80 %**
GROSS PROFIT	**183,920.33**	**22,298.91**	**824.80 %**
EXPENDITURES			
COLLABORATING FOR THE COMMON GOOD			
5000 Community Collaboration & Outreach			
5010 Special Worship Events	3,087.59	291.67	1,058.59 %
5020 C&Y Special Events		0.00	
5030 Marketing & Communication	5,103.75	425.00	1,200.88 %
5040 Community Care & Collaboration Events	1,904.09	166.67	1,142.43 %
5045 Community Collaboration Supplies	1,608.61	141.67	1,135.46 %
5050 UMC Connection & Support (Apportionment)		3,612.00	
Total 5000 Community Collaboration & Outreach	**11,704.04**	**4,637.01**	**252.40 %**
5100 Service & Justice			
5120 Service & Justice	5,699.09	541.67	1,052.13 %
5150 UMC Service & Justice (Apportionment)	1,987.92	217.33	914.70 %
Total 5100 Service & Justice	**7,687.01**	**759.00**	**1,012.78 %**
Total COLLABORATING FOR THE COMMON GOOD	**19,391.05**	**5,396.01**	**359.36 %**
COURAGEOUS CONVERSATION			
5200 Faith Education & Formation			
5210 Adult Discipleship	51.39	8.33	616.93 %
5220 Children's Ministry	831.51	100.00	831.51 %
5230 Youth Ministry	1,518.73	150.00	1,012.49 %
5240 Confirmation	129.07	500.00	25.81 %

	Actual	Budget	Total % of Budget
5250 Children's Workers	5,739.40	750.00	765.25 %
Total 5200 Faith Education & Formation	**8,270.10**	**1,508.33**	**548.30 %**
5300 Worship, Word & Sacrament			
5310 Communion Supplies	96.45	16.67	578.58 %
5320 Worship Supplies	1,589.26	141.67	1,121.80 %
5330 Music Rental & Resources		50.00	
5340 Sermon & Liturgy Resources	205.00	20.83	984.16 %
5350 Contract Musicians		0.00	
5360 Music Equipment	6,672.87	558.33	1,195.15 %
5370 Clergy Support	600.00	800.00	75.00 %
5380 Facility Rental	17,253.25	2,083.33	828.16 %
Total 5300 Worship, Word & Sacrament	**26,416.83**	**3,670.83**	**719.64 %**
Total COURAGEOUS CONVERSATION	**34,686.93**	**5,179.16**	**669.74 %**
CREATIVE COMMUNITY			
5400 Congregational Connection & Care			
5410 Congregational Connection & Care Events	1,717.08	166.67	1,030.23 %
5420 Hospitality	808.04	83.33	969.69 %
5430 Women's Retreat	3,594.05	299.50	1,200.02 %
5440 Bereavement	36.24	8.33	435.05 %
5450 Staff Appreciation & Care	93.17	25.00	372.68 %
Total 5400 Congregational Connection & Care	**6,248.58**	**582.83**	**1,072.11 %**
5500 Online Ministry			
5510 Technology Subscriptions & Software	4,999.92	458.33	1,090.90 %
Total 5500 Online Ministry	**4,999.92**	**458.33**	**1,090.90 %**
6000 Vision, Innovation & Leadership			
6100 Clergy Leadership			
6110 Pastor's Pension	8,403.84	11,205.00	75.00 %
6120 Pastor's Salary	39,000.06	52,000.00	75.00 %
6130 Pastor's AR	5,672.16	6,000.00	94.54 %
6140 Pastor's Housing Allowance	22,874.94	30,500.00	75.00 %
6150 Pastor's Health Care	14,940.00	19,920.00	75.00 %
Total 6100 Clergy Leadership	**90,891.00**	**119,625.00**	**75.98 %**
6200 Other Strategic Leadership			
6210 Creative Arts Director	17,330.94	23,008.00	75.33 %
6220 C&Y Ministries Director	10,139.94	13,520.00	75.00 %
6225 Operations Administrator		0.00	
6230 Finance Administrator	8,000.00	10,400.00	76.92 %
6240 Staff Continuing Education		0.00	
6250 Leadership Expenses & Representation	2,214.93	184.58	1,199.98 %
Total 6200 Other Strategic Leadership	**37,685.81**	**47,112.58**	**79.99 %**
Total 6000 Vision, Innovation & Leadership	**128,576.81**	**166,737.58**	**77.11 %**
Total CREATIVE COMMUNITY	**139,825.31**	**167,778.74**	**83.34 %**
OPERATIONS & ADMINISTRATION			

	Actual	Budget	Total % of Budget
6500 Finance & Administration			
6510 Giving Fees Paid	2,776.57	4,100.00	67.72 %
6520 Payroll Fees	853.75	1,500.00	56.92 %
6530 Bank Fees & Service Charges	0.00	5.00	0.00 %
6540 Licensing & Legal Fees	299.00	300.00	99.67 %
6550 Reimbursements		0.00	
6560 Finance Campaign	257.00	400.00	64.25 %
6570 Payments towards Past Payroll Liabilities		0.00	
Total 6500 Finance & Administration	**4,186.32**	**6,305.00**	**66.40 %**
6600 Insurance & Taxes			
6610 Trailer Maintenance		0.00	
6620 Insurance	984.84	2,200.00	44.77 %
6630 Social Security/FICA Tax Expense	2,537.01	3,400.00	74.62 %
6640 Health Plan Premium		0.00	
6650 Background Checks		200.00	
Total 6600 Insurance & Taxes	**3,521.85**	**5,800.00**	**60.72 %**
6700 Supplies			
6710 Organization & Storage	689.64	58.33	1,182.31 %
6720 Office Supplies	87.28	8.33	1,047.78 %
6730 Office & IT Equipment	541.71	50.00	1,083.42 %
6740 Postage & Mailing	483.68	41.67	1,160.74 %
Total 6700 Supplies	**1,802.31**	**158.33**	**1,138.33 %**
Total OPERATIONS & ADMINISTRATION	**9,510.48**	**12,263.33**	**77.55 %**
Total Expenditures	**203,413.77**	**190,617.24**	**106.71 %**
NET OPERATING REVENUE	(19,493.44)	(168,318.33)	**11.58 %**
NET REVENUE	$ (19,493.44)	$ (168,318.33)	**11.58 %**

10

Income and Expenses by Restrictions

January - September, 2026

	1 Unrestricted	2 Restricted	TOTAL
REVENUE			
Revenue			0.00
4000 Congregational Giving			0.00
4010 Recurring Gifts	117,303.45		117,303.45
4020 Non-Recurring Gifts	47,918.98		47,918.98
4030 Unnamed Cash Gifts	1,443.25		1,443.25
4090 Giving Fees Received	2,116.28		2,116.28
Total 4000 Congregational Giving	**168,781.96**		**168,781.96**
4500 Other Giving & Revenue			0.00
4510 Service & Justice Gifts	1,813.90		1,813.90
4520 Music & Online Ministry Gifts	6,100.00		6,100.00
4525 Children's Ministry Gifts	60.00		60.00
4530 Order & Registration Revenue	4,260.00		4,260.00
4590 Savings Account Interest	594.27		594.27
4600 Miscellaneous Income	2,310.20		2,310.20
Total 4500 Other Giving & Revenue	**15,138.37**		**15,138.37**
Total Revenue	**183,920.33**		**183,920.33**
Total Revenue	**183,920.33**	**0.00**	**183,920.33**
GROSS PROFIT	**183,920.33**	**0.00**	**183,920.33**
EXPENDITURES			
COLLABORATING FOR THE COMMON GOOD			0.00
5000 Community Collaboration & Outreach			0.00
5010 Special Worship Events	3,087.59		3,087.59
5030 Marketing & Communication	5,103.75		5,103.75
5040 Community Care & Collaboration Events	1,904.09		1,904.09
5045 Community Collaboration Supplies	1,608.61		1,608.61
Total 5000 Community Collaboration & Outreach	**11,704.04**		**11,704.04**
5100 Service & Justice			0.00
5120 Service & Justice	5,699.09		5,699.09

	1 Unrestricted	2 Restricted	TOTAL
5150 UMC Service & Justice (Apportionment)	1,987.92		1,987.92
Total 5100 Service & Justice	**7,687.01**		**7,687.01**
Total COLLABORATING FOR THE COMMON GOOD	**19,391.05**		**19,391.05**
COURAGEOUS CONVERSATION			0.00
5200 Faith Education & Formation			0.00
5210 Adult Discipleship	51.39		51.39
5220 Children's Ministry	831.51		831.51
5230 Youth Ministry	1,518.73		1,518.73
5240 Confirmation	129.07		129.07
5250 Children's Workers	5,739.40		5,739.40
Total 5200 Faith Education & Formation	**8,270.10**		**8,270.10**
5300 Worship, Word & Sacrament			0.00
5310 Communion Supplies	96.45		96.45
5320 Worship Supplies	1,589.26		1,589.26
5340 Sermon & Liturgy Resources	205.00		205.00
5360 Music Equipment	6,672.87		6,672.87
5370 Clergy Support	600.00		600.00
5380 Facility Rental	17,253.25		17,253.25
Total 5300 Worship, Word & Sacrament	**26,416.83**		**26,416.83**
Total COURAGEOUS CONVERSATION	**34,686.93**		**34,686.93**
CREATIVE COMMUNITY			0.00
5400 Congregational Connection & Care			0.00
5410 Congregational Connection & Care Events	1,717.08		1,717.08
5420 Hospitality	808.04		808.04
5430 Women's Retreat	3,594.05		3,594.05
5440 Bereavement	36.24		36.24
5450 Staff Appreciation & Care	93.17		93.17
Total 5400 Congregational Connection & Care	**6,248.58**		**6,248.58**
5500 Online Ministry			0.00
5510 Technology Subscriptions & Software	4,999.92		4,999.92
Total 5500 Online Ministry	**4,999.92**		**4,999.92**
6000 Vision, Innovation & Leadership			0.00

18

	1 Unrestricted	2 Restricted	TOTAL
6100 Clergy Leadership			0.00
6110 Pastor's Pension	8,403.84		8,403.84
6120 Pastor's Salary	39,000.06		39,000.06
6130 Pastor's AR	5,672.16		5,672.16
6140 Pastor's Housing Allowance	22,874.94		22,874.94
6150 Pastor's Health Care	14,940.00		14,940.00
Total 6100 Clergy Leadership	**90,891.00**		**90,891.00**
6200 Other Strategic Leadership			0.00
6210 Creative Arts Director	17,330.94		17,330.94
6220 C&Y Ministries Director	10,139.94		10,139.94
6230 Finance Administrator	8,000.00		8,000.00
6250 Leadership Expenses & Representation	2,214.93		2,214.93
Total 6200 Other Strategic Leadership	**37,685.81**		**37,685.81**
Total 6000 Vision, Innovation & Leadership	**128,576.81**		**128,576.81**
Total CREATIVE COMMUNITY	**139,825.31**		**139,825.31**
OPERATIONS & ADMINISTRATION			0.00
6500 Finance & Administration			0.00
6510 Giving Fees Paid	2,776.57		2,776.57
6520 Payroll Fees	853.75		853.75
6530 Bank Fees & Service Charges	0.00		0.00
6540 Licensing & Legal Fees	299.00		299.00
6560 Finance Campaign	257.00		257.00
Total 6500 Finance & Administration	**4,186.32**		**4,186.32**
6600 Insurance & Taxes			0.00
6620 Insurance	984.84		984.84
6630 Social Security/FICA Tax Expense	2,537.01		2,537.01
Total 6600 Insurance & Taxes	**3,521.85**		**3,521.85**
6700 Supplies			0.00
6710 Organization & Storage	689.64		689.64
6720 Office Supplies	87.28		87.28
6730 Office & IT Equipment	541.71		541.71
6740 Postage & Mailing	483.68		483.68

19

	1 Unrestricted	2 Restricted	TOTAL
Total 6700 Supplies	1,802.31		1,802.31
Total OPERATIONS & ADMINISTRATION	9,510.48		9,510.48
Total Expenditures	203,413.77	0.00	203,413.77
NET OPERATING REVENUE	(19,493.44)	0.00	(19,493.44)
OTHER REVENUE			
7100 Restricted Funds Revenue			0.00
7120 Music & Online Ministry (Restricted Revenue)		3,450.00	3,450.00
Total 7100 Restricted Funds Revenue		3,450.00	3,450.00
Total Other Revenue	0.00	3,450.00	3,450.00
OTHER EXPENDITURES			
8100 Restricted Funds Expenses			0.00
8120 Music & Online (Restricted Expense)		40,000.00	40,000.00
Total 8100 Restricted Funds Expenses		40,000.00	40,000.00
8800 Restricted Funds Retained (To Balance Sheet)		(36,550.00)	(36,550.00)
Total Other Expenditures	0.00	3,450.00	3,450.00
NET OTHER REVENUE	0.00	0.00	0.00
NET REVENUE	$ (19,493.44)	$0.00	$ (19,493.44)

Neighborkind Collective

Monthly Financial Update
For the period ended 09/30/2026

Prepared by
Ekklesia Financial Services

Prepared on
October 9, 2026

VAUMC Grant Balance Sheet

As of September 30, 2026

	Total
ASSETS	
Current Assets	
Bank Accounts	
1015 B&H Checking (7485)	10,000.00
1017 Ramp Business Account (0015)	17,564.27
Total Bank Accounts	**27,564.27**
Other Current Assets	
Payments to deposit	0.00
Total Other Current Assets	**0.00**
Total Current Assets	**27,564.27**
TOTAL ASSETS	**$27,564.27**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2065 Ramp Card	51.75
Total Credit Cards	**51.75**
Total Current Liabilities	**51.75**
Total Liabilities	**51.75**
Equity	
3900 Accumulated Revenue (Available Funds)	29,788.19
Net Revenue	(2,275.67)
Total Equity	**27,512.52**
TOTAL LIABILITIES AND EQUITY	**$27,564.27**

VAUMC Grant Statement of Activity

January - September, 2026

	Total
REVENUE	
Total Revenue	
GROSS PROFIT	**0.00**
EXPENDITURES	
Total Expenditures	
NET OPERATING REVENUE	**0.00**
OTHER REVENUE	
7100 Restricted Funds Revenue	
7140 Community Events (Restricted Revenue)	235.81
Total 7100 Restricted Funds Revenue	**235.81**
Total Other Revenue	**235.81**
OTHER EXPENDITURES	
8100 Restricted Funds Expenses	
8140 Community Events (Restricted Expense)	2,511.48
Total 8100 Restricted Funds Expenses	**2,511.48**
Total Other Expenditures	**2,511.48**
NET OTHER REVENUE	(2,275.67)
NET REVENUE	$ (2,275.67)

VAUMC Grant Monthly Ledger

September 2026

Date	Transaction Type	Num	Adj	Name	Memo/Description	Split	Amount	Balance
7100 Restricted Funds Revenue								
7140 Community Events (Restricted Revenue)								
Beginning Balance								235.81
Total for 7140 Community Events (Restricted Revenue)								
Total for 7100 Restricted Funds Revenue								
8100 Restricted Funds Expenses								
8140 Community Events (Restricted Expense)								
Beginning Balance								2,459.73
09/07/2026	Expenditure		No	Change.org	Michelle Matthews	2065 Ramp Card	51.75	2,511.48
Total for 8140 Community Events (Restricted Expense)							**$51.75**	
Total for 8100 Restricted Funds Expenses							**$51.75**	

Consolidated

2026-2027 Budget Comparison

Accounts	2026 Budget	2026 Midyear Revised Budget	2027 Proposed Budget
Income			
Billable Expenditure Revenue			
Discounts given			
Revenue			
4000 Congregational Giving			
4010 Recurring Gifts	$ 165,000.00	$ 168,400.00	$ 170,000.00
4020 Non-Recurring Gifts	$ 73,200.00	$ 74,000.00	$ 75,000.00
4030 Unnamed Cash Gifts	$ 1,000.00	$ 2,000.00	$ 2,800.00
4090 Giving Fees Received	$ 3,200.00	$ 3,000.00	$ 3,100.00
4500 Other Giving & Revenue			
4510 Service & Justice Gifts	$ 4,500.00	$ 2,500.00	$ 5,000.00
4520 Music & Online Ministry Gifts	$ 300.00	$ 6,500.00	$ 500.00
4525 Children's Ministry Gifts	$ 1,500.00	$ 500.00	$ 500.00
4530 Order & Registration Revenue	$ 3,100.00	$ 4,581.38	$ 4,696.60
4590 Savings Account Interest	$ 200.00	$ 700.00	$ 700.00
4600 Miscellaneous Income	$ 500.00	$ 2,800.00	$ 2,700.00
Sales of Product Revenue			
Services			
Services (deleting) (in use)			
Shipping Revenue			
Uncategorized Income			
Total Income	$ 252,500.00	$ 264,981.38	$ 264,996.60
Cost of Goods Sold			
Cost of Goods Sold			
Inventory Shrinkage			
Total Cost of Goods Sold	$ -	$ -	$ -

Expense			
COLLABORATING FOR THE COMMON GOOD			
5000 Community Collaboration & Outreach			
5010 Special Worship Events	$ 1,700.00	$ 3,500.00	$ 1,400.00
5020 C&Y Special Events	$ -	$ -	$ -
5030 Marketing & Communication	$ 2,100.00	$ 5,100.00	$ 1,200.00
5040 Community Care & Collaboration Events	$ 600.00	$ 2,000.00	$ 1,400.00
5045 Community Collaboration Supplies	$ -	$ 1,700.00	$ 500.00
5050 UMC Connection & Support (Apportionment)	$ 3,612.00	$ 1,006.48	$ 2,296.80
5100 Service & Justice			
5110 C&Y Service & Justice	$ -	$ -	$ -
5120 Service & Justice	$ 4,500.00	$ 6,500.00	$ 5,000.00
5150 UMC Service & Justice (Apportionment)	$ 2,380.00	$ 2,607.92	$ 2,296.80
5180 United Methodist Connection			
5184 Annual Conference Representation	$ -	$ -	$ -
COURAGEOUS CONVERSATION			
5200 Faith Education & Formation			
5210 Adult Discipleship	$ 200.00	$ 100.00	$ 100.00
5220 Children's Ministry	$ 1,500.00	$ 1,200.00	$ 1,200.00
5230 Youth Ministry	$ 1,500.00	$ 1,800.00	$ 1,200.00
5240 Confirmation	$ 500.00	$ 500.00	$ 500.00
5250 Children's Workers	$ 9,100.00	$ 9,000.00	$ 9,200.00
5300 Worship, Word & Sacrament			
5310 Communion Supplies	$ 300.00	$ 200.00	$ 300.00
5320 Worship Supplies	$ 500.00	$ 1,700.00	$ 800.00
5330 Music Rental & Resources	$ 50.00	$ 50.00	$ 50.00
5340 Sermon & Liturgy Resources	$ 300.00	$ 250.00	$ 250.00
5350 Contract Musicians	$ -	$ -	$ -
5360 Music Equipment	$ 200.00	$ 6,700.00	$ 200.00
5370 Clergy Support	$ 800.00	$ 800.00	$ 800.00
5380 Facility Rental	$ 28,000.00	$ 25,000.00	$ 33,000.00

CREATIVE COMMUNITY			
5400 Congregational Connection & Care			
5410 Congregational Connection & Care Events	$ 1,700.00	$ 2,000.00	$ 1,400.00
5420 Hospitality	$ 400.00	$ 1,000.00	$ 400.00
5430 Women's Retreat	$ 2,800.00	$ 3,594.05	$ 2,800.00
5440 Bereavement	$ 200.00	$ 100.00	$ 200.00
5450 Staff Appreciation & Care	$ 500.00	$ 300.00	$ 400.00
5500 Online Ministry			
5510 Technology Subscriptions & Software	$ 4,300.00	$ 5,500.00	$ 4,800.00
6000 Vision, Innovation & Leadership			
6100 Clergy Leadership			
6110 Pastor's Pension	$ 11,205.00	$ 11,205.00	$ 12,003.00
6120 Pastor's Salary	$ 52,000.00	$ 52,000.00	$ 58,000.00
6130 Pastor's AR	$ 6,000.00	$ 6,000.00	$ 3,000.00
6140 Pastor's Housing Allowance	$ 30,500.00	$ 30,500.00	$ 31,500.00
6150 Pastor's Health Care	$ 19,920.00	$ 19,920.00	$ 19,920.00
6200 Other Strategic Leadership			
6210 Creative Arts Director	$ 23,008.00	$ 23,008.00	$ 23,008.00
6215 Communications Director	$ -	$ -	$ -
6220 C&Y Ministries Director	$ 13,520.00	$ 13,520.00	$ 14,560.00
6225 Operations Administrator	$ -	$ -	$ 6,500.00
6230 Finance Administrator	$ 10,400.00	$ 10,400.00	$ 10,400.00
6240 Staff Continuing Education	$ 300.00	$ -	$ -
6250 Leadership Expenses & Representation	$ 3,400.00	$ 2,214.93	$ 1,500.00
Office Supplies & Software			
OPERATIONS & ADMINISTRATION			
6500 Finance & Administration			
6510 Giving Fees Paid	$ 4,100.00	$ 4,100.00	$ 4,100.00
6520 Payroll Fees	$ 1,500.00	$ 1,500.00	$ 1,500.00
6530 Bank Fees & Service Charges	$ 5.00	$ 5.00	$ 5.00
6540 Licensing & Legal Fees	$ 300.00	$ 300.00	$ 300.00

6550 Reimbursements	$ -	$ -	$ -
6560 Finance Campaign	$ 400.00	$ 400.00	$ 300.00
6570 Payments towards Past Payroll Liabilities	$ -	$ -	$ -
6600 Insurance & Taxes			
6610 Trailer Maintenance	$ 100.00	$ -	$ -
6620 Insurance	$ 2,200.00	$ 2,200.00	$ 2,200.00
6630 Social Security/FICA Tax Expense	$ 3,400.00	$ 3,400.00	$ 3,400.00
6640 Health Plan Premium	$ -	$ -	$ -
6650 Background Checks	$ 200.00	$ 200.00	$ 300.00
6700 Supplies			
6710 Organization & Storage	$ 400.00	$ 700.00	$ 200.00
6720 Office Supplies	$ 400.00	$ 100.00	$ 200.00
6730 Office & IT Equipment	$ 400.00	$ 600.00	$ 200.00
6740 Postage & Mailing	$ 1,100.00	$ 500.00	$ 200.00
6899 Ask Pastor			
Purchases			
Unapplied Cash Bill Payment Expenditure			
Uncategorized Expense			
Total Expense	$ 252,500.00	$ 264,981.38	$ 264,989.60
Other Income			
7100 Restricted Funds Revenue			
7110 Service & Justice (Restricted Revenue)			
7120 Music & Online Ministry (Restricted Revenue)			
7125 Children's Ministry (Restricted Revenue)			
7130 Order & Registration (Restricted Revenue)			
7140 Community Events (Restricted Revenue)			
7950 In-Kind Donations			
7960 Restricted Fund Support (From Balance Sheet)			
7962 Restricted Youth Fund Support			
Total Other Income		$ -	
Other Expense			

8100 Restricted Funds Expenses	
8110 Service & Justice (Restricted Expense)	
8120 Music & Online (Restricted Expense)	
8130 Retreats (Restricted Expense)	
8140 Community Events (Restricted Expense)	
8150 Congregational Events (Restricted Expense)	
8800 Restricted Funds Retained (To Balance Sheet)	
Reconciliation Discrepancies	
Total Other Expense	$ -
Total Net Income	$ -

Report of the Pastor/Staff Parish Relations Committee

Charge Conference Date: 10/27/2026 **District:** Northern Virginia

Charge: Kingstowne Communion **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

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

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

VIRGINIA CONFERENCE THE UNITED METHODIST CHURCH

Clergy Compensation Agreement

Clergy:	Rev. Michelle Leigh Matthews	Clergy Status:	FE - Elder In Full Connection
Location:	Kingstowne Communion	Service Time:	100%
District:	Northern Virginia	Date:	10/27/2026

Effective Date		1/1/2027
Annual Base Salary Paid to the Clergy Person		$58,000.00
Reside in the Parsonage		No
Cash Housing Allowance (if parsonage not provided)		$31,500.00
Total Base Compensation		$89,500.00
Housing Exclusion		$45,000.00
Parsonage Addition For Benefits		$0.00
Compensation used for Pension Contribution Billing (i.e. Total Plan Compensation)		$89,500.00
Benefits Billing		
Compass Retirement Program	$8,065.00	
Clergy Protection Program (CPP)	$3,938.00	
Clergy Health Direct Bill Amount (Annual)	$19,920.00	
Total Benefits Premium Billing		$31,923.00

The above benefit billing numbers are an estimate based on the available information. Additional considerations, such as multiple appointments, may change the final numbers.

Total Compensation and Benefits	$121,423.00

Compensation for the above clergyperson will be managed and paid:

The Charge or other entity has engaged a third-party vendor that will issue/manage the pay for this appointed clergy

Contact Information for Payroll Vendor:

Name	Thomas James
Phone	(770) 313-7128
Email	thomas@ekklesiafinancial.com

Charge Conference Signatures

Rev. Michelle Leigh Matthews	Date	SPR Chairperson	Date
Secretary of Charge Conference	Date	District Superintendent	Date

VIRGINIA CONFERENCE THE UNITED METHODIST CHURCH

Location:	Kingstowne Communion
Calendar Year:	2027
Charge Conference Date:	10/27/2026
Clergy:	Rev. Michelle Leigh Matthews

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. Michelle Leigh Matthews appointed to Kingstowne Communion an amount of $45,000.00 shall be designated as a parsonage/housing exclusion.

This Resolution was adopted by Kingstowne Communion of the Northern Virginia district, at a Charge Conference in session on 10/27/2026.

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.

VIRGINIA CONFERENCE THE UNITED METHODIST CHURCH

Clergy Compensation Agreement

Clergy:	Rev. Thomas Glenn James	Clergy Status:	FE - Elder In Full Connection
Location:	Other Valid Ministries	Service Time:	100%
District:	Northern Virginia	Date:	

Effective Date		1/1/2027
Annual Base Salary Paid to the Clergy Person		$120,000.00
Reside in the Parsonage		No
Cash Housing Allowance (if parsonage not provided)		$46,200.00
Total Base Compensation		$166,200.00
Housing Exclusion		$46,200.00
Parsonage Addition For Benefits		$0.00
Compensation used for Pension Contribution Billing (i.e. Total Plan Compensation)		$0.00
Benefits Billing		
Compass Retirement Program	$0.00	
Clergy Protection Program (CPP)	$0.00	
Total Benefits Premium Billing		$0.00
The above benefit billing numbers are an estimate based on the available information. Additional considerations, such as multiple appointments, may change the final numbers.		
Total Compensation and Benefits		$166,200.00

Compensation for the above clergyperson will be managed and paid:

The Annual Conference Treasurers Office will issue paychecks for this appointed clergy, billing the church(es) and/or other appropriate entities as needed

Charge Conference Signatures

Rev. Thomas Glenn James	Date	SPR Chairperson	Date
Secretary of Charge Conference	Date	District Superintendent	Date

VIRGINIA CONFERENCE
THE UNITED METHODIST CHURCH

Location: Other Valid Ministries

Calendar Year: 2027

Charge Conference Date:

Clergy: Rev. Thomas Glenn James

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. Thomas Glenn James appointed to Other Valid Ministries an amount of $46,200.00 shall be designated as a parsonage/housing exclusion.

This Resolution was adopted by Other Valid Ministries

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.

The United Methodist Church

Annual Report - Extension Ministry / Deacon Outside Local Church

Name: Thomas Glenn James

Address: 6717 Stoneybrooke Ln
Alexandria, VA 22306-1354

Date: 9/30/2026

Email: thomasjames@vaumc.org

Home:

Office: (703) 763-0076

Cell: (770) 313-7128

Charge Conf: Kingstowne Communion

District: Northern Virginia

Appointed outside the Conference: No

Base Compensation: $120,000.00

Utilities and other related allow: $40,000.00

Travel allow: $0.00

Other cash allow: $0.00

Year: 2026

Appointment Category: Other Valid Ministries

Include a brief narrative of your ministry during the past year:

Over the past year, I have continued serving a number of United Methodist Churches in the Virginia Conference through Ekklesia Financial. The need for dedicated church financial management is in growing demand. Ekklesia Financial hired a third staff member to provide additional support for a growing client base. Along with taking on new churches to help with day-to-day bookkeeping, I have also supported other United Methodist Churches in transitioning into better financial systems, while offering training to volunteers and paid staff. I also provided a couple financial reviews for United Methodist campus ministries.

I continue to make myself available as a guest preacher for clergy who are sick or on vacation. I was assisting or leading worship for eight summer Sundays while clergy were on vacation. I was able to serve communion at five of those services. I also assisted in worship on a handful of Sundays in the spring and last winter.

I continue to stay connected with my board of accountability as recommended through the extension ministry committee of the board of ordained ministry. We have a weekly connection call and we have a worship planning/board retreat each fall.

The United Methodist Church

Pastors Statistics Report

Church: Kingstowne Communion UMC 411857 **Charge:** Kingstowne Communion

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

Charge Conference Date: 10/27/2026

Changes in Membership 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: **5**

Names and Dates:
Rachel Bilderback (September 2026)
Anthony Bilderback (September 2026)
Annette Wellington (September 2026)
Marta Hawk (December 2025)
William Hawk (December 2025)

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:
Rosemary Spears (October 2026)
Roger Tankersley (December 2025)
Christine Tankersley (December 2025)
Andrew Tankersley (December 2025)
Calvin Tankersley (December 2025)

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

Line 2g: Members received from other closed and disaffiliated UMC churches: **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: **0**

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**

Membership Care Report

The United Methodist Church

Pastors Statistics Report

Name(s) whose address is known inside the community but absent/negligent - Notice Year 1. The Book of Discipline ¶ 228.2.b.1

Name(s) whose address is known and residing outside the community - Notice Year 1. The Book of Discipline ¶ 228.2.b.2

Name(s) whose address is unknown - Notice Year 1. The Book of Discipline ¶ 228.2.b.3

Name(s) whose address is known inside the community but absent/negligent - Notice Year 2. The Book of Discipline ¶ 228.2.b.1

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

Name(s) whose address is unknown - Notice Year 2. The Book of Discipline ¶ 228.2.b.3

Completed By: Michelle Leigh Matthews.