

FIRST BAPTIST CHURCH QUARTERLY BUSINESS MEETING
FOR 4th Quarter 2023 & 1st Quarter 2024

AGENDA

April 28, 2024

- ❖ Prayer
- ❖ Presentation of Reports – Doug Napier
 - Review and Acceptance of Minutes – Doug Napier
 - Clerk's Report – Kathy P. Napier
 - Treasurer's/Finance Reports – Bill Long
 - Deacons Report – John Hensley
 - Ministry Council Report – John Hensley
 - Leadership Council Report – Brad Rinker
 - Building Committee Report – John Hensley
 - Pastor's Report – Christy McMillin-Goodwin
- ❖ Feedback & Questions to Written Reports – Doug Napier
- ❖ New Business
- ❖ Prayer
- ❖ Dismissal – Doug Napier

First Baptist Church Business Meeting
for 2nd and 3rd Quarters 2023
October 29, 2023

The meeting was called to order by Doug Napier, Moderator, at 10:00 AM. A packet containing the meeting agenda and the following reports was made available for all in attendance:

- Minutes from the 4th Quarter 2022 and 1st Quarter 2023
- Clerk's Report
- Treasurer's/Finance Report
- Deacon's Report
- Ministry Council Report
- Leadership Council Report
- Building Committee Report
- Pastor's Report
- Final Draft of the First Baptist Church Manual for assembly vote approval
- 2024 Proposed Budget for assembly vote approval

The Moderator asked to hold acceptance of all reports until all questions and discussion was held.

Clerk's report: The clerk was not present for the meeting and the moderator asked the assembly if anyone had questions regarding the report in the meeting packet. None were raised, and moderator moved on.

Treasurer's/Finance Report: Treasurer Bill Long presented the financial report, per the report in the meeting packet. No questions were raised, and moderator moved on.

Deacon's Report: Deacon Chair Karen Joyner presented the Board of Deacons report per the report in the meeting packet. No questions were raised, and moderator moved on.

Ministry Council Report: Ministry Council Chair John Hensley presented the report per the meeting packet. Upon completion, Jane Biggs asked how we are able to help not only folks in the community, but the church's own members as well. It was explained that some have declined assistance offered and we respect their decision.

Sue Rinker interjected after John left the podium publicly thanking those who have helped with vegetable chopping for Dinner Together and Wednesday Night suppers. Moderator moved on.

Leadership Council Report: Leadership Council Chair John Marlow presented the report per the meeting packet. There were no questions asked regarding the report and the moderator moved on.

Building Committee Report:

Building Committee Chair John Hensley presented the report per the meeting packet. He went into greater detail some of the unique challenges the buildings have faced over the last 6 months, the particular steps taken to remedy issues, and how we are taking steps to become more energy efficient for our long-term budget savings and buildings conditions.

Mary Anne Biggs called for a round of applause for John for all his work and expertise. The assembly did so.

Rev. All Woods posed a question regarding the improvement of the Sanctuary to improve mobility for folks. John said he would take things into consideration in future, he understands the challenges we've faced for funerals as an example. No further questions were asked; moderator moved on.

Pastor's Report:

Rev. Dr. Christy McMillin-Goodwin started by pointing out in response to Jane Biggs that there is a fund in the budget to assist church members directly. It currently has a balance of \$5,700. Also We do have church members who are food insecure but do not want people to know. We try to meet those needs in a subtle way.

The Pastor presented her report per the meeting packet. There were no questions asked regarding the report. The Pastor went over upcoming dates of importance through the New Year. The moderator moved on.

There was a motion to approve the Church Manual and the budget for 2024. It was seconded and passed unanimously.

Paster Christy closed out the meeting with a prayer.

Minutes respectfully submitted by:

Heather Hughes

Administrative Assistant, First Baptist Church

Church Clerk's Membership Report
4th Quarter 2023 & 1st Quarter 2024
April 28, 2024

In the 4th Quarter 2023 and 1st Quarter 2024, the congregation welcomed one new member.

Sadly, we lost June White, John Marlow, Martha Ann Parker, Bertie Woods, and Lillie Bryant since October 2023.

The total membership of First Baptist Church as of February 21, 2024, is 390.

Respectfully submitted,

Kathy P. Napier
First Baptist Church Clerk

Treasurer's Report
4th Quarter 2023 & 1st Quarter 2024
April 28, 2023

2024 Financial Highlights

Total Income for 2023 was \$294,826.97. Total expenses were \$325,661.68 for a "Profit" of \$69,165.29. Personnel costs of \$165,910 were 51% of total expenses. Buildings and Ground costs (including utilities) were 23% and Missions were 13%. Administrative and Other accounted for the balance, 13%. There was \$280,242.73 available in our two checking accounts on 31 Dec 2023. In addition, there was \$14,231.49 pending in accounts receivable due from Daycare. Daycare payroll washes through our Operating Account.

The Endowment Fund began 2023 with \$287,892.02 and ended the year with \$290,873.24, an increase of just \$2,981.22. The Markets were in turmoil for most of the year. For much of the year the Endowment was in the negative. The Church received \$7,132 in interest and dividends during the year. At the end of 2023, 45% of the Fund was in bonds, all paying over 5%. 44% was in high quality dividend paying stocks. There was a CD for \$20,000 paying 5.15% and \$12,424.58 in cash. The Leadership Council designated \$50,000 of the Mrs. Parker bequest go into the Endowment fund.

The Capital Campaign Fund pledges stand at \$222,540. \$199,001 of these pledges had been received by the end of 2023. The ending balance on 31 Dec 2023 was \$120500.75, indicating that \$68,500 was spent on necessary (non-routine) repairs and/or improvements.

Missions Funding began 2023 with \$17,787.36. Our generous members and friends gave \$36,845.37 to support our missions in 2023. The Church provided \$33,240.46 to our missions during the year.

First Baptist Church received over \$40,000 in grants from various sources in 2023. Most of this grant money was the result of Pastor Christy identifying opportunities and applying for the grants.

2023 was a strong financial year for First Baptist Church.

Complete 1st Quarter 2024 Financial information was not available to be reported on for this meeting. It will be included in the next Business meeting in October.

Respectfully submitted,

William A. Long
Treasurer, First Baptist Church

Board of Deacons Report
4th Quarter 2023 & 1st Quarter 2024
April 28, 2023

Board of Deacons Members

Dennis Griffin
John Hensley
Margia Kitts
Sarah Klemen
Doug Napier
Lisa Oliver
Cathy Sakalauckas
Sherry Williams

Election of Officers for 2024

The Board elected John Hensley to serve as Chairperson, Cathy Sakalauckas to serve as Vice Chairperson, and Lisa Oliver to serve as Secretary.

Family Ministry Assignments

Each Deacon is assigned an average of 8 families to their Ministry. If you are not sure who your Deacon is contact me and I will be glad to help.

Board of Deacons-Hosted Breakfast

Our Easter breakfast was a complete success with the most people attending since we started the Breakfasts hosting.

Deacons Service: Our Deacons are in constant contact with Christy and Heather that provide information on families in need. If you know of someone in our Church that has additional needs spiritually let your Deacon know or contact Heather and Pastor Dr. Christy.

Respectfully submitted,

John Hensley, Chair
Board of Deacons

Ministry Council Report
4th Quarter 2023 & 1st Quarter 2024
April 28, 2023

Ministry Council members

John Hensley
Cathy Sakalauckas
Phillip Sakalauckas
Al Woods
Sarah Klemens
Michael Williams
Dennis Griffin

Missions

- Thermal Shelter: We provided dinners for 30-40 guests and approximately 10 staff members for two weeks this year. We also donated supplies and snacks. The Ministry Councils wishes to thank all members that participated in preparing and delivering meals.
- Community Table: Meals continue to be served from the FBC parking lot Monday through Thursday each week. FBC prepares and serves the meals on Wednesdays. First Baptist Church is serving on average 70 to over 100 meals on Wednesday night. We often see new families we have not seen before.
- Backpack Program: E Willson Morrison requested FBC increase the number of backpacks we provide from 25 to 30 each week. The account has a fair amount of money in the account thanks to all those that have donated. The backpack program received a Grant from the BGAV in February that also helped with funding.
- Encourager Church: The Chili cookoff raised \$500.00 plus. Combined with the Mission Giving Focus Collection, we have raised \$1,100.00 for our Encourager Church partners.
- Youth: Michael Williams continues to lead our youth, building on local events with success.
 - Summer Camp opportunity to Eagle Eyrie is in the works.

Diversity and Inclusion Committee

- The Ministry Council and Board of Deacons jointly hosted an Easter breakfast with the Latino Church. There were 85 attendees for the breakfast.
- Guest Speaker for Arab American Heritage Month: Michael Williams arranged for the Sawari family to prepare their traditional food for our Church members after Church on the 14th.

Over 35 people attended the meal. The food was amazing, and we learned what the family has gone through to make their way to the United States for new life after leaving Afghanistan. They love America and their freedom.

Respectfully submitted,

John Hensley, Chair
Ministry Council

Leadership Council Report
4th Quarter 2023 & 1st Quarter 2024
April 28, 2024

Members of Leadership Brad Rinker – Chair
Council for 2024: John Hensley – Vice Chair (and Bldg. Committee Rep.)
Lisa Oliver – Secretary
Bill Long – Treasurer
Shane Goodwin
Nancy Thompson
Mary Anne Biggs (Finance Committee Rep.)
Karen Joyner (Personnel Committee Rep.)
Sarah Klemon (Ministry Council Rep.)

Trustees: Doug Napier
Ron Napier
Jerry Williams

Endowment Committee: Joe Biggs
Bill Long
Mary Anne Biggs
Kathy P. Napier

The church has created a Personnel Policy that is exclusive to church staff and support staff. This does not cover the Little Angels Day Care staff; they have their own policy.

Currently the Leadership Council and Pastor Christy are working on a Child Protection Policy for the church and daycare. This is at the advisement of our new insurance carrier.

The church has applied for and pending approval for two grants:

- The first is from the Blue Ridge Food Bank that would be for a Fridge replacement and a washer/dryer set for our linens in the kitchen.
- The second is from the Partners for Sacred Places for the restoration of stained-glass windows, exterior of the sanctuary building windows and bell tower.

First Baptist Church has partnered with a new insurance effective February 15, 2024. Our new carrier for general liability and auto is Brotherhood Mutual.

Respectfully submitted,

Brad Rinker
Chair, Leadership Council

Building Committee Report
4th Quarter 2023 & 1st Quarter 2024
April 28, 2023

1. Ongoing maintenance projects:

- Christy and Church leadership have been working with other Churches and the Town of Front Royal to slow traffic on Union Street. This remains a high priority, but it is a tough job with just a busy street. Take care and watch both ways. We have seen cars traveling in the opposite direction on Union Street.
- **Landscaping:** We are a bit behind this year with cleaning up the landscaping beds. We have a plan in place, and you should see improvement in the coming weeks. If you would like to volunteer speak to a building committee member and we can get you signed up. We are moving back to volunteer service for this task.
- **Cleaning out and throwing away:** Spring is finally here, and we are planning a clean up day. We plan to clean out the shed near the daycare gates on the rear parking lot, the basements, storage rooms, and closets. If you are able to help talk to one of our building committee members.
- **Grass mowing:** Mowing has started and the same contractor we have used for the past few years continues.
- **Gutters and downspouts education building:** We are on a search to identify a contractor we can work with to repair the gutters and downspouts.

2. Major projects Capital Campaign:

- **HVAC upgrade of the Education Building is ongoing:** The design is in place, and we are in the process of pricing equipment, labor, and materials. The first floor of the education HVAC upgrade will wrap up on building. Once this portion of the building is complete the boiler will be decommissioned.
- **HVAC Fellowship Hall:** We continue to replace aging systems. Two large systems for the Fellowship failed over the past several months. These have been replaced and with more modern equipment we shall see a bit of savings on heating and cooling costs. We are adding automation to the control of these systems which will also reduce our operating cost.

- **WIFI:** You may notice better WIFI in the Sanctuary building. The Church recently contracted with Glo Fiber to establish a more dependable WIFI. When our contract runs out with Xfinity we may be moving the WIFI, phones, and internet for the Education building.
- **Sanctuary Building renovations:** We submitted our planned renovation to the Historical Committee for preliminary approval. Our plan was approved in December. Working with our contractor who provided detailed building plans we have submitted a Grant Request. We will receive a response in June if we are still in consideration and October if approved. We do have some major fund raising to do. This renovation project focuses are complete renovations of our beautiful stained glass, brick, trim, bell tower, and rear windows.

First Baptist Church wishes to Thank all past volunteers and our current committee members.

- Brad Rinker
- Tom Hill
- Dodie Meadows
- John Hensley

If you are interested in helping with the building and grounds committee, contact John.

If you have questions, contact John Hensley

Respectfully submitted,

John Hensley
Building and Grounds Committee Chair
First Baptist Church of Front Royal

Pastor's Report
4th Quarter 2023 & 1st Quarter 2024
April 28, 2023

1 – Worship continues to be the central focus and activity of our congregation. In the fall, we focused on cultivating an attitude of gratitude, followed by sermon series centered around grief. Our Advent services focused on people in scripture who dream. In the new year, we examined several Psalms in a series titled "A This and That Quilt," and we also displayed quilts owned by FBC members in our sanctuary. Our Lenten focus was on sacrifice, followed by an Easter sermon season on how we respond to the resurrection.

We are still working to improve our sound in the sanctuary during worship and on our livestream broadcast. This task has been quite difficult.

We celebrated All Saints Day and CBF Field Personnel in November. In December, we held our Christmas Eve service during our 11:00 worship hour. This year, we had our own Ash Wednesday and Maundy Thursday services. We joined with Iglesia Batista el Buen Pastor for Easter breakfast.

2 – **Missions** – These months have been very busy at FBC! We continue to serve many people each week with Dinners Together. On Wednesdays, we feed between 60-100 people each night. We continue to serve a few of our church members, too. Everyone is invited.

We continue to partner with E Wilson Morrison Elementary School to provide weekend food backpacks for children. We have created a new 501c3, called Warren County Backpack Program, to be able to accept tax deductible donations from businesses and civic groups.

The Blue Ridge Food Bank is a valuable partner providing items for Dinners Together and the backpack program.

We continue to apply for and receive grant money from the BGAV to help us with our food ministries. We applied for a grant from the Blue Ridge Food Bank for a new refrigerator and washer/dryer for our kitchen.

We held a Chili Cookoff to raise money for our CBF Field Personnel, Anna and LaCount Anderson, who serve in Eastern NC.

We just received word that we have been awarded the prestigious CBF Mission Excellence Award. It will be awarded on June 21 in Greensboro, NC at the annual CBF General Assembly.

We hosted the Salvation Army Thanksgiving Dinner again this year.

We partnered with Front Royal Rotary Club to house a Red Cross Blood Drive and to host the annual Doc Smith Christmas Food Basket program.

3 – Children’s Ministry – Michael Williams continues to offer monthly activities, along with teaching Sunday School, for our children.

4 – Administration – Our Leadership Council and Ministry Council continue their excellent work. Our Building Committee and Finance Committee continue to oversee our MANY building projects and church finances, respectively. We ordained two new deacons this year, and our deacons are doing a great job helping to take care of our members and overseeing worship. Our Personnel Committee created a Personnel Policy.

We submitted a Letter of Intent to the National Fund for Sacred Places for a \$150,000 grant to help us fund our sanctuary renovation.

5 - This year, I, along with Beth McConnell, created a Peer Learning Group of CBF Women Senior Pastors. We meet monthly with zoom and had a retreat in April. CBF funds our group.

Since September, I have been in an online study group called “Enneagram for Growth and Leadership.” The Enneagram is “a model of human psychology and personality theory, that is based on the idea that each person has a unique and innate personality structure, or ‘essence,’ that shapes the way they see the world and themselves.” The Enneagram helps us understand the motivations behind why we act and think the way we do.

I am serving as President of Seniors First (Shenandoah Area Agency on Aging).

In October, I attended the 40th Anniversary of Baptist Women in Ministry in Louisville, KY.

Upcoming Events

May 5 – ordination council for Carlos Camcho and Miriam Bruno

June 2 – Church picnic at Rockland Park

June 12-15 – Passport Kids Camp at Eagle Eyrie

June 21 – FBC receives award at CBF General Assembly

June 30 – Ordination Service (5:00) for Carlos and Miriam

July 14-17 – Vacation Bible School

Respectfully Submitted,

Rev. Dr. Christy McMillin-Goodwin
Pastor, First Baptist Church

First Baptist Church of Front Royal, VA Personnel Policy

Purpose and Scope

The purpose of this Church staff policy is to provide a general guideline and reference of personnel policy for the staff members of First Baptist Church of Front Royal ("Church"). This policy is not intended to restrict the actions and practice(s) of employees and is not all inclusive of actions and practices, but rather to provide a guideline and continuity of personnel policy, applicable year-to-year, regardless of change in Pastor, Leadership Council, Personnel Committee, or other authoritative committees or persons. This policy covers the following areas:

- I. Definition of Staff
- II. Staff Organization
- III. Background Checks
- IV. Procedure for Maintaining Employee Information
- V. Changes in Job Descriptions and Performance Evaluation
- VI. Office Schedule
- VII. Paid Time Off, and Professional Release Time
- VIII. Education Leave
- IX. Sabbatical Leave
- X. Holidays
- XI. Parental Leave
- XII. Social Media Policy

I. Definition

For purposes of clarity within this policy, the Church staff may be defined as follows:

- A. Pastoral Staff
 - Pastor
 - Associated Pastors
- B. Support Staff
 - Administrative Assistant
 - Music Director
 - Nursery Workers
 - Technology Assistants
 - Kitchen Staff

NOTE: Day Care Staff – these employees have their own Personnel Policy and are not subject to this policy.

II. Staff Organization

The role of the Pastor is given in the Manual of the First Baptist Church Front Royal, VA. The Pastor, in conjunction with the Personnel Committee of the Leadership Council, supervises all Staff.

III. Background Checks

Before hiring, all staff will undergo a criminal background and credit check.

IV. Procedure for Maintaining Employee Information

For each employee (Pastor, music director, and administrative assistant), confidential personnel records shall be maintained. These files shall be kept in a locked, securely, and confidentially maintained place on Church premises. The Chair of the Personnel Committee or their designee shall be the custodian of these records. The Pastor shall oversee the process. Employee records shall be securely maintained in a confidential, hazard resistant manner.

Access to the confidential personnel record of an employee shall be granted to his/her individual record. Access to the confidential records of all employees shall be available to the Pastor, the Chair of the Personnel Committee, and the Chair of the Leadership Council or their designee.

V. Changes in Job Descriptions and Performance Evaluation

Each staff employee shall have a complete job description on file. The Pastor shall review job descriptions at least annually and keep the job description of each staff member up to date. Changes in job descriptions may be requested by the employee, their supervisor, the Pastor, an appropriate Church committee, or the Personnel Committee. Any changes to job descriptions must be approved by the Personnel Committee and the Leadership Council.

Reviews of performance and goals of all staff employees will be conducted annually in August. The Pastor shall review the performance of the music director and administrative assistant against their respective written duties and goals, as well as establish duties and goals for each for the coming year. The Personnel Committee shall review the Pastor's performance of stated written duties and Church goals, as well as the Pastor's individual goals, and establish duties and goals for the coming year. All reviews will be in writing and may be done in narrative form or an evaluation instrument may be developed. A record of conclusions shall be made for all reviews and filed in the employee's Personnel Record by the Personnel Committee. If appropriate, the Personnel Committee will recommend raise increases to the Finance Committee and Leadership Council.

VI. Office Schedule

The Church office will operate on a schedule of 9:00 am to 5:00 pm Monday through Friday.

VII. Paid Time Off, and Professional Release Time

A. Pastor – Paid Time Off (PTO) and sick leave will be granted as negotiated when the Pastor was hired, or as from time to time may be mutually agreed in writing between the Pastor and Personnel Committee.

Additionally, the Church celebrates with the Pastor as he or she is invited to exercise his or her professional skills outside the Church. The Church strongly encourages the Pastor to accept invitations and opportunities to do so, recognizing that such invitations and opportunities promote our Church and its mission. The Pastor will collaborate with the Board of Deacons to insure adequate and appropriate coverage during any pastoral absences. The Deacons will communicate with the Church about absences when necessary.

B. Administrative Assistant- Paid time off (PTO) will be accumulated at 3.08 hours per pay period. Paid time off can be used for vacation, sick days, or other times away from the office. After five (5) years of employment and for each five (5) years thereafter, PTO will be accumulated not less than 3.08 hours per pay period or from time of employment that may be mutually agreed upon by the Pastor and the Personnel Committee. Time off for emergencies and comp time will be decided by the Pastor, in consultation with the Personnel Committee.

C. Other Staff are not given paid PTO unless negotiated and documented in writing by the Pastor or Personnel Committee at time of hire.

VIII. Education Leave

The Pastor will be given up to two weeks of education time, including for conferences, conventions, and seminars, each year. Additional study time may be granted by the Personnel Committee.

IX. Sabbatical Leave

The Church recognizes that it is in the best interest of the health of the Church for the Pastor to develop professionally and to have opportunity for renewal in his/her spiritual life by means of Sabbatical Leave.

Guidelines for Sabbatical Leave:

- A. The Pastor who has served for five (5) consecutive years shall be eligible to apply for an eight-week sabbatical leave during his or her sixth year and remains eligible until a leave is approved and taken. After taking a sabbatical, the Pastor will be eligible again in five years.
- B. The Pastor, Personnel Committee, and Leadership Council will work together to determine a timeframe best suitable for the sabbatical. A detailed written sabbatical plan will be worked out with the pastor, Personnel Committee, and Leadership Council. Such a plan should be prepared at least six months prior to the proposed sabbatical and before the budget is set for the year in which the leave will occur. Approval of a sabbatical plan is at the discretion of the Leadership Council.

The sabbatical plan should include the following:

- A description of the desired sabbatical activities
 - A statement of how these activities will benefit the Pastor and the Church
 - The dates selected for the sabbatical
 - A budget outlining sabbatical costs for things such as: travel, classes, retreats, counseling etc..
 - How the Pastor's ministry and duties will be carried out during the sabbatical.
- C. Paid sabbatical time is in addition to paid vacation time for the year in which the sabbatical is taken. However, Education Leave will be forfeited for that year.

It is preferred that the weeks be taken consecutively in order to maximize the possibility for refreshment or concentrated study. If possible, the sabbatical should be scheduled at a time that will minimize the disruptive effect on the normal operation of the Church.

- D. While on leave, the Pastor will receive full salary and benefits but shall not receive compensation for services in any other entity.
- E. In general, the sabbatical leave may be used for activities designed to develop the Pastor professionally and spiritually, such as research and writing, travel with a definite educational or ministry purpose, continuing education, spending time at a retreat center, or going on a mission trip.
- F. A written report prepared by the Pastor shall be submitted to the Leadership Council within three (3) months of the Pastor's return.

X. Holidays

Normally, the Church office will close for the following paid holidays: New Year's Day, Martin Luther King Day, President's Day, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving (3 days), and Christmas (3 days). When the holiday falls on Saturday or Sunday, either Friday or Monday may be substituted. If a staff member works on a holiday, another day shall be substituted.

XI. Parental Leave

Maternity/Paternity Leave shall be granted for a period of six work weeks for all full-time staff. In the event that additional time is required, it shall be arranged in writing with the Personnel Committee.

This Parental Leave policy applies to those staff who adopt children, also.

For full-time staff who foster children, the staff member will work with the Personnel Committee to arrange time off, if appropriate.

XII. Social Media Policy

Church staff at all times shall maintain a Christian example on social media. Staff will only speak positively of Church members, Church activities and programs, and other staff.

Policy Approved: _____

Staff Signature: _____

Date: _____