



St. John UMC
Leadership Board Meeting

Date & Time:	Sunday, August 24, 2025, 3:00 pm
Location:	St. John United Methodist Church Room 108
Pastors in attendance:	None
Leadership Board in attendance:	Charles Dixon (Leadership Board Chair & Trustees), Mark Barron (Staff Parish Relations, Lay Leader), Rich Bias (Finance—Chair), Sawyer Branham (Young Adult), Tonya Currier (Staff Parish Relations & Annual Conference Representative), Dan Griggs (Finance), Paula Matson (Staff Parish Relations), Mary Ottinger (Finance), Karen Phelps (Secretary), Warren Spooner (Trustees), Stephanie Quattlebaum (Mission and Ministries Representative), Greg Capers (Trustees—Chair)
Church members/staff:	Beth Dixon, Communication Director Absent: Rev. Jenny Anderson

Opening– The meeting was opened with prayer by Mark.

Spiritual Formation – Each Board member shared in response to the question “How is it with your soul?”

Leadership Equipping for Guiding Principles– members discussed and agreed that a current copy of the Guiding Principles in PDF form would be posted on website for all to reference. A concern was raised about the overlap of Trustee Chair and Leadership Board Chair. Charles and Trustee committee will submit a draft on the rotation of the Trustees committee & Chair.

Review of New People – Tom & Alberto; Ron & Orla King will be joining next week.

Goal Review and Accountability

- Improved Accessibility of the Building – see Trustee minutes
- Stewardship
 - The connection team has been contacting visitors and new members via emails, in person and handwritten notes.
 - The stewardship team has met, and a campaign timeline set.

Review of Minutes.

- Corrections and edits were identified. Minutes were approved with corrections.

Generative and Strategic Work

Trustees - Report in consent package and reviewed by Greg Capers

- Updates on work covered in report.
- Greg Capers raised concern about Fire Safety regarding our building utilized by DCCM and has asked a retired fire chief to do inspection and make recommendations. IT was recommended that Golden Bank Food Harvest be brought into the communications and plans to build more buy-in from all parties involved.

Staff Parish Relations – Report in consent package and reviewed by Tonya Currier.

Jamie Garvey's 45th anniversary is in September. Celebration date to be decided.

Proposed 2 temporary W2 positions for the remainder of calendar year 2025. Grounds Keeper for both church & lake property and sound technician. Details are in SPR report.

Executive session at 4:00 pm to discuss and approve Reverend Jenny Anderson's compensation package. Out of Executive session at 4:17 pm

Finance Committee Report: The report was in the consent package. Rich Bias focused the team on the following:

- St John Received \$84,600 in federal funding July 2025 because of our application in Nov 2023 to the Employee Retention Credit program. The Finance committee is working on 2026 budget with the assumptions that pledges will be flat and while the operating expenses budget will need to include increases in insurance (15%), utilities (5%), and personnel (2%). Projecting an 80,000 deficit.
- The Budget Process calendar was presented and approved
- The operating budget deficit was \$28,740 the end of July, after transferring \$20,000 from Federal funds into operating budget. We are receiving 92% of budgeted contributions and spending 99% of the approved expense budget.
- As discussed in June 2025 meeting the operating expense/office was 54% over budget which was likely due to not being budgeted appropriately. Rich and Beth Dixon will meet to go through line items so we can budget appropriately for the coming year.

The **Generative and Strategic Work Reports** from Trustees, SPR and Finance were approved.

Communications

- Minutes were approved with edits.
- Trustees, SPR and Finance reports were approved.
- Current Guiding Principles in PDF form are to be posted to website
- Charles and Greg will present a draft on the rotation of the Trustees committee & Chair.
- Rich Bias & Beth Dixon will review office operating expenses in detail.
- 2 Temporary W2 part time positions through the calendar year approved. Grounds keeping and Sound Technician.
- In executive session Reverend Anderson's compensation package approved.
- 2026 budget process and calendar approved.
- Greg Capers to coordinate a fire safety inspection for the building used by DCCM .

Next Meeting– Sunday Sep 21, 12:15 pm; Consent Packets materials due Monday Sep 15th.

Closing– Warren closed with prayer.