

## **ADDENDUM to the *Book of Reports***

Updated as of 6.14.21

- Pg. 8** *Remove Minutes Committee Report from Saturday morning agenda*
- Pg. 40** *Under Rule II.A.4, the amended rule should read as: “Persons proposing new reports, changes or additions to the printed report of an agency in the *Book of Reports* must submit them in writing for delivery to members of the annual conference at **or before** the opening session, but not to be considered by the annual conference before the morning session of the second day of annual conference, or at such time as directed by the resident Bishop or presiding officer for consideration.”*
- Pg. 56** *Under RECOMMENDATIONS in the report of the COMMON TABLE FOR CHURCH VITALITY, the Recommendation on behalf of the Board of Discipleship should read:  
By the Board of Discipleship regarding the recommendation and endorsement of Gregory B. West as a General Evangelist according to the standards set by the General Board of Discipleship*
- Pg. 68** *To the report of The Board of Higher Education and Campus Ministry, add the following:*

### **United Methodist Related Schools**

It is with sadness that we announce that Randolph College has disaffiliated with The United Methodist Church and is no longer in connection with the Virginia Conference. In June of 2019, the Randolph College Board of Trustees voted to consider the relationship of the College with The United Methodist Church (UMC). The following statement was issued:

“Throughout its history, the College has been affiliated with the UMC and has benefited from its encouragement and support. In the early years, the UMC provided generous financial support, and more recently, scholarships for Methodist students. However, in early 2019, the UMC voted to retain language in its official documents that prohibits the ordination of LGBTQ+ persons as ministers and prohibits Methodist ministers from officiating at same-sex marriages. These official positions of the UMC contravene the fundamental principles of non-discrimination, diversity, and inclusion to which Randolph College is committed, and, therefore, the Board of Trustees has voted to end the College’s formal affiliation with the UMC. Randolph College welcomes all students, faculty, and staff regardless of sex, race, ethnicity, national origin, religion, sexual orientation, or gender expression, and remains committed to providing a community that supports the spiritual lives of its students, faculty, staff, alumnae and alumni.”

Source: <https://www.randolphcollege.edu/news/2019/07/statement-from-the-randolph-college-board-of-trustees/>

The Virginia Conference and Randolph College have shared in almost 130 years of ministry together. Following the decisions of General Conference 2022, if the Virginia Conference and The United Methodist Church commit to values aligned with Randolph College, we, the Virginia Board of Higher Education and Campus Ministry, hope to explore renewal and reconciliation of our relationship and ministry.

The BHECM also hopes to strengthen their connection to United Methodist related institutions throughout the Virginia Conference. In an effort to do this work and as we transition fully to new leadership our next steps will be:

- Rev. Ryan LaRock, incoming BHECM chair, and Rev. Nickie Moreno Howard, Associate Director of Learning Ministries will visit every chaplain and other institutional representative(s) at each of our United Methodist related institutions over the next year. These visits will serve to renew our connections and explore ways to continue in ministry together. They will also provide an opportunity to further understand our financial relationship.
- During 2020, BHECM worked to connect with the Association of Educational Institutions (AEI) under the leadership of Dr. David Johns. Over the next year, BHECM will consider options to work alongside AEI as we seek joint ministry that benefits our UM schools and the mission and ministry of the Virginia Conference.
- In March of 2020, by action of the Common Table a rule change was recommended by BHECM and approved regarding membership of BHECM. The recommendation, approved unanimously, will change the current policy of including a UM College or University President to instead include a UM College or University Representative. The BHECM will work to finalize this rule change and present it for an Annual Conference vote in 2022. In addition, BHECM will give careful consideration to including a College or University Chaplain in its membership, and as appropriate, present that rule change.

**Pg. 68** *Following the report of the Board of Higher Education and Campus Ministry, add*  
**Campus Ministry Association**

The Campus Ministry Association (CMA) is the collection of the Virginia Conference campus ministers and chaplains at United Methodist-related schools. Throughout the pandemic, we met more regularly, completed a virtual retreat, and offered support for one another's ministries and finding ways to collaborate. We have also helped navigate the challenges at various campuses and United Methodist-related schools and worked collaboratively for the entire Virginia Conference's benefit. While this year has been challenging, our fellow chaplains and campus ministers' collegiality and support have been invaluable.

We would also like to say thank you from all of us to you, the delegates at Annual Conference, for your support. Without Conference funding, we would not reach the number of schools that we currently serve. We also thank everyone who sent names to our campus ministers and chaplains to reach out to the students on our campus. We also would like to thank the Board of Higher Education and Campus Ministry (BHECM) for all of their hard work year-round. These partners on BHECM help us in so many ways, and we would not nearly be as successful without them. This past year, we have seen the departure of Mr. Paulo Lopes and Rev. Nickie Moreno Howard's hiring as our staff liaison. We are so thankful for both Paulo and Nickie and how they advocate for our young adults while building bridges to the greater United Methodist connection. We encourage you to take the time to read each one of our campus ministry reports to find out what is happening in our schools and campuses. Please know that we are so grateful for the opportunity to serve the Virginia Conference in this way.

**Pg. 77** *Following the RISE Faith Community Report, add:*

**Wesley-Westminster Foundation at Norfolk State University**

The Wesley-Westminster Foundation (WWF) at Norfolk State University (NSU) continues to be the largest and most active campus ministry at NSU. WWF Campus Ministry is an ecumenical ministry of the United Methodist and Presbyterian Churches seeking to impact the College, the Community, and the Current Culture with Christian Principles, Open Hearts and Open Minds. It is our mission to provide

a safe place to explore and to experience one's faith, while offering a respectful and non-threatening environment of love, service to others and learning. This safe space has been relegated to zoom and one to one telephone and Facetime calls.

The pandemic has certainly caused a shift in how we approach and execute ministry opportunities. More than ever, students are reaching out for a place that offers them a sense of peace, comfort and comradery. Those on campus look to us as an outlet while those who are studying at home this semester hope to find a connection with the campus and their friends. Last Spring, we left for Spring Break and had no idea what would come. First, the break was extended and then students were asked to report to campus to remove their belongings and return home indefinitely. As pastor, I offered many hours of counsel, support and a listening ear to both parents and students. The adjustment was a major one for many. Even with the interruption we did our best to continue to stay in touch and to stay in prayer.

While it was hard for us to meet new students as we returned to school for the Fall semester, we did our best to reach out as much and as often as possible. Our schedule included Bible Study, prayer, small groups and fellowship activities. It is necessary for students to share in activities that provided them with a time for fellowship. Therefore, we hosted the Pass the Aux-Gospel Edition where students selected a variety of gospel songs they wanted to hear, and we all listened together while one student was the Disc Jockey. The semester was short, and the ministry leaders met over the holidays to prepare for the Spring Semester.

The members of the WWF Board have been consistent in prayer and concern for the students as well as for me. It is a blessing to know that my students and I are being covered in prayer. The blessing in all of this, is that the ministry has grown. Students are reaching out to family and to friends who are socially and spiritually disconnected. This has resulted in a collaboration with students from North Carolina A& T and several students from several other schools have joined our Campus Ministry as well. Presently, we host a monthly worship and Bible Study and average more than 40 in attendance. Students are eager to be in fellowship and often ask for prayers for mental strength and academic stamina during the ongoing time of crises.

In the midst of the pandemic we did our best to find ways to reach out to others. We provided more than 475 meals to food insecure persons. Students put together and distributed over 200 blessing bags including health and hygiene items, toilet paper, hats, gloves, and masks to those in the community. Additionally, we assisted in hosting a toy giveaway and gifted at least 350 toys to children in need for the holidays. Only a select number of students could participate while wearing masks and socially distancing so that we could remain compliant with the school's COVID-19 safety policy. Most of our outreach activities are hosted at a nearby church to accommodate the needed space for us to be socially distanced.

The need has been great this year. Not only have students struggled but their families as well. Furthermore, for our students on campus many of them are helped by our partnering church, New Horizon Presbyterian Church who hosts a Food Pantry. Our students love their bread. It is the little things that make us smile when so many are hurting during this time of loss. Therefore, WWF Campus Ministry does her best to keep her arms open wide and continue to provide support, a listening ear and a safe space. In many respects we have had to reimagine ministry, but it has been a good stretch of our faith and we rise to the challenge.

Joy Denise Carrington, Campus Minister

## Nominations

*Add the following nominees:*

### Commission on Archives and History

#### Lay

Queen Green  
Ann Keeling  
Audrey Lewis  
Stephen Mansfield  
Marianne Martin  
David Meyer

Margaret Mock  
Brenda NeSmith  
William Olson  
Laurie Preston  
Leona Salter  
JoEllen Fulk Smith

Linda Stead  
William Stead  
John D. Varna  
Bobbie Kaye Wash  
Kathi Hughes Wise

Honorary: Thelma Crowder  
Ex Officio: Myra Lindsey, Editor: Heritage

### Board of Church and Society

#### Clergy

Bart Fletcher

### Board of Discipleship

#### Youth Council

Joshua McCauley

#### Older Adult Council

David Edinger

### Board of Higher Education and Campus Ministries

Chad Hrbek

### Commission on Disabilities

#### Lay

Chris Howell  
Karen Robinson

### Council on Finance and Administration

#### Laywoman

Fran Inge

### Conference Trustees

#### Clergy

Dan Albrant

### Preachers' Relief Society

Esther Agbosu  
Clark Cundiff  
Elizabeth Wright Taylor

**Report of the Conference Statistician****2020**

	Total Professing Members at Beginning of Year	Received and Restored on Profession of Christian Faith	Net Transferred in (out) from other United Methodist Churches	Net Transferred in (out) from non-United Methodist Churches	Removed by Charge Conference action and prior year corrections	Withdrawn from Professing Membership	Removed by death	Total Professing Members at End of Year	Net Change in Membership	Percent Change	Average attendance at all weekly worship services	Number of Persons Baptized
Alexandria	36,653	234	-1	16	1,222	93	214	35,373	-1,280	-3.5%	17,282	98
Arlington	27,639	220	-27	-9	24	139	159	27,501	-138	-0.5%	19,768	111
Charlottesville	12,277	38	-2	1	48	31	146	12,089	-188	-1.5%	5,437	18
Danville	9,938	5	-44	-92	29	38	176	9,564	-374	-3.8%	6,197	13
Eastern Shore	6,335	8	-64	2	19	8	104	6,150	-185	-2.9%	3,196	11
Elizabeth River	28,819	94	-12	11	65	34	296	28,517	-302	-1.0%	16,446	80
Farmville	11,337	43	3	9	113	10	197	11,072	-265	-2.3%	7,031	25
Harrisonburg	16,954	43	-28	4	30	13	260	16,670	-284	-1.7%	10,335	38
James River	17,293	16	-13	1	59	17	222	16,999	-294	-1.7%	7,048	18
Lynchburg	15,669	51	9	7	313	17	232	15,174	-495	-3.2%	9,155	52
Rappahannock River	17,768	97	16	-2	-61	39	180	17,721	-47	-0.3%	9,817	51
Richmond	39,200	133	34	2	447	35	300	38,587	-613	-1.6%	13,211	48
Roanoke	19,713	30	1	-16	150	31	236	19,311	-402	-2.0%	9,462	25
Staunton	11,969	24	-20	-20	87	39	201	11,626	-343	-2.9%	6,758	20
Winchester	17,769	40	-12	7	13	45	173	17,573	-196	-1.1%	7,992	28
York River	24,943	45	-1	-18	72	54	289	24,554	-389	-1.6%	10,024	38
Totals for 2020	314,276	1,121	-161	-97	2,630	643	3,385	308,481	-5,795	-1.8%	159,159	674

**ADDENDUM**  
**Council on Finance and Administration**

**SECTION I - Proposed Conference Budget for 2022**

	2022 Proposed Apportionments			2021 Budget			% Change to 2022 Priority 1	2020 Budget		
	Sch.	Priority 1	Priority 2 *	2022 Total	2021	Increase (Decrease) to 2022 Priority 1		2020	Increase (Decrease) to 2022 Priority 1	% Change to 2022 Priority 1
<b>Conference Apportionments</b>										
401 - Conference Mission & Ministries	A	2,670,000	-	2,670,000	2,510,000	160,000	6.4%	3,140,000	(470,000)	-15.0%
402 - Conference Services	B	1,889,000	-	1,889,000	1,830,000	59,000	3.2%	1,990,000	(101,000)	-5.1%
403 - District Ministry and Administration Fun	C	3,150,000	-	3,150,000	1,820,000	1,330,000	73.1%	2,000,000	1,150,000	57.5%
404 - Equitable Compensation		200,000	-	200,000	200,000	-	0.0%	250,000	(50,000)	-20.0%
405 - Church Extension & Development		900,000	-	900,000	900,000	-	0.0%	1,200,000	(300,000)	-25.0%
406 - Virginia Education Fund		336,000	-	336,000	420,000	(84,000)	-20.0%	600,000	(264,000)	-44.0%
<b>Total Conference Apportionments</b>		<b>9,145,000</b>	<b>-</b>	<b>9,145,000</b>	<b>7,680,000</b>	<b>1,465,000</b>	<b>19.10%</b>	<b>9,180,000</b>	<b>(35,000)</b>	<b>-0.40%</b>
<b>Clergy Benefits Apportionments</b>										
407 - Active Clergy Health		10,000,000	-	10,000,000	9,710,000	290,000	3.0%	9,710,000	290,000	3.0%
408 - Retired Clergy Health		6,000,000	-	6,000,000	6,060,000	(60,000)	-1.0%	6,060,000	(60,000)	-1.0%
409 - Pension Liability Assessment - Pre 82		-	-	-	-	-	0.0%	750,000	(750,000)	-100.0%
<b>Total Clergy Benefit Apportionments</b>		<b>16,000,000</b>	<b>-</b>	<b>16,000,000</b>	<b>15,770,000</b>	<b>230,000</b>	<b>1.50%</b>	<b>16,520,000</b>	<b>(520,000)</b>	<b>-3.10%</b>
<b>General &amp; Jurisdictional Apportionments</b>										
410 - Episcopal Fund		865,000	15,000	880,000	865,000	-	0.0%	870,000	(5,000)	-0.6%
411 - World Service		2,150,000	820,000	2,970,000	2,150,000	-	0.0%	2,925,000	(775,000)	-26.5%
412 - General & Interdenominational Fund		325,000	155,000	480,000	325,000	-	0.0%	480,000	(155,000)	-32.3%
413 - Ministerial Education		675,000	330,000	1,005,000	675,000	-	0.0%	990,000	(315,000)	-31.8%
414 - Black College Fund		315,000	85,000	400,000	315,000	-	0.0%	395,000	(80,000)	-20.3%
415 - Africa University Fund		70,000	20,000	90,000	70,000	-	0.0%	90,000	(20,000)	-22.2%
<b>Total General &amp; Jurisdictional Apportionments</b>		<b>4,400,000</b>	<b>1,425,000</b>	<b>5,825,000</b>	<b>4,400,000</b>	<b>-</b>	<b>0.0%</b>	<b>5,750,000</b>	<b>(1,350,000)</b>	<b>-23.5%</b>
<b>Total Apportionments</b>		<b>29,545,000</b>	<b>1,425,000</b>	<b>30,970,000</b>	<b>27,850,000</b>	<b>1,695,000</b>	<b>6.1%</b>	<b>31,450,000</b>	<b>(1,905,000)</b>	<b>-6.1%</b>
<b>Projected Budget Following Alignment</b>										
Total Annual Conference Apportionments		29,545,000	1,425,000	30,970,000	27,850,000	1,695,000	6.1%	31,450,000	(1,905,000)	-6.1%
Total District Administration Apportionments**		1,313,000	-	1,313,000	2,626,000	(1,313,000)	-50.0%	2,970,000	(1,657,000)	-55.8%
<b>Total Apportionment Burden ***</b>		<b>30,858,000</b>	<b>1,425,000</b>	<b>32,283,000</b>	<b>30,476,000</b>	<b>382,000</b>	<b>1.3%</b>	<b>34,420,000</b>	<b>(3,562,000)</b>	<b>-10.3%</b>

**FOOTNOTES:**

\* Priority 2 represents the effect on the Virginia Conference of the postponed General Conference and the inability to vote on the proposed lower General Church budget

\*\* Assumes districts will apportion half of 2021 at the same level as they apportioned in 2021.

\*\*\* Districts may and likely will continue to apportion additional funds for Boards of Missions and for other purposes and ministries.

**NOTE:** In 2022, the increase in Fund 403 is in anticipation of a decrease in District Apportionments.

**Schedule A - Apportionment 401 - Conference Mission & Ministries**

	2021	2022	Budget	Inc.\(Dec.)	% Chg.
<b>Common Table Directed Ministries</b>					
A. Program & Board Administrative (see below)	1,125,000	1,331,000	4.50%	206,000	18.31%
B. Benevolence Grants	160,000	160,000	0.54%	-	0.00%
C. Special & Sustaining Grants	50,000	50,000	0.17%	-	0.00%
D. Conference Programs	80,000	80,000	0.27%	-	0.00%
E. Campus Ministries	800,000	825,000	2.79%	25,000	3.13%
	2,215,000	2,446,000	8.27%	231,000	10.43%
<b>Other Ministries</b>					
Wesley Foundation Capital Improvements	100,000	-	0.00%	(100,000)	-100.00%
Wesley Foundation Maintenance	60,000	85,000	0.29%	25,000	41.67%
Bishop's Discretionary Fund	20,000	20,000	0.07%	-	0.00%
<b>Total Ministry Expenses</b>	2,395,000	2,551,000	8.63%	156,000	6.51%
<b>Contingency Funds - Budget Shortfall</b>	115,000	119,000	0.40%	4,000	3.48%
<b>Total 401 Apportionment</b>	<b>2,510,000</b>	<b>2,670,000</b>	<b>9.03%</b>	<b>160,000</b>	<b>6.37%</b>
<b>Supporting Details for Line Items Above</b>					
<b>A. Program &amp; Board Administrative Expenses</b>					
1. Common Table	3,000	3,000	0.01%	-	0.00%
2. Departmental Administration	50,000	50,000	0.17%	-	0.00%
3. Agency Administration	50,000	38,000	0.13%	(12,000)	-24.00%
4. Personnel Costs	504,500	670,000	2.27%	165,500	32.80%
5. Communications	230,000	270,000	0.91%	40,000	17.39%
6. Outsourced Graphic Design Services	6,000	6,000	0.02%	-	0.00%
7. Video Production & Documentation	8,000	8,000	0.03%	-	0.00%
8. Information Technology	265,500	266,000	0.90%	500	0.19%
9. Contingency	8,000	20,000	0.07%	12,000	150.00%
	<b>1,125,000</b>	<b>1,331,000</b>	<b>4.50%</b>	<b>206,000</b>	<b>18.31%</b>

**Schedule B - Apportionment 402 - Conference Services**

	<b>2021</b>	<b>2022</b>	<b>Budget</b>	<b>Inc.\(Dec.)</b>	<b>% Chg.</b>
1. Board of Ordained Ministry (see below)	344,500	386,500	1.32%	42,000	12.19%
2. Bishop's Assistant	55,000	-	0.00%	(55,000)	-100.00%
3. Annual Conference Session	245,000	245,000	0.83%	-	0.00%
4. Treasurer's Office	405,000	439,000	1.49%	34,000	8.40%
5. Human Resources	-	35,000	0.12%	35,000	100.00%
6. Computer Services	120,000	120,000	0.41%	-	0.00%
7. Richmond Area Episcopal Expense	26,500	26,500	0.09%	-	0.00%
8. Pastor Relocation & Transition	7,500	7,500	0.03%	-	0.00%
9. Archives	20,000	20,000	0.07%	-	0.00%
10. Council on Finance and Administration	2,000	2,000	0.01%	-	0.00%
11. Historical Society	4,000	4,000	0.01%	-	0.00%
12. Board of Trustees	1,000	1,000	0.00%	-	0.00%
13. Telephone Service	10,000	10,000	0.03%	-	0.00%
14. Insurance	18,000	20,000	0.07%	2,000	11.11%
15. Postage & Printing	33,000	33,000	0.11%	-	0.00%
16. Building Operations & Services	175,000	175,000	0.59%	-	0.00%
17. Conference Publications	7,500	7,500	0.03%	-	0.00%
18. Contingency Funds for Unforeseen Expenses	15,000	15,000	0.05%	-	0.00%
19. Legal	200,000	200,000	0.68%	-	0.00%
20. Audit	45,000	45,000	0.15%	-	0.00%
21. Episcopal committee	2,000	2,000	0.01%	-	0.00%
22. Contingency Funds - Budget Shortfall	94,000	95,000	0.32%	1,000	1.06%
	<b>1,830,000</b>	<b>1,889,000</b>	<b>6.42%</b>	<b>59,000</b>	<b>3.22%</b>

**Board of Ordained Ministry**

1. Minister's Family Counseling	8,000	15,000	0.05%	7,000	87.50%
2. Candidates' Evaluation	15,000	15,000	0.05%	-	0.00%
3. Sexual Ethics Response Team	2,000	2,000	0.01%	-	0.00%
4. Conference Clergy Leadership Program	20,000	20,000	0.07%	-	0.00%
5. Center for Clergy Excellence	14,500	14,500	0.05%	-	0.00%
6. Personnel Costs	215,000	250,000	0.85%	35,000	16.28%
7. Board of Ordained Ministry Administration	70,000	70,000	0.24%	-	0.00%
	<b>344,500</b>	<b>386,500</b>	<b>1.32%</b>	<b>42,000</b>	<b>12.19%</b>

**Schedule C - Apportionment 403 - District Ministry and Administration Fund**

	<b>2021</b>	<b>2022</b>	<b>Budget</b>	<b>Inc.\(Dec.)</b>	<b>% Chg.</b>
DS Salaries, Housing, & Pension	1,645,000	1,222,000	4.14%	(423,000)	-25.71%
DS Travel & Meetings	130,000	100,000	0.34%	(30,000)	-23.08%
DS Continuing Education & Other	30,000	20,000	0.07%	(10,000)	-33.33%
District Developers Salaries, Housing & Pension	-	830,000	2.81%	830,000	100.00%
District Administrative Managers	-	120,000	0.41%	120,000	100.00%
District Ministry	-	480,000	1.62%	480,000	100.00%
District Superintendent Directed Funds	-	320,000	1.08%	320,000	100.00%
Extended Cabinet Directed Funds	-	40,000	0.14%	40,000	100.00%
DS & DD Moving expenses	-	18,000	0.06%	18,000	100.00%
Contingency Funds - Conference Budget Shortfall	15,000	-	0.00%	(15,000)	-100.00%
	<b>1,820,000</b>	<b>3,150,000</b>	<b>10.67%</b>	<b>1,330,000</b>	<b>73.08%</b>



## SECTION II - Recommended Apportionments to Districts and Local Churches

### A. Total Recommended Apportionment Levels:

The Council of Finance and Administration (CFA) recommends that the amounts apportioned from the General, Jurisdictional, and Annual Conference be apportioned to the districts as follows:

#### 2022 Virginia Annual Conference Apportionments

401-Conference Mission & Ministries	2,670,000
402-Conference Services	1,889,000
403-District Superintendents Fund	3,150,000
404-Equitable Compensation	200,000
405-Church Extension & Development	900,000
406-Virginia Education Fund	336,000
407-Active Clergy Health	10,000,000
408-Retired Clergy Health	6,000,000
410-Episcopal Fund	880,000
411-World Service	2,970,000
412-General & Interdenominational Fund	480,000
413-Ministerial Education Fund	1,005,000
414-Black College Fund	400,000
415-Africa University Fund	90,000
	<u>\$ 30,970,000</u>

### B. CONFERENCE APPORTIONMENT RECOMMENDATION SPECIFICS:

The Conference Apportionments are intended to carry out the mission and ministry of the Virginia Annual Conference. All balances at the end of the year are to be closed to Conference Reserves unless an exception is granted by the Conference Council on Finance and Administration.

#### 401-Conference Mission & Ministries

- This apportionment provides funding for the Conference Common Table benevolences and ministries, including Campus Ministries, other Common Table Program Boards and Agencies support.

#### 402-Conference Services

- This apportionment primarily covers the administrative requirements of the Book of Discipline and Conference owned properties.

#### 403-District Ministry and Administration Fund

- This apportionment covers
  - the District Superintendents' compensation, housing, and benefits, including continuing education and travel costs
  - the personnel costs for the District Developers and District Administrative Managers, beginning July 1, 2022

- District Ministry and Administration Budgets, beginning July 1, 2022
- District Superintendent and Extended Cabinet directed funds, beginning July 1, 2022

**404-Equitable Compensation**

- This apportionment is required by the Book of Discipline and is administered by the Equitable Compensation Commission to provide clergy salary supplementation based upon their policies and procedures.

**405-Church Extension and Development Fund (CEF)**

- This apportionment is based on recommendations of the Common Table and is directed to the Church Development Team for use in providing conference-wide grants to new and existing churches in accordance of the policies of the Common Table.

**406-Virginia Education Fund**

- This apportionment is apportioned to the districts at **\$336,000 for 2022**. Based on recommendations of the Common Table, the following percentage distribution of the Fund is proposed for 2022:

**Virginia Education Fund Allocation**

Ferrum College	23.0%	78,000
Randolph-Macon College	22.0%	74,000
Randolph-Macon Academy	12.0%	40,000
Shenandoah University	21.5%	72,000
Virginia Wesleyan College	21.5%	72,000
		<b>\$ 336,000</b>

**Report on 2020**

- As set out in the Annual Conference procedures, the Annual Conference is informed, through this report, of shortfalls in the Apportionments that impact Conference Reserves. These shortfalls were managed through budget cuts, contingency funds and Conference reserves in accordance with Annual Conference-approved policy. Below are the stated Apportionments for 2020.

	<b>Shortfall</b>
401 Conference Mission & Ministries	775,896
402 Conference Services	361,385
403 District Superintendents	334,980
404 Equitable Compensation	29,563
	<b>1,501,825</b>

**SECTION III — Apportionment Procedures**

**A. APPORTIONMENT FORMULA:**

- **All Apportionments except for the Active Clergy Health Benefits**  
Apportionments are calculated using the last year of available statistics of each local church (i.e. 2022 apportionments are calculated using 2020 statistics). The formula is based on total net paid expenses

which are the total expenditures of the church minus expenditures for benevolent causes, apportionments, capital improvements, and payments on loans and mortgages. The apportionments for each church are sent to each district based on decimal calculations from the formula below:

$$\text{Individual Church Net Paid} / \text{Total of all Conference Churches Net Paid} = \text{Church Decimal}$$

- **Active Clergy Health Benefits Apportionment Formula**

The costs of the active clergy health benefits will be apportioned using a two-tier calculation. The first tier will consist of a fixed dollar amount (\$5,500) per health plan eligible clergy based upon the July 1, 2021 appointment list. The remaining costs after the tier one calculation will be apportioned to the churches based upon total clergy (regardless of classification) compensation (salary plus accountable reimbursement) paid by a church divided by the total clergy compensation paid in the last year of available statistics (2020 for 2022 apportionments).

- The district then passes the apportionments on to the local church according to recommendations developed by the district superintendents and the district stewards.
- The Council on Finance and Administration, in consultation with the Church Development Team and Cabinet, has the authority to set a policy for apportioning newly chartered churches, Legacy churches, and 2<sup>nd</sup> sites of chartered churches.
  - Effective January 1, 2016, the policy will be to phase in the apportionments for new chartered churches over a five year period with the first year beginning at 20% and increasing 20% for each subsequent year until the church is at 100%.
  - Effective January 1, 2016, for a Legacy church as determined by the Church Development Team and the Cabinet, the district superintendent may present a projected budget of expenses to be used in the Legacy church's apportionment calculation for the first 18 months of its classification as a Legacy church.
  - Effective January 1, 2016 for a 2<sup>nd</sup> site (satellite & multi-site) locations that are recognized as new faith communities by the Church Development Team and the Cabinet, the existing chartered church may exclude direct expenses of the second site from the apportionment calculation based upon the following schedule:

0-42 months	100%
43-54 months	80%
55-66 months	60%
67-78 months	40%
79-90 months	20%

- Effective January 1, 2017, for a Renewal church location as determined by the Church Development Team and the Cabinet, the existing chartered church will be treated in the same manner as a newly chartered church.
- Effective January 1, 2020, Ecumenical (multi-denominational) churches will be direct billed for health insurance when they are served by an eligible United Methodist pastor and will not be subject to the 407 apportionment.

## **B. REPORTING GUIDELINES:**

- District superintendents will report the apportioned amounts for each church to the Conference treasurer and the apportioned amounts will be shown on the monthly Treasurer's report sent to each church.
- Apportionments are to be calculated and distributed annually rather than on a quadrennial basis.
- The Annual Conference will raise World Service funds only through contributions from the local churches. CFA urges that district superintendents, pastors, and local church leaders seek to fully implement Section 812 of the 2016 Discipline.

### **C. IMPORTANCE OF WORLD SERVICE:**

- The importance of World Service to the life of the Church is lifted up to the Annual Conference. “The World Service Fund is basic in the financial program of The United Methodist Church. The World Service apportionment represents the minimum needs of the general agencies of the Church. Payment in full of these apportionments by local churches and annual conferences is the first benevolent responsibility of the Church.” (Section 812 of the 2016 Discipline).

### **SECTION IV - Annual Conference Special Offerings**

Annual Conference offerings provide important and life-giving support for key Conference programs. The following are recommended for approval for 2022:

- United Methodist Family Services. It is recommended that December be designated as United Methodist Family Services Month and that each church promote an offering during this time for this purpose.
- Pinnacle Living (Samaritan Fund). It is recommended that the period between Mother’s Day and Father’s Day be designated in support of the Pinnacle Living (Samaritan Fund), and that local church offerings collected during that period be dedicated to this ministry.
- Heart Havens. It is recommended that February be designated as Heart Havens Month and that each church promote an offering during this time for this purpose.
- Partnerships of Hope. It is recommended that September be designated as Partners of Hope Month and that each church promote an offering during this time for this purpose.
- Annual Conference Offering. CFA recommends continued support for this important offering.

### **SECTION V - Policies**

#### **A. DISTRICT MINISTRY AND ADMINISTRATION FUND (403)**

Overall Policies for the Fund:

- In compliance with the Book of Discipline, the current salaries and expenses for district superintendents (DS), and those under special appointment, will be published in the Conference Journal with each DS’s salary individually calculated and assigned each year as part of the appointive process, using the following criteria:
  - Each District Superintendent’s salary shall be between \$105,000 and \$120,000 at the discretion of the Bishop.
  - Each year, the annual salaries of the District Superintendents are to be recommended by CFA to the Annual Conference.
  - CFA also administers salary-related expenses, to include such items as pensions, supplemental benefits, travel, continuing education, and other Cabinet-related expenses.
  - The total cost of salaries and related expenses apportioned to districts are to be based on the current approved decimal system (upon recommendation of CFA).
  - All other District Superintendent’s costs, such as housing, district office expenses and staff, are to be paid at the district level, pending the final recommendations regarding district alignment.

Note, there will be further recommendations coming from CFA once the decisions have been made regarding district alignment.

#### **B. TRAVEL & MEETING EXPENSES**

Board and Agency members and staff engaged in Conference business are provided and are to be managed as follows:

- The mileage reimbursement rate is set at 45 cents for Conference staff. The mileage reimbursement rate for volunteers is set at half the IRS rate for volunteers (currently 28 cents) for those serving boards and agencies of the Conference.

- Meals are to be reimbursed at actual costs, but not to exceed \$20 per 24-hour period. (Breakfast on the date of departure from home/office is not accepted; dinner on the date of return is not accepted, except when the arrival to home/office is after 7 p.m.).
- Reimbursement for daily room charges is set at \$100, if the travel incurred extends to a period over three hours prior to the starting time of 10 a.m. on the day of the meeting.
- Spouse expenses are not part of allowable expenses.
- To encourage stewardship in this area, CFA suggests: (1) that advance reading materials be provided for study prior to meetings; and (2) that there be use of teleconferencing, where feasible.

### **C. INDIVIDUAL EXPENSES FOR ANNUAL CONFERENCE**

Provided for and managed as follows:

- Each charge is responsible for the expenses of both the clergy and lay members (including diaconal ministers) from that charge to the annual conference, working out its own plan of compensating for actual expenses.
- Persons not covered through local church appointment shall receive annual conference reimbursement not to exceed \$170 a night for mileage, meals and lodging; the Conference treasurer shall reimburse the claimant through voucher of approved expenses. Coverage under this section extends to:
  - (a) retired clergy who retired with pension under one of the Disciplinary options and who are not serving full-time;
  - (b) clergy on medical leave;
  - (c) clergy on sabbatical leave who are members of the Virginia Annual Conference;
  - (d) retired diaconal ministers who served at least eight years in the Virginia Conference and who are granted a retired relationship by the Conference;
  - (e) persons expecting their first appointment;
  - (f) members of the conference who have been appointed to attend a theological school;
  - (g) those serving as chaplains in Armed Forces;
  - (h) deaconesses under appointment;
  - (i) furloughed missionary members of the Virginia Annual Conference;
  - (j) those on loan to other annual conferences, whose expenses are not otherwise provided for; and
  - (k) clergy returning from an approved leave of absence receiving local church pastoral appointments.
- Each district is responsible for the expenses of its district superintendent, youth members and members-at-large.
- Each board, agency or committee is responsible for the expenses of its chairpersons, if that person is not a clergy or lay member whose costs are covered by their charge or district.

### **D. CONFERENCE RESERVE FUNDS**

Policies on the Maintenance of Reserve Fund Levels:

- The Council monitors the Conference Reserves to ensure the ability to cover future contingencies including,
  - a) Reserve funds for emergencies and catastrophic needs related to the maintenance of Conference property held by the Conference trustees, and include: (1) Virginia United Methodist Center; (2) Wesley Foundation buildings; and (3) the Episcopal residence. [The total value of these properties is estimated at more than \$15 million.]
  - b) Reserve funds for cash flow purposes.
  - c) Reserve funds for economic and financial downturns.
- The Council has set the following target for Conference Reserve Funds:

Core Reserves:

A.	20% of the Conference Budget that closes to reserves	\$ 1,272,000
	a.	401 – Conference Mission and Ministries
	b.	402 – Conference Services
	c.	403 – District Superintendents' Fund
	d.	404 – Equitable Compensation Fund

B. 15% of Invested Assets

958,000

\$ 2,230,000

At December 31, 2020 the Annual Conference had reserves greater than the target amount.

- Consistent with approved Annual Conference policies (effective January 1992), the use of investment income is authorized to maintain reserve levels. (At the discretion of CFA, excesses may be used to: (1) meet shortfalls in Conference benevolences; (2) meet shortfalls in Conference Services; and/or (3) reduce apportionments from the Annual Conference to local churches.
- Reserve funds in the amount of \$300,000 are available to cover actions emerging from Annual Conference vote, emergencies, support of advances for campaigns, and potential liabilities of the Conference
- Of the amounts reserved: (1) up to \$50,000 is available for emergency needs of the Common Table, with the approval of CFA; and (2) up to \$100,000 may be allocated by CFA between sessions of Annual Conference, as deemed necessary
- The status of Conference reserves at the end of the prior actual year is to be reviewed each year by CFA and included in the Treasurer's Report to the Annual Conference Session.

#### **E. PASTOR RELOCATION TRANSITION FUND**

1. By action of the June 2003 Annual Conference, CFA has established Pastor Relocation Transition Fund and has provided funding through the Conference Services apportionment.
2. Churches/charges which are served by fulltime clergy appointed to their charge as pastor may request reimbursement on the following schedule for an incoming pastor, if the previous pastor served two years or less in the appointment to their charge:
  - One-year appointment – Seventy-five percent of the verified moving expenses up to a maximum of \$3,000 reimbursement.
  - Two-year appointment – Fifty percent of the verified moving expenses up to a maximum of \$2,000 reimbursement.
3. No moving expenses will be reimbursed that are not in compliance with the Virginia Annual Conference Guidelines for Moving Expenses as printed in the Journal of the Virginia Annual Conference.
4. Payment will be made at the end of the year based on a pro-rata share of the apportionment receipts from the churches.

#### **F. CONFERENCE JOURNAL**

The 2021 *Journal* is to be made available by posting on the Virginia Conference website ([www.vaumc.org](http://www.vaumc.org)) as a PDF file. It will be available as a printed copy upon request at a cost of \$25 which includes shipping. Requests for printed copies must be made by August 1 of the calendar year, and payment must be made at the time the order is placed. Only a small quantity of Journals will be printed and distributed in compliance with the *Book of Discipline* (606.2), to district offices, conference staff, and those purchasing copies before the August 1 deadline.

#### **G. CONFERENCE PUBLICATIONS COMMITTEE**

It is recommended that the Conference-Provided Publications Committee be continued, composed of the following: (1) the Director of Connectional Ministries; (2) Conference Treasurer; and (3) the Conference Director of Communications, who will serve as the convener of the committee. The Committee may convene at any time at the request of any committee member as long as a majority of the committee members are present. [The committee oversees the production and publication of the conference *Journal* and other such publications and mailings that are appropriate to keeping the conference members linked to the business of the Annual Conference.]

#### **H. CLERGY DIRECTORY**

One copy of the *Directory of the Ministry* is to be mailed to all Virginia Conference clergy (active and retired, including lay pastors and diaconal ministers). Widows/widowers of clergy are also entitled to a free copy upon request. Additional copies may be purchased at a cost of \$4 each (includes shipping and

handling). An updated version of the directory is available on the Conference website as a pdf file. Clergy can opt out of this hard copy mailing by submitting the form at this link: <https://vaumc.org/findclergy/>.

### **I. AUDIT REPORTS**

The Council on Finance and Administration reminds all district offices, agencies, institutions, and organizations receiving any financial support from conference funds or from any authorized conference-wide appeal to be in compliance with the *2016 Book of Discipline* 617.2 and 617.3 to submit audited financial statements to the Conference Treasurer no later than six months after the end of the organization's fiscal year.

### **J. IRS REGULATIONS**

CFA reminds all church and/or charge treasurers to comply with the IRS regulations.

### **K. REQUESTS FOR BUDGET FUNDING**

CFA recommends that all groups requesting funding from CFA submit requests for budget funding to CFA by January 15 of the year the request is being made. This will allow the requests to be reviewed by CFA in sufficient time for consideration at the Annual Conference Session the following June.

## **SECTION VI – A Church in Mission**

We are a Church in Mission and a three-pronged focus of teaching, communication, and recognition enriches us as a Conference and as Christians. With it, we are able to share and learn further what it means to enter into the vision and share concerns with many people. But more importantly, it sets out a focus throughout our Conference on the value and importance of the unique connectional relationship we have as United Methodists.

Our charter has already been defined for us and it is set out in Scripture: “Just as in the human body, though it is made up of many parts, is a single unit, because of these parts, though many, make one body, so it is with Christ.” (1 Corinthians 12:12). And that body is composed of all of God's children, including the rich and poor, found and lost, and secure and dispossessed. For as Jesus said, “Truly, I tell you, just as you did it to one of the least of these who are members of my family, you did it to me.” (Matthew 25:40).

As part of that body, we are called to serve our brothers and sisters in mission throughout the connection. Because of our covenant with God and with each other, it is our goal to fund the basic missional witness of the United Methodist Church.

We have much to be proud of as a Conference, as we live out the full meaning of the Stewardship of the Gospel. Our connectional giving — the important life blood of the work we all do together — is a reflection of the great commitment that Virginia United Methodists have to the mission and ministry work of our Lord. The budgets we draw up, while important, are more than a series of numbers. They reveal the very character of the people who build them, support them, and act through them. They are Christ's work in the world, put into a plan for receiving and spending — collective understandings of commitments to fulfilling ministries and mission priorities. It's no small thing we do individually, when collectively we are making such big impacts beyond our church doors.

The Stewardship of our Conference is part of our response to the needs we know about, as well as those not yet seen. Seeing the need, then doing what Jesus would do. That's true Stewardship! It's our faith in action!

William H Talley IV, President

**Pg 141**

*In the Conference Calendar, correct date for Annual Conference:*

June 2022

**16-18** Annual Conference, Hampton