



WE ARE
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Annual Charge Conference

September 25, 2025

6 p.m.

First United Methodist Church
715 Diamond Drive
Los Alamos, NM 87547

New Mexico Annual Conference

Bishop Carlo Rapanut
Bishop of New Mexico Conference

Rev. Ross Whiteaker
Presiding Elder District Superintendent

Rev. John W. Nash
Senior Pastor First United Methodist Los Alamos

Table of Contents

Charge Conference Agenda	5
Pastor Compensation	7
Pastor Housing Resolution	11
Report of Pastor	13
Local Church Officials List	19
Lay Servant Report	23
Retired Pastors Report	25
Report of the Trustees	29
Annual Accessibility Audit	31
Report of the Finance Committee	35
Policy Statement Regarding Reducing Child Abuse	39
Policy Statement on Misconduct of Sexual Nature	41
Safe Sanctuary Policy	43
Other Reports	47
Faith Development Report	49
Leadership Board Minutes	51
Endowment Committee Report	81

Albuquerque District Charge Conference 2025 Agenda

- Welcome and Opening prayer - Ross Whiteaker
- Devotional - Ross Whiteaker
- Call to Order - Ross Whiteaker
- Election of Secretaries
- Pastors' Compensation - SPRC Chairpersons
- Housing Resolutions
- Lay Leadership Report – Pastors
- Candidates for Ministry – Pastors
- Recognition of Lay Servants - Larry Luna, ABQ District Lay Leader
- Recognition of CLM's
- Safer Sanctuaries Policy (list in packet all who have been trained in the past 12 months)
- Other reports
- Closing Prayer - Ross Whiteaker

Church/Charge: First, Los AlamosPastor: Rev. John W. NashCompensation effective date: 1/1/2026Appointment: ☒ FT ☐ B/4Name of person completing this form: Julie RischPhone Number: 505-662-6277

New Mexico Conference Pastor Compensation Form 2026

Housing	OK	Y	Parsonage Provided - you must enter "Y" for Yes or "N" for No
	OK		Housing Allowance - Enter the amount paid if there is no parsonage

Taxable Cash payment	1	\$86,663.98	Church Contribution to Pastor Salary
	2	\$0.00	Equitable Compensation - This is Equitable Compensation contribution to pastor salary.
			Cash Allowances (Cash provided up front to the pastor and <u>not</u> vouchered. Please note that the IRS may require receipts in the case of an audit.) <i>Reminder this is taxable income.</i>
			Travel: includes actual expenses for airfare, hotel, etc and/or standard mileage rate (not to exceed IRS rates) for use of personal vehicle.
			Continuing Education: books, publications, training seminars, etc
			Membership Fees, Dues and/or Entertainment
			Other Allowances: including things such as parsonage utilities, insurance and maintenance.
			Other (description)
	3	\$0.00	Cash Allowances Annual Total <i>Reminder this is taxable income.</i>
	4	\$86,663.98	TOTAL OR GROSS CASH PAYMENT - Add Lines 1-3

Basis for Appointment			Accountable Reimbursements (This is vouchered, and receipts are required for reimbursement. Please enter the maximum amount that is available for reimbursement)
			Travel: includes actual expenses for airfare, hotel, etc and/or standard mileage rate (not to exceed IRS rates) for use of personal vehicle. <i>If you have entered this in Worksheet 1, you may not enter it here.</i>
		8,000.00	
			Continuing Education: books, publications, training seminars, etc. <i>If you have entered this in Worksheet 1, you may not enter it here.</i>
			Membership Fees, Dues and/or Entertainment <i>If you have entered this in Worksheet 1, you may not enter it here.</i>
			Annual Conference Expenses - expenses paid by church
			Other (moving expenses here)
			Other Reimbursable Expenses - (list with breakdown of dollar amount)
	5	\$8,000.00	Accountable Reimbursements
	6	\$94,663.98	Total Basis for Appointment - add lines 4 and 5

Church Paid Benefits	7	\$30,804	Conference Health Insurance Paid by Local Church <i>(enter X on appropriate line)</i> Pastor only = \$11,844/year \$987/month Pastor +1 = \$22,512/year \$1,876/month X Pastor + family = \$30,804/year \$2,567/month
	8	\$3,509.89	Comprehensive Protection Plan (CPP) <i>(fill in appropriate amount for all Full Elders serving at least 3/4 time)</i> Parsonage Provided \$3,509.89 No Parsonage \$2,599.92
	9	\$9,989.75	COMPASS Pension Costs <i>(All pastors serving at least 1/2 time. This entry is pulled from the COMPASS Calculation page. This amount is the church's obligation)</i>
	10	\$209.48	UMLO "UMLifeOptions" <i>(go to chart on pg 3 for life insurance rates.) fill in the age and yearly premium and it will fill in box 10 for you. THIS LIFE INSURANCE IS NOT OPTIONAL</i>
Total Compensation Package	11	\$139,177.10	housing allowance + total cash payment (line 4) + accountable reimbursement (line 5) + conference health insurance (line 7) + CPP (line 8) + COMPASS (line 9) + UMLife Options (UMLO) line 10
Housing Exclusion	12		HOUSING EXCLUSION - DO NOT ADD OR SUBTRACT Housing Exclusion Resolution MUST BE INCLUDED W/COMP FORM.

COMPASS Calculation for Direct Contribution Pension

Church/Charge:

First, Los Alamos

Pastor: Rev. John W. Nash

	30,332.39	Parsonage or Housing Value (35% of cash salary for parsonage)												
	116,996.37	Total salary for pension calculations												
i. COMPASS Church Contributions (Annual)														
	\$1,800.00	Standard 150.00 per month												
	\$3,509.89	3% Pension Base												
	\$4,679.86	UMPIP Match												
	\$9,989.75	Total Annual Church Contribution to COMPASS Benefits												
iv.														
	<i>The annual amount that the participant is contributing is to be entered manually in the green cell below. This amount is the participant's payroll deduction.</i>	UMPIP Contribution- An automatic pre-tax payroll deduction of 4% of compensation plus housing will be used for contributions to UMPIP (United Methodist Personal Investment Plan). The pastor can elect to have a different % as a contribution to UMPIP, however will have to contact the Conference Benefit Officer in writing (email is fine) indicating the requested % or to waive out completely. This will be billed by the Board of Pensions on the church's monthly invoice as a payroll deduction. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">Parsonage Provided</th> <th style="width: 20%;"></th> <th style="width: 30%;">No Parsonage</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4% contribution Identified %</td> <td style="text-align: center;">\$4,679.85</td> <td style="text-align: center;">Annual amount</td> <td style="text-align: center;">\$3,466.56</td> </tr> <tr> <td style="text-align: center;">10%</td> <td style="text-align: center;">\$11,699.64</td> <td style="text-align: center;">Annual amount</td> <td style="text-align: center;">\$8,666.40</td> </tr> </tbody> </table> <i>For maximum COMPASS pension benefits, the pastor must contribute 4% of their compensation plus housing. The church will match up to 4% of Clergy's contribution to UMPIP. If a lower percentage is requested, the church must match that % amount. A higher percentage can be requested, however the maximum matching amount is 4%. Enter the amount to be included with the church's COMPASS payment in the orange cell</i>		Parsonage Provided		No Parsonage	4% contribution Identified %	\$4,679.85	Annual amount	\$3,466.56	10%	\$11,699.64	Annual amount	\$8,666.40
	Parsonage Provided		No Parsonage											
4% contribution Identified %	\$4,679.85	Annual amount	\$3,466.56											
10%	\$11,699.64	Annual amount	\$8,666.40											
	\$ 4,679.86													
v.														
		403B Contribution to Other than UMPIP - This is a payroll deduction contribution to a pension plan held with a bank or investment firm. There must be a voluntary compensation reduction agreement on file with the church and can be a before or after tax contribution.												

This form must be signed and a copy submitted to the Conference Benefits Officer

Pastor

John W. Nash

Date

9/14/25

SPRC Chair

John D. Burlock *

Date

9/14/2025

Finance Chair

Sandra A. Callo *

Date

9/11/2025

District Superintendent

Date

* By our signature we acknowledge that we have read the Arrearage Policy of the NM Annual Conference. This can be found in the conference journal under the Conference Structure, Policies, & Procedures, Section 2635.

Rates for UMLO "UM Life Options"

Below are the premium rates. It is calculated on the clergy's age and the spouse's age.

Pastor or Spouse age as	Pastor rate \$50,000	Spouse Rate \$5,000 Death
25-29	\$47.22	3.63
30-34	\$50.69	3.95
35-39	\$57.64	4.65
40-44	\$78.46	6.75
45-49	\$121.00	11.01
50-54	\$191.20	18.28
55-59	\$283.60	27.52
60-64	\$431.20	42.28
65	\$850.00	83.76
66	\$889.60	88.12
67	\$988.00	97.96
68	\$1,094.80	108.64
69	\$1,213.20	120.88
70	\$1,352.20	134.38
71	\$1,502.20	149.38
72	\$1,646.80	163.84

Calculating UMLO for Line 10

Pastor's age
 yearly premium

Spouse's age
 yearly premium

Total for line 10

For
 Example:
 Pastor's age 52
 Yearly premium
 191.20 Spouse's
 age 50
 Yearly premium
 18.28
 Total annual

Payroll deductions

Health Benefits are provided by HealthFlex through Wespeth. The annual amount listed on Line 7 is the default premium that the church is to pay based on the the number of people covered and is part of the overall compensation package. Any premium that is over that amount will be a payroll deduction.

Other payroll deductions that will be relayed to the church are elected Dental and/or Vision premiums.

Employee contributions to a Flexible Spending account will also be identified as a payroll deduction.

These amounts will be finalized after Open Enrollment for Health Flex.

UMPIP is the determined amount that the pastor will contribute to their pension plan. The annual amount is identified in the green shaded box in section iv. This is a payroll deduction.

The orange box contains the up to 4% of cash salary match the church will contribute as part of the total COMPASS cost.

Los Alamos First (name of church) **United Methodist Church**
Resolutions 2026
Supporting the Annual Compensation of the Pastor as Documented on the
Pastor Compensation Form 2026

INTRODUCTION TO RESOLUTIONS

The following resolutions support the Pastor Compensation Form for 2026 and document allowable deductions to the pastor's cash salary or additional compensation in the form of a housing allowance policy or housing exclusion established and/or accountable reimbursement policy by the Annual Charge/Church Conference. All of the resolutions are for the period January 1, 2026 through December 31, 2026.

HOUSING ALLOWANCE RESOLUTION

(If top box of Pastor Compensation Form indicates "N")

In addition to the annual cash salary of _____ the pastor, Rev. _____, _____ United Methodist Church will also provide a housing allowance of \$ _____ (\$ _____ per month) for a home at _____, City, _____ State _____, Zip _____.

Whereas Section 107 of the Internal Revenue Code of 1986 provided that a minister of the Gospel may exclude from gross income the rental value of a home and any allowance to provide a home;

Therefore, be it resolved that this housing allowance, to the extent that it is used to provide a home, shall be considered to be a Clergy Housing Allowance Exclusion and excluded from the reportable compensation under Section 107 of the Internal Revenue Code of 1986. However, the housing allowance will be reported in Box 14 of Form W-2.

HOUSING EXCLUSION RESOLUTION

The First United Methodist Church approves the amount of \$ 5,000.00 of the pastor's (Pastor's name Rev. John W. Nash) annual cash salary, to be used as a housing exclusion, an amount which is included in the pastor's annual cash salary and claimed by the pastor to be used for church-owned parsonage or pastor owned/rented home housing expenses. The pastor is responsible for documentation of funds spent.

The funds spent in the maintenance of the church-owned parsonage or pastor owned/rented home (utilities, insurance, yard supplies, furnishings, household items, cleaning supplies, etc.) may be considered as tax-exempt income. If the amount spent exceeds the amount specified above, it would be considered out-of-pocket expense. If the amount spent is less than the amount specified above, the pastor is responsible for filing the remaining amount as additional taxable income. The amount paid for the housing exclusion will be reported in Box 14 of Form W-2.

Therefore, be it resolved that this housing exclusion, to the extent that the funds are used in the maintenance of a church-owned parsonage or pastor owned/rented home, shall be considered to be a Clergy Housing Exclusion and excluded from the reportable compensation under Section 107 of the Internal Revenue Code of 1986.

Accountable Reimbursement Policy

First United Methodist church establishes an accountable reimbursement plan for Rev. **John W. Nash** for 2026. It is understood by all parties that according to IRS regulation 1.62-2, in order for these reimbursements to be tax free, certain requirements must be met. The requirements include, but are not limited to:

1. The expenses must have a business connection. The employee must have paid or incurred deductible expenses while performing services as an employee of the church.
2. The employee must adequately account (written receipts or other documentation) to the employer for these expenses within a reasonable period of time.
3. If an advance payment for expenses is given, the employee must return any excess reimbursement or allowance within a reasonable period of time.
4. Any amounts remaining at the end of the year will revert back to the church. Unspent allowances will NOT be paid to the employee in any circumstance.

Categories and amounts for accountable reimbursements are specified on Worksheet 2 of the NM Conference Pastor Compensation Form for 2026.

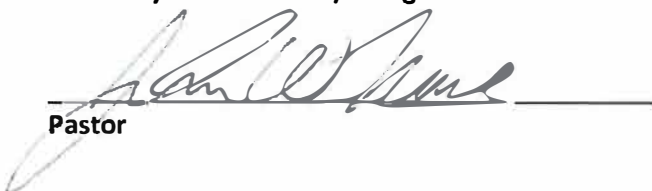
ADOPTION OF RESOLUTIONS AND POLICIES

The resolutions and policies, previously described and resolved in this document, are adopted on this day of 9/25/2025, by the Charge/Church Conference of First United Methodist Church in Los Alamos, NM.


Chairperson, Church Council


Chairperson, Staff/Pastor Parish Relations Committee

Secretary of the Church/Charge Conference


Pastor



Report of the Pastor

The report of the pastor shall include the names of all persons involved in the changes in membership and other items as outlined in *The 2020/2024 Book of Discipline* (§§ 234, 340). This report should cover, as fully as possible, the work of the pastor. Care should be taken not to duplicate the reports of the Church Council, committees, organizations, and officers of the charge.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of witness or evangelism ministries.

First UMc, Los Alamos Church First UMC, Los Alamos Charge
Albuquerque District New Mexico Annual Conference

For the period beginning 10/7/24 and ending 9/25/25
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

1. List those who have been received into baptized membership since the last report.
(Attach as a supplement.)

2. List those who have been received into professing membership since the last report.
(Attach as a supplement.)

- a. On profession of faith or restored.
- b. From other United Methodist churches.
- c. From other non-United Methodist churches.

SEE MEMBERSHIP REPORT

3. List those who have been removed from the professing membership since the last report.
(Attach as a supplement.)

- a. By action of the Charge Conference, or trial court, or by withdrawal.
- b. By transfer to other United Methodist churches.
- c. By transfer to other non-United Methodist churches.
- d. By death.

4. Have the membership records and rolls been audited (§231)? ☐ Yes ☒ No

Date of last audit: _____

If not, please indicate reason: _____

5. The Pastor shall give a report on the state of the church and an account of pastoral ministry as it relates to (§ 340): providing support, guidance, and training to the lay membership in the church; ministering within the congregation and to the world; and administering the temporal affairs of the congregation. Include as a part of the report, a statement outlining the pastor's program of continuing education and spiritual growth for the past year and plans for the year to come (§ 350). (Attach as a supplement.)

SEND COPIES TO:

- 1. The recording secretary
- 2. Pastor
- 3. District Superintendent
- 4. Chairperson of witness or evangelism ministries.
- 5. Charge conference of which you are a member and an affiliate member
- 6. Bishop
- 7. Board of Ordained Ministry

Signed

Printed Name Rev. John W. Nash

Date 9/19/25

Report of Pastor / Church Conference 2025

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.

October 2025 Conference Report

REMOVED> 4 Deaths

TRANSFERRED> 0 Transfer

WITHDRAWAL> 1 Withdrawal

JOINED > 0

BAPTISMS> 1 Infant Baptism

Removed Members	Type	Date	Reason
Marilyn Peek	Member	11/26/24	Death
Margaret Gibson	Member	3/31/25	Death
Trudy Filer	Member	5/30/25	Death
Jerry Beery	Member	6/5/25	Death
Howard Granzow	Member	5/21/25	Withdrawal
New Members			
Baptisms			
Eden Alora Louise Tremblay	Baptized	1/12/25	

People to be removed from membership at FUMC:

Landry Milnes and Amy Rice-Milnes moved to California.

Deaths – Non Members Participants:

Calvin Klatt 3/17/25

Dear Brothers and Sisters in Christ:

I am now in my seventh year serving this congregation. This is the longest I have ever been in one particular church, and it has been a blessing and one I hope continues for many more years. As I work to prepare these reports it is always amazing to look back at the many things we have accomplished over the past year, as well as the things still outstanding that we are working on. Generally, it is said that in the seventh year serving a church that the pastor has to create new plans, new visions, to drive the future so that they, and the church, don't grow stale. I don't think that's bad advice, but we still have many goals we are working on that I think can help us continue building upon our current energy and increase it for the future.

One of our biggest accomplishments in the past year was our hosting of the ecumenical Lenten program this spring. We made several changes to the program, including moving to Sunday, and everything went very well. One of the things I heard the most from other clergy was how smoothly everything went. Even when there were problems they were quickly dealt with so that there were no gaps. One of our goals was to raise the bar for this activity and we most certainly did that. The church who will host next year was a little worried that they couldn't maintain what we did. That is high praise indeed! But, we could not have done that without all of your help. Thank you to all of our volunteers!

Our mission projects continue with some reemphasis and reconfiguring in others. In past years we have supported 60-70 families in Medanales, and it was becoming apparent that number was not sustainable. This year we dropped it to around 40, and there were still several families that did not get a "sponsor" that Linda Leschnitzer, who has been coordinating for many years, had to go shop for. This will require still more rethinking in the future. We continue to offer our Christmas Eve offering to the Dolly Parton Library to also support this community.

Our work with McCurdy Ministries has also increased considerably over the last year with new leadership there. We have volunteers going every month to help sort clothes that have been donated, including from us. We have volunteers going to read with the children. And several members built four little free libraries that are being placed throughout Espanola as part of their literacy program.

We continue to work with Paper for Water in working to drill water wells, or provide clean water throughout the world. The leaders of that organization joined us again for worship and a workshop in July. Our food pantry continues to be well used and supported. We even received three carts worth of donations from a local business who did a food drive and then gave us their efforts. Unfortunately, we discontinued our technology assistance program at the libraries largely because of issues outside of our control.

This has been a very difficult year for many people with the events of the world. One person commented that the candle table in the sanctuary can be seen as an anxiety meter, and it's been running high. To help deal with these realities, we held a prayer event in the spring where we gathered to pray for our country and her leaders. There was a positive response to this activity. We also cosponsored an event with JJAB to bring in Dr. Robert Ortega to talk about politics

and mental health. One of his key points was about hope. If anyone should be able to give a message of hope it should be the church.

In January, the Leadership Board held a retreat and we brainstormed things that we might do around the campus to make improvements. Some of these could be easy fixes, and others are more expensive projects that could be included in a capital campaign. The results of this have gone a little slower than might have been hoped, but they are still in process with the hope that we will have a capital campaign underway in 2026 as part of our 75th anniversary celebration. This event will not only be about celebrating our past 75 years, but also setting ourselves up for the next 75 years.

We did do several upgrades to the facility over the past year. We had new carpeting installed in the hallways and a few of the classrooms. We also finished painting the hallways and most of the other rooms. The work on the bathrooms next to the sanctuary continue. What was the men's restroom has now been changed fully into an all-gender/family restroom. A changing station, new hand rails and a new toilet were all installed to make this restroom more accessible. Plans to do something similar to the women's restroom are currently under way as well. Finally, a new roof was also installed on the parsonage. This metal roof replaces a shingle roof that had run its expected life.

For more than 40 years, we have been serving the community through the Ark Child Development Center. Our enrollment is down significantly mainly due to the implementation of pre-k programs at the public schools, increased work from home programs and a new preschool sponsored by the labs. We have recently had to make significant cuts to staffing and restructure some programs to try and keep it financially viable. With the state's recent decision to offer universal preschool, the future of the Ark is unknown because we don't have enough details on what that looks like financially. We normally lose money on students receiving state assistance. So, that is an area of concern, but also potential opportunities, for the coming year.

There are lots of things that happen behind the scenes that don't necessarily have a visible impact to the congregation, but do help the staff. In the past year we have passed a new records retention policy and a security footage policy. We transitioned out of our old accounting system into QuickBooks, which will be very helpful moving forward. We created a computer retention/replacement plan, and replaced several computers this year. We are also working on a new policy to replace the Ark Board with an Ark advisory team to make better use of our volunteers and staff time, and a new fee policy for staff for funerals and weddings.

Our Leadership Board is going to remain fairly stable for 2026, but we will more than likely have significant transition in 2027. That means we need to be more intentional in our goal of training leadership.

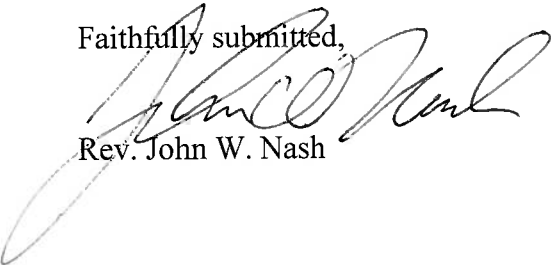
In the past year I conducted one baptism and conducted four memorial services. I did not do any specific continuing education classes last year, but did attend several short seminars on areas of interest, including AI. I am beginning to think about what a potential sabbatical would like look and how it could be structured, perhaps for 2027. I did take all four weeks on my vacation last year.

As I talk with other churches and clergy I have to keep reminding myself, and also reminding all of us, that much of what is happening here is not normal. Although we didn't get any new members, we still get many guests, and people who are worshipping with us every week. If you wonder where all our children are, most are not in worship on Sunday, and we do celebrate those who are there, but they are there at Programming Night on Sunday evening. That includes several families who may worship at other congregations, who then join us for those activities. Our mission programs continue to reach new people and people in need, and I could go on and on. We should celebrate and name what's happening here.

I am excited about this coming year especially with the activities surrounding the 75th anniversary. As I already said, this is a time not only for us to celebrate the past 75 years, and to give thanks to the saints who brought us to where we are. But, and perhaps even more importantly, it's also about naming where we want to be in another 75 years and setting ourselves, and those who will follow us, up to be successful in those years.

Thank you for allowing me the privilege of serving for another year.

Faithfully submitted,



Rev. John W. Nash

Retired Pastor's Report 2025

It is my pleasure to report that Elaine and I are alive, kicking and happy in Southwestern Colorado.

As far as pastoral duties, I am still actively involved in the worship and ministry of St. Mark's Episcopal Church in Durango, Co. I help with communion most Sunday's and preach on occasion, but have not done so this year.

I continue to teach a popular Bible Study – Wednesdays With the Word. In the past year I've taught the Gospel of Luke, and an exciting study on Genesis. I am starting a study on Acts this month.

I have done no weddings or funerals.

Thanks for allowing me to continue associating with 1st United Methodist Church Los Alamos. I continue to find myself in a United Methodist Church desert here.

With deepest affection I continue to be your servant in Christ,

Rev. Dr. Stephen E. Trout,
United Methodist Minister, Retired



Report of the Trustees

The trustees are amenable to the Charge Conference and as such are required to make an annual report

(¶ 2550). Additional reports should be made as requested by the Charge Conference or Church Council or equivalent. Numbers in parentheses refer to paragraphs in the 2020/2024 Book of Discipline.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and the board of trustees.

First United Methodist	Church	Los Alamos	Charge
Albuquerque	District	New Mexico	Annual Conference

For the period beginning October 6, 2024 , and ending September 25, 2025

DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

1. Organization for the present conference year was effective 10/6/24 , by electing the following officers (no less than three, and up to nine persons):

Name	Term Expires
President <u>Lynn Kluegel</u>	<u>12/2025</u>
Vice President _____	_____
Secretary _____	_____
Treasurer _____	_____
Member _____	_____
Member _____	_____
Member _____	_____
Member _____	_____
Member _____	_____

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

☒ **Yes** - List the record locator/account number given to the organization by the state: 289025

☐ **No**

b. Who is the custodian of deeds and other legal papers? Rev. John Nash

c. Where are they kept? Parsonage/Church

3. Name or names in which title to each piece of property is recorded, as shown by civil land records (¶¶2536, 2538):

	Name(s)	Office	Book	Page
Church Buildings	<u>First United Methodist</u>	<u>Los Alamos</u>	<u>8</u>	<u>79</u>
Church Buildings	_____	_____	_____	_____
Parsonages	<u>First United Methodist</u>	<u>Los Alamos</u>	<u>1</u>	<u>31</u>
Parsonages	_____	_____	_____	_____
Other	<u>Original Land Grant</u>	<u>Los Alamos County</u>	<u>1</u>	<u>66</u>
Other	_____	_____	_____	_____

4. Does each deed contain trust clause (¶2503)? ☐ **Yes** ☒ **No**

5. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate? ☒ Yes ☐ No

6. a. Insurance (¶2533.2, 2550.7)

Item Insured/ Insurance	Replacement Value	Amount of Coverage/ Limits	Type of Coverage	Company	Restricted By Coinsurance (Yes or No and amount)		Expires When
Church Buildings	\$ 5,303,000	\$ 5,303,000	RC	Church Mutual	Y ☐ N ☒	Amount:	3/1/2026 ⁺
Parsonages	\$ 870,000	\$		State Farm Insurance	Y ☐ N ☒	Amount:	3/1/2026
Church Furnishings and Equipment	\$	\$			Y ☐ N ☐	Amount:	
Parsonage Furnishings and Equipment	\$	\$			Y ☐ N ☐	Amount:	
Vehicle(s)/ Commercial Auto		\$					
Hired and Non- Owned Auto Liability		\$ 1,000,000	HNOA	Church Mutual			3/1/2026
General Liability		\$ 1,000,000	Occurrence	Church Mutual			3/1/2026
Medical Payments		\$ 10,000	Occurrence	Church Mutual			3/1/2026
Umbrella/Excess Liability		\$					
Worker's Compensation/ Employers Liability		\$ 1,000,000	Occurrence	Church Mutual			3/1/2026
Employment Practices Liability		\$ 1,000,000	Occurrence	Church Mutual			3/1/2026
Employee Benefits Liability		\$ 1,000,000	Occurrence	Church Mutual			3/1/2026
Directors and Officers/ Errors Omissions		\$ 1,000,000	Occurrence	Church Mutual	Y ☐ N ☒	Amount:	3/1/2026
Crime/Employee Dishonesty Coverage		\$ 50,000	Occurrence	Church Mutual			3/1/2026
Professional Liability Coverage/ Pastoral Counseling		\$ 1,000,000	Occurrence	Church Mutual			3/1/2026
Sexual Misconduct Coverage		\$ 1,000,000	Occurrence	Church Mutual			3/1/2026
Cyber Coverage, if any		\$ 50,000	Occurrence	Church Mutual			3/1/2026

b. Have the buildings been inspected for fire and other safety hazards within the past year? | ☒ Yes | No

c. Have you assessed the replacement value within the last 5 years? | ☒ Yes ☒ No

d. Who performed the assessment? Fire Department does a yearly safety inspection

e. Does the church have a Misconduct Prevention Policy, such as Safer Sanctuaries? ☒ Yes ☐ No

Note: It is recommended that the Misconduct Prevention Policy be reviewed every couple of years, Provide the date last reviewed? 6/22/21

f. Is the amount of insurance adequate? ☒ Yes | No

(to determine the adequacy of coverage, please use the GCFA Insurance Worksheet found at:
www.gcfa.org/resource/umc-minimum-insurance-requirements)

7. a. Has an annual accessibility audit for church properties been conducted (§ 2533.6)? ☒ Yes ☒ No
 (attach as a report; an example accessibility audit form may be found at www.gcfa.org/forms-and-assets)

b. If needed, have you developed an accessibility plan? ☒ Yes ☒ No (Attach plan)

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 ✓ No
 (attach as a report;)

b. If needed, have you developed a plan/timeline for the renovation and development to achieve this? Yes ✓ No

(attach plan/timeline)

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

Item	Date Received	Amount	Where Invested	Income	is Used for
Endowment Fund	est. 2016	34,948.56	Century Bank		Invested
75th Anniversary CD	2024	5324.51	Century Bank		75th Anniversary Celebration
Market Money		36,463.66	Century Bank		

(Attach as a supplement a 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 and § 2550.9)

President of Trustees

Printed Name: _____

Date: _____

SEND COPIES TO:

1. The recording secretary
2. Pastor
3. District Superintendent
4. The board of trustees.
5. Conference Treasurer office
6. Charge conference of which you are a member and an affiliate member
7. Bishop of the area in which you serve

ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (12533.6)

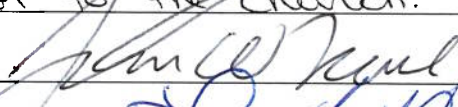
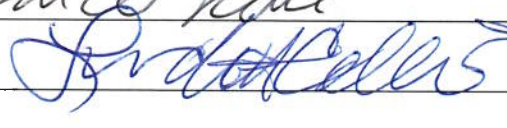


Church LA FUMC

District Albuquerque

	Y	N	Guidelines (see key on p. 4 for scoring instructions & B, S, G info.)	Explain "NO" Answers
GETTING INTO THE CHURCH				
1- B	Y		Clearly visible signs mark <u>or</u> direct people to accessible entrances	
2- B	Y		1+ marked ADA parking spaces are on level ground near entrance	
3- G	Y		Wheelchair users don't have to go behind parked cars, cross traffic	
4- S	Y		At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces: <u>6</u>)	
5- B	Y		Accessible parking spaces are 8' wide with adjacent 5' access aisle	
6- S		N	At least one accessible space is van accessible: 11' wide with clearly marked adjacent 5' access aisle (or 8' space with 8' access aisle)	only meet above requirements
7- B	Y		36" wide curb cuts (curb ramps) are provided close to parking	
8- B	Y		Route (sidewalk) from accessible parking to accessible building entrance is smooth, flat, and at least 36" wide (width: <u>118"</u>)	
9- B	Y		Entrance is level <u>or</u> has exterior ramp with non-slip surface and minimum width of 36" between handrails (width: <u> </u>)	
10- S	Y		Ramp has max. incline of 1:12 (length: <u>21'</u> rise: <u>4-6"</u> ratio: <u> </u>) with no more than 30' between level landings, <u>or entrance is level</u>	
11- S	Y		34-38" handrails are on both sides of exterior ramp/ stairs, lower ramp railing is no higher than 4" above deck, <u>or entrance is level</u>	
12- B	Y		There is a 60"x 60" level platform at entry door (size: <u> </u>) with space (~ 18") on pull side of door <u>or automatic door opener used</u>	
13- G	Y		Automatic door opener available, <u>or attended doorbell for assist</u>	
14- B	Y		Entrance door is 36" wide; threshold no more than beveled 1/2" high	
GETTING AROUND THE CHURCH				
15- B	Y		Signs in entrances/ halls direct visitors and help them locate rooms	
16- B	Y		Corridors are at least 36" wide and have non-glare floor surface	
17- B	Y		Objects that protrude more than 4" from the wall have a lower edge no higher than 27" above the floor, or a barrier such as a planter or guard rail, to allow detection with a cane	
18- B	Y		Multi-level buildings provide access to all common/ most program areas via elevator, lift and/ or ramp(s), <u>or building is on one level</u>	
19- B	Y		Interior doorways have a minimum of 32" clearance and thresholds are level or are no more than 1/2" high and beveled	The Fellowship Hall exit has a 1" bevel.
20- S		N	Door handles to ADA bathrooms/ common areas are easy to grasp, operate with one hand (e.g. lever style) using less than 6 lbs. force	Members told me the btm doors stick (by the Friendship Ctr)
21- S	Y		Carpet pile is even, no more than 1/2" thick, with no or firm padding; floor mats have non-slip backing and are stable	
22- G	Y		Fire alarm controls and extinguishers are no more than 48" (h: <u>46"</u>) from floor; visual and auditory fire alarms are in place	
23- B	Y		At least one marked ADA unisex/ family restroom (<u>or one stall in male & female restrooms</u>) is accessible from each floor; has ~60"x 60" turning space with 33 - 36" high wall-mounted grab bar next to toilet extending 54" from back wall; toilet height 17 - 19" (h: <u>17"</u>)	Julie to order ADA sign
24- S		N	27" sink clearance from floor (h: <u>31"</u>), w/ easy to operate controls (lever style, automatic, etc.), hot water & drain pipes are covered	rotating sink handles, pipes covered
25- B		N	Soap dispenser and paper towels are mounted no higher than 48" (h: <u>50"</u>) <u>or placed on counter for access</u>	Only in Fellowship Hall
26- B		N	Bottom edge of at least one mirror is 40" or lower (h: <u>49"</u>)	

	Y	N	Description / Guidelines (see page 4 for scoring instructions)	Explain "NO" Answers
27- B	Y		Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance, <u>or</u> paper cups are provided	Planning to replace soon.
28- B		N	Interior stairs/ ramps have handrails on both sides, <u>or all one level</u>	hand rail on one side
29- S		N	Top/bottom step edges & ramp level changes marked, <u>or one level</u>	not marked tactile or visually
SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA				
30- B	Y		At least 1-2 level pew cuts/spaces for wheelchair users are available	
31- S		N	Wheelchair spaces are 33"x48" forward or 33"x60" side approach (size: _____), distributed throughout the room for choice in seating, with view of pulpit/ screen when others stand	limited choices, won't see screen/pulpit when others stand
32- G	Y		Chancel area and choir loft are accessible, e.g. with ramp or lift	
33- S	Y		Handrail(s) provided for steps to the chancel, <u>or chancel is level</u>	
34- B	Y		At least one aisle in each space is 36" wide or more (w: <u>58"</u>)	
35- B	Y		Fellowship - e.g. potlucks, coffee hour- is offered in accessible space	
36- B	Y		In fellowship area and classrooms at least one table has minimum of 27" clearance on the underside, and a maximum height of 34"	
37- B		N	1-2 sturdy chairs have armrests, seats ~18" from floor, & no wheels	no chairs w/armrests
COMMUNICATIONS AND ENVIRONMENT				
38- S		N	Members are sensitized about need to minimize use of fragrances	
39- G		N	Soaps, cleaning products and other chemicals are fragrance free; candles are unscented and non-petroleum-based	
40- S	Y		Projected words (e.g. song lyrics) use large font and good contrast	
41- B	Y		Large print bulletin, song lyrics, & scriptures provided <u>on request</u>	
42- S		N	Braille <u>or</u> electronic documents provided <u>upon advanced request</u>	
43- B	Y		Microphone used by all speakers or comments are repeated at mic.	
44- S	Y		Assisted listening system (FM and/or loop) & receivers are available	
45- G		N	ASL sign language interpreter is provided <u>upon advanced request</u>	
46- S	Y		Print/ e-mailed copies of sermon provided <u>upon advanced request</u>	
47- G	Y		Captions are provided / turned on for videos and other media	
ATTITUDES				
48- B	Y		Accessibility measures and who to contact for questions described in bulletin, website, maps, Find-A-Church site, <u>and/or</u> signage	
49- B	Y		Pastor(s), ushers, greeters, and leaders have learned and practice appropriate disability etiquette and hospitality	
50- S	Y		Signs, websites, <u>and/or</u> bulletin boards offer evidence that people with visible and hidden disabilities are welcome and included in the life of the congregation, e.g. through support group info., photos	
51- B	Y		Disruptions are accepted and incorporated into worship	
52- B	Y		Qualified service animals (e.g. guide dogs) are welcome within the church building(s) including the sanctuary and fellowship hall	
53- B	Y		Congregation works to use inclusive, person-first language in worship, e.g. people are invited to "rise in body or in spirit"	
54- S	Y		Classes and programs are adapted <u>as needed</u> to facilitate active participation of children and adults with disabilities	
55- B		N	Disability Awareness Sunday ¶1265.4 observed during past 1-2 years	
56- S	Y		Gifts of persons with disabilities are identified and used in service, worship, and leadership roles, and to help to improve access	
57- B	Y		Needs of people on special diets are considered when food is offered, including gluten-free & alcohol-free communion elements	
58- S	Y		Transportation offered plus valet parking <u>or</u> parking lot assistance	
59- S	Y		"Buddy" system offered for individuals needing 1:1 support	

GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR	Target Date
1. Train ushers in types of assistance available-transportation, valet parking, buddy system, parking lot assistance, wheelchair cuts, iPads, noise-cancelling headphones.	
2. Post a ^{updated} list of available assistance + accommodations.	
3. Install a ^{accessible} drinking fountain on the main level where it is available to everyone.	
4. Finish the bathroom updates on the bathrooms behind the Sanctuary, including a sign signaling accessibility and fixing the doors so they don't stick.	
YES ☐ NO ☐ Request consultation from Conference Disability Concerns Committee	
Comments (continue on additional pages if needed): I spoke with Lee Weinland, Katie Weinland + Shelia Chenoweth. Some feedback: the button for the front door works inconsistently. The inside button is too far from the front door, and it's hard to get there before it closes. It would be nice to have a rail at the steps that go to the playground. It would be helpful to have assistance when the concrete heaves up by the front door to the church.	
Signature of Pastor: 	Date 9/12/25
Signature of Trustees Chairperson: 	Date 9/12/2025
Signature of District Superintendent:	Date

Date Form Completed 9/11/25 Charge Conference Date 9/25/25

PLEASE PRINT NAMES AND PROVIDE PHONE NUMBER OR E-MAIL ADDRESS:

Form completed by Camille Wescott Contact info camilleswescott@gmail.com

Contact person for church Julie Risch Contact info office@lafumc.org

PLEASE NOTE:

- This form is for use on existing buildings only; refer to current [ADA standards](#) and state regulations for construction or major remodeling projects.
- The survey should be completed by a team including a member of the trustees, and people with construction, architecture and/or rehabilitation backgrounds. Include persons with disabilities and family members, especially someone who uses a wheelchair and someone with low vision.
- Interview persons with disabilities and family members of children and adults with disabilities to learn how welcoming your congregation is and to help set priorities.
- This is not an all-inclusive listing of ADA guidelines or appropriate accommodations, but rather represents basic first steps that a church may take to begin to implement accessibility measures.
- Resources are available through your [conference Disability Concerns Committee](#) (¶653) and through the Disability Ministry Committee of the UMC at umcdmc.org to help you plan and carry out improvements.

Scoring Instructions:

1. Based on your findings, circle or highlight the letter in the **Yes** column or mark the **No** column for each audit item. Focus on your main accessible entrance and Sunday morning activities, especially worship. If the intent of the item is met in a different way, e.g., greeters are posted on Sundays to open doors and provide directions (#13 and 15), mark it **Yes**. If you will fix the issue very soon, mark **Yes**. If an item occurs at least 85% of the time, e.g., microphone use in worship and meetings, score it **Yes**. If only part of a multi-question item is met, mark that item as **No** unless alternatives are given, as designated by "or." If a system is in place to provide services, e.g. "buddy" companions or e-mailed bulletin for Braille users, mark **Yes** even if no one is using it. See [Guidance for Completing the Accessibility Audit](https://umcdmc.org) at umcdmc.org for further clarification.
2. Add the number of **Yes** responses in each badge category (**Copper**, **Bronze**, **Silver**, and **Gold**).
3. Compute the percentage of **Yes** responses in that badge category.
4. In order to receive a badge at the designated level, the church needs to score at least 85% at that level and any lower levels, i.e., the church cannot receive **Silver** if the **Bronze** level is not met.

	Copper	Bronze	Silver	Gold
1. & 2. # of Yes's	45/59	27/32	13/20	5/7 + ^s =
3. Percentage	76 %	84 %	65 %	71 %
4. Score earns badge? Criteria:	Yes ☒ No ☐ 50% of <i>all</i> items	Yes ☐ No ☐ 85% of B items	Yes ☐ No ☐ 85% of B & S items	Yes* ☐ No ☐ 85% B, S & G items

77% of B+S

Honorable Mention – Copper (Partial accommodations) – The church has completed the Annual Audit and set at least two specific goals for the coming year. While not physically accessible, the church strives to be disability-inclusive, make the changes they can, and make their ministries accessible in alternative ways. (Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches.)

B = Bronze (Basic accessibility and accommodations) – The church is welcoming and offers basic amenities needed for a disabled person to participate, e.g., a place to park, a way to get into the building and sanctuary, a bathroom that is usable, etc. Most items at this level are low cost and easily provided. (Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches.)

S = Silver (Satisfactory accessibility and accommodations) – The church has many accessible features and offers accommodations for persons with diverse disabilities including hearing loss and limited vision. While some areas are not yet fully accessible and inclusive, the congregation is working towards full accessibility. (Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches.)

G = Gold (Great accessibility and accommodations) – The congregation exceeds ADA and strives to provide accessible space and accommodations. The church welcomes persons with disabilities through intentional measures and ongoing need-based improvements. This church could host conference events per ¶116.2 of the *Book of Discipline*. (*Verified by this Annual Accessibility Audit for United Methodist Churches and a virtual or in-person site visit. ^sAdditional measures you have taken may count as bonus Gold points to reach 85% or more. You must apply for this level. Contact your conference Disability Concerns Committee or check the link below for further instructions.)

For all levels, check with your [annual conference Disability Concerns committee](#) or see the [DMC website Accessibility Resources](#) for instructions on how to access your badge.



Report of the Finance Committee

The report of the Finance Committee shall be made on this form, or one revised and adapted by the Annual Conference. Numbers in parentheses refer to paragraphs of *The 2020/2024 Book of Discipline*.

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

First United Methodist Church Los Alamos Charge
 Albuquerque District New Mexico Annual Conference
 For the period beginning 10/6/2024 and ending 9/25/2025
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

I. ORGANIZATION

1.a. Has the committee been organized according to *The 2020/2024 Book of Discipline* (§258.4)? ☒ Yes ☐ No

b. Names of officers?

Chairperson Linda Collier Vice Chairperson
 Treasurer(s) Leadership Board Financial Secretary Amy Worcester

II. BUDGET AND COMMITMENT PLAN

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

If not, why not?

b. Did the committee give the Church Council an opportunity to request financial support for recommended ministries (§258.4)? ☒ Yes ☐ No

If not, why not?

3. How frequently does the Financial Secretary/Treasurer send members and contributors regular reports of their giving?
☐ Monthly ☐ Quarterly ☐ Semi-annually ☒ Annually ☐ No, we do not send reports

4. Is giving by individual participants in the local church regularly reviewed? ☒ Yes ☐ No;
 If not, why not?

5. What are the plans for raising sufficient income to meet the budget adopted by the Church Council (§258.4)?
 Education through stories of ministries and clergy education.

6. Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge? ☒ Yes ☐ No

If not, why not?

III. 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 ☐ No

If not, why not?

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

☒ Yes ☐ No

If not, why not?

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

Century Bank, Los Alamos

b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit? ☒ Yes ☐ No

If not, why not?

c. Are all accounts in the name of the church? ☒ Yes ☐ No

If not, why not?

10.a. Has the committee established written financial policies to document the internal controls of the local church (§258.4d)? (*Attach as a supplement.*) ☒ Yes ☐ No

b. Have these policies been reviewed by the committee and found to be adequate and effective (§258.4d)?

☒ Yes ☐ No

11. Are the church offerings counted by a counting committee in accordance with the mandates of *The Discipline* (§258.4a)? ☒ Yes ☐ No

If not, why not?

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance

(¶258.4a, d)? ☒ Yes ☐ No

If not, why not?

13. Are financial officers of the church bonded (¶258.4b)? ☒ Yes ☐ No

If not, why not?

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

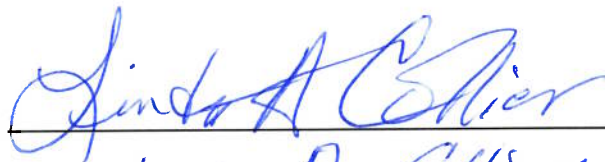
☐ Yes ☒ No

b. If not, why not?

c. Were there any recommendations or exceptions? ☐ Yes ☐ No

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

Signed



Printed Name:

LINDA A. COLLIER

Date:

9/18/2025

SEND COPIES TO:

1. The recording secretary
2. Pastor
3. District Superintendent
4. Chairperson of the committee on finance
5. Conference treasurer office
6. Charge conference of which you are a member and an affiliate member
7. Board of trustees
8. Bishop of the area in which you serve

Report of the Finance Committee 2025

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.

First United Methodist Church
Policy Statement Regarding Reducing the Risk of Child Abuse in Our Church

The First United Methodist Church, in accordance with the *2000 Book of Discipline* ¶161.H, recognizes that "family violence and abuse in all its forms – verbal, psychological, physical, sexual – is detrimental to the human community." Furthermore, this congregation affirms the *2000 Book of Resolutions* statement regarding reducing the risk of child sexual abuse in the church which states that "God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse." (¶59)

Therefore, we covenant to participate in the following activities to ensure the safety of the children in our congregation during the upcoming year as outlined in ¶59 of the *2000 Book of Resolutions*.

1. Develop and implement an ongoing education plan for the congregation and its leaders on the reality of child abuse, risk factors leading to child abuse, and strategies for prevention;
2. Adopt screening procedures (use of application forms, interviews, reference checks, background clearance and so forth) for workers (paid and unpaid) directly or indirectly involved in the care of children and youth;
3. Develop and implement safety procedures for church activities such as having two or more unrelated adults present in classroom or activity; leaving doors open and installing half doors or windows in doors or halls; providing hall monitors; instituting sign-in and sign-out procedures for children ages ten or younger, and so forth;
4. Advise children and young persons of an agency or a person outside as well as within the local church whom they can contact for advice and help if they have suffered abuse;
5. Carry liability insurance that includes sexual abuse coverage;
6. Assist the development of awareness and self-protection skills for children and youth through special curriculum and activities; and
7. Be familiar with annual conference and other church policies regarding clergy sexual misconduct.

Signatures of paid church staff (All paid employees must read and sign-add pages as necessary)

Jane Bosch 8/13/25
Name Date

Rafael M. L. 8/16/25
Name Date

Valerie Hollins 8/26/25
Name Date

*Linda Collier 8/26/25
Administrative Board/Council chair Date

Name Date

Name Date

Name Date

Los Alamos First United Methodist Church
Policy Statement Regarding reducing the Risk of Child Abuse in Our Church

Angelique Martinez 8/4/25
 Name Date

Pamela 8/4/25
 Name Date

Catherine Jacques 8/4/25
 Name Date

Alejandra Lerma 8/4/25
 Name Date

Linda Arrey 8/4/25
 Name Date

Conart Amador 8/4/25
 Name Date

Maria h Hanyak 8/4/25
 Name Date

Karen Schuch 8/4/25
 Name Date

Loetha Sinos 8-4-25
 Name Date

Julie Sherr 8-4-25
 Name Date

Jennifer Hopkins 8-4-25
 Name Date

Angy Martinez 8-4-25
 Name Date

Leigha Oliver 8/13/25
 Name Date

 8/13/25
 Name Date

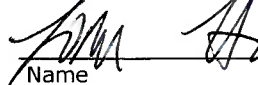
Regal Mah 8/16/25
 Name Date

*  8/26/25
 Name Date

Dr J Buhah 8/26/25
 Name Date

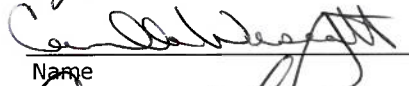
Kathy Selbe 8/26/25
 Name Date

Vicki Ricketts 8/26/25
 Name Date

 8/26/25
 Name Date

Carol J. Mead 8/26/25
 Name Date

Jeanneett Gibson 9/7/25
 Name Date

 9/7/25
 Name Date


 Name Date

Denise Courtwright 9/7/25
 Name Date

 9-7-25
 Name Date

Sandra Schneider 8/26/25
 Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

First United Methodist Church
Policy Statement on Misconduct of a Sexual Nature

The **First** United Methodist Church affirms the 2000 Book of Resolutions, Sexual Abuse Within the Ministerial Relationship and Sexual Harassment Within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church as incompatible with Biblical teachings of hospitality, justice and healing. In accordance with *The Book of Discipline*, ¶ 161.F, all human beings, both male and female, are created in the image of God, and thus have been made equal in Christ. As the promise of Galatians 3:26-29 states, all are one in Christ, we support equity among all persons without regard to ethnicity, situation or gender.

Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, co-worker or volunteer.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender (*The Book of Discipline* ¶161.I).

Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

Misconduct of a sexual nature within the life of the church interferes with its moral mission. _____
 United Methodist Church stands in opposition to the sin of misconduct of a sexual nature in the Church and in society at large and commits itself to fair and expedient investigation of any charge of sexual misconduct within the church and to take action deemed appropriate and in compliance with the *Book of Discipline*. Further, the United Methodist Church bears affirmative responsibility to create an environment of hospitality for all persons, male and female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

Some instances of sexual harassment can be resolved easily and informally between the parties. In all other instances, misconduct of a sexual nature should be reported to the chair of the Staff/Pastor-Parish Relations Committee and the pastor in charge. If the conduct involves a clergy person, it should be reported to the district superintendent or the presiding bishop.

[Signature] 8/13/25
 Pastor Date

*Linda Collier 8/26/25
 Administrative Board/Council chair Date

Signatures of paid church staff (All paid employees must read and sign-add pages as necessary)

Julie Busch 8/13/25
 Name Date
Kafal Mald 8/16/25
 Name Date

Valerie Hollins 8/26/25
 Name Date

 Name Date

**Los Alamos First United Methodist Church
Policy Statement on Misconduct of a Sexual Nature**

Patsy Lane 8/4/2025
Name Date

Chloe Mueh 8-4-25
Name Date

Angelique Martinez 8/4/25
Name Date

Karen Jakub 8/4/25
Name Date

Jennifer Hopkins 8-4-25
Name Date

Mariah Hongaktena 8/4/25
Name Date

Catherine Jacques 8/4/25
Name Date

Linda Arrey 8/4/25
Name Date

Confort Amekwaaah 8/4/25
Name Date

Leah Sinos 8/4/25
Name Date

Alexandra Levin 8-4-25
Name Date

Ashley Martinez 8-4-25
Name Date

Leigha Oliver 8/13/25
Name Date

[Signature] 8/13/25
Name Date

Rafael Mal 8/16/25
Name Date

* Seah & C/R 8/26/25
Name Date

J. B. [Signature] 8/26/25
Name Date

Kathy Siebe 8-26-25
Name Date

Vicki Ricketts 8/26/25
Name Date

[Signature] 8/26/25
Name Date

Carol J. Mead 8/26/25
Name Date

Jeannie Gibson 9/7/25
Name Date

Carol J. Mead 9/7/25
Name Date

Ann LePage 9/7/25
Name Date

Myra [Signature] 9-7-25
Name Date

Myra B. Dal 9-7-25
Name Date

Carol [Signature] 9-7-25
Name Date

[Signature] 9-7-25
Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date

FIRST UNITED METHODIST -LOS ALAMOS NM

SAFE SANCTUARIES POLICY

(Approved by Church Council – 2007)

(Amended and Approved – June 2021)

In April 1996, The General Conference of The United Methodist Church adopted a resolution aimed at reducing the risk of sexual abuse of children, youth and vulnerable adults in the church. In 2007, the New Mexico Annual Conference also adopted a resolution requiring each congregation to develop a Child Abuse Prevention Policy. These resolutions are grounded in scripture.

Jesus said, “Whoever welcomes a child...welcomes me” (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God. Jesus also said, “If any of you put a stumbling block before one of these little ones... it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea” (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the most vulnerable among us.

God calls us to make our church a safe place, protecting our children, youth and other vulnerable individuals from sexual, ritual and other forms of abuse. God calls us to create a community of faith where children and youth grow safe and strong. (From the Book of Resolutions of The United Methodist Church, pages 180-181, 2000, United Methodist Publishing House, 2000.)

Los Alamos First United Methodist Church has decided to consider child, youth and vulnerable adult safety and abuse in a single policy. LAFUMC establishes this Safe Sanctuaries policy to demonstrate our absolute and unwavering commitment to the physical safety, mental well-being and spiritual growth of all our children, youth and vulnerable adults.

Our goal is to provide a safe, Christian environment for all our children, youth and vulnerable adults. Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministries of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all workers with children and youth. We will follow reasonable measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate our workers with children, youth and vulnerable adults regarding the use of appropriate policies and methods; we will have a clearly defined procedure for reporting a suspected incident of child abuse that conforms to the requirements of New Mexico state laws; and we will be prepared to respond to media inquiries if an incident occurs.

Scout groups chartered by Los Alamos First United Methodist Church shall follow their own children and youth protection policies. The ARK will have a separate child/youth protection policy; however it will conform to the principles of this policy and must be approved by the Church Council. Other outside groups using church facilities shall be furnished a copy of this Safe Sanctuaries Policy and must follow it unless they have their own child/youth protection policies

In this policy the term child, youth or vulnerable adult is mean to collectively mean children, youth and vulnerable adults. A vulnerable adult shall be defined as a person above the age of 18 with physical, mental, and/or emotional disabilities. A child shall be defined as any person ages 0-13. A youth shall be defined as any person ages 14-17. An adult shall be defined as a person over the age of 18.

Procedures and Rules for Working with Children, Youth and Vulnerable Adults

Two-Adult Rule

No fewer than two adults who have undergone a background check, one of whom is 21 years or older, shall be present with each group of infants, children or youth for any church sponsored program, event, outing, or ministry, to include watching (“babysitting”) infants and children while parents attend other functions. For the purpose of this rule, married couples working with the same group are considered one adult. If a second adult is not available during times of major use at the church (Sunday school, Wednesday nights), the classroom door will remain open and an adult may supervise

FIRST UNITED METHODIST -LOS ALAMOS NM

the groups by “floating” in the area. The Director of Faith Development will be responsible for identifying an appropriate adult to act as floater during times when major use at the church might not provide adequate supervision.

No One-on-One Contact

One-on-one contact between adults and children or youth is not permitted. In situations that require personal conferences, the meeting may be conducted such that it is audibly isolated but must be conducted in view of another adult (e.g., ARK “open door” policy). This policy also applies to pastoral counseling of youth or children.

The 15 Age Limit Rule

Persons hired to work with children and youth must be at least fifteen years of age. At least one volunteer or paid worker in each nursery, preschool or children’s area must be age eighteen or older. This rule allows teen helpers who are in senior high or older to help in the nursery consistent with Rule 1. Two examples help to clarify this rule. (1) The nursery during Sunday School could be staffed by one adult volunteer, age 18 or above, and one or more paid teens, age 15 or above, provide that the nursery door remains open and supervision is provided by a “floating” adult, age 21 or above. (2) Babysitting at the church for Parents’ Night Out on a Friday evening would have to comply with Rule 1 above, but the staff could be supplemented by paid teens, 15 or above, to handle a larger crowd. Guests (e.g., boyfriends or “stray children/teenagers”) will not be allowed in the nursery or preschool areas unless they are children of the volunteer or worker. In the interest of safety, nursery staff may deny nursery services to uncontrollable children.

Five-Year-Older Rule

Any worker, youth or adult, volunteer or paid, must be at least five years older than the group with which they are to work. This rule shall not prevent persons who do not meet this criterion from participating in events, trips and outings with younger persons.

Transportation Rule

The two-adult rule applies to transporting children or youth to or from any church-sponsored event, program or ministry. All drivers must be at least 21 years old and must be covered by the vehicle’s insurance policy, whether the vehicle is privately owned, rented, or owned by the First United Methodist Church of Los Alamos. For trips that require multiple vehicles, the two-adult rule can be complied with by having one adult driver per vehicle as long as all vehicles travel together (caravan) and communication between vehicles is possible. Drivers will refrain from using cell phones while transporting children or youth to or from a church-sponsored event.

Six-Month Rule

In order to be eligible to work with children, youth and vulnerable adults, volunteers should have regularly attended Los Alamos First United Methodist Church for six months. Regular attendance means attending worship or Sunday school at least once per month for six months. This rule shall not prevent parents from visiting and participating in activities of their children.

Advance Notice Rule

Children and Youth ministry leaders shall always give the parents advance notice and full information regarding the event(s) in which their children will participate.

Parental Permissions

For off-site events, overnight events or those that require transportation, parents must give written permission for their child’s participation. Generally, personal information forms serve as written permission and shall be completed annually and updated as needed. The staff, or a volunteer person responsible for age-level ministries, should maintain these forms. When traveling off-site for events outside of Los Alamos, New Mexico, the leader of the event should carry copies of permission slips and forms with them.

State Reporting Rule

Any suspected case of child abuse must be reported to the proper authorities, including church staff and the police. Appropriate forms must be completed to document the incident and notify authorities. Other serious incidents or accidents should be reported on the Accident and Incident Reporting Forms. Click on this link to launch a pdf of the Safe Sanctuary Policy, along with the appropriate reporting forms.

FIRST UNITED METHODIST -LOS ALAMOS NM

Photographing Children

Parents **may** give permission for their children to be photographed or videotaped in youth activities when they fill out annual Program Participation forms. No identifying names shall be displayed on the church website. Parents are not required to give permission for their children to be photographed or videotaped in order for them to participate in church-sponsored programs. Photography or videotaping during Church events not requiring permission forms is permissible.

Responding to Allegations of Abuse

Allegations by a child concerning abuse must be reported to the CYFD authorities, LAPD, and at least one of the individuals listed below. A committee will be immediately convened to investigate the allegation. This committee will be composed of the following people, unless they are involved in the allegation:

Pastor
Director of Faith Development
Lay Leader and/or Director of One Board
SPRC Chair
ARK Director, if ARK related incident

Every volunteer and paid worker with children and youth should be trained regarding New Mexico requirements for reporting abuse to law enforcement authorities and child protection services. With any incident at the Church, the New Mexico authorities at the Children, Youth and Families Department (<http://www.cyfd.org/>) shall be notified at 1-800-797-3260 or 505-841-6100 (24 hour hotlines). (See Appendix G). If an alleged incident of abuse involving church activities happens away from the church, then the incident must be reported in that jurisdiction. (See Appendix G) Volunteers or staff members who suspect abuse of a child or youth in a non-church situation are also obligated to report the alleged incident to the appropriate CYFD authorities. In every case, the LAPD (505-662-8222), LA County Sheriff (505-662-8028) or Child Abuse (505-827-7450).

This committee will not wait for a time when everyone can be present, but will initiate its meeting as soon after the alleged incident as possible, but no more than 24 hours after the initial report. Proceedings shall be conducted confidentially in a way that protects the rights of the alleged victim, the family and the accused, including their privacy. Legal immunity only exists for initial reporting directly to a child abuse hotline, law enforcement or child protective services.

The committee will first assure the alleged abuser has been removed from contact with the alleged child or youth victim. The committee will next assure that all reporting requirements have been met. The Report of Suspected Incident of Child Abuse (See Appendix H) shall be used to record action taken. It is imperative that the person filling out this report be familiar with New Mexico law, as well as legal liability for defamation of character and invasion of privacy, before taking any action or completing the report. The committee will take action to gather all necessary information regarding the incident, while taking all necessary precautions not to interfere with any official investigation.

The Pastor, or his/her designee will contact the New Mexico Conference Communication/Safe Sanctuary Team who will be responsible for dealing with the media. The Pastor or his/her designee (normally the Communications Chair) will be the spokesperson within the congregation. If the alleged abuser is a pastor, the New Mexico Conference Reporting Procedure shall be followed. (See Appendix I) With guidance from a legal professional, the Pastor shall initiate appropriate ministries and actions over a long period to enable healing by all affected persons. Our goal is to always strive to protect the rights of the victim and the accused.

Digital Communications with Children, Youth and Vulnerable Adults

General Digital Communication Rules

Hereinafter, the term Digital Communication will mean, any digital application, video conferencing, social media, group messaging, texting, email or an approved administrated server, that facilitates communication between church leaders and a group of Children, Youth or Vulnerable Adult. All applicable Safe Sanctuary rules will be followed in all Digital Communication, including but not limited to, Two-Adult Rule, The 15 Age Limit Rule, Five-Year-Older Rule, Six-Month Rule, and the State Reporting Rule.

Parental Permission

Parental permission to participate in any age appropriate Digital Communication will be required.

No one-on-one Digital Communications

One-on-one digital communications, including, but not limited to, text, email, social media conversations, direct messaging (DMing), video conferencing, between adults and children or youth are not permitted. In situations where a meeting cannot be held in person, a second adult cannot be found or a situation requiring urgency and/or confidentiality, parents shall be informed that the conversation happened. Specifically, for teens 14 and older, the subject of the communications may require confidentiality from parents, but must have Pastoral oversight.

Administrated Server and Group Messaging Rules

All Group Messaging and Servers, for Youth and/or vulnerable adult participation, will have it's privacy settings to "invite only." Other than the leaders, participants, and their parents, 4 administrators will be able to monitor live/previous conversations. The 4 administrators shall consist of, a Pastor, The Director of Faith Development, and 2 church leaders that have no relation to any leader or participant. Parents will also have the ability to request a log of their child's written activity.

Other Reports

Faith Development Report

A New Semester of Programming Night: A Look at Our Growth

We are excited to kick off a new semester of Programming Night with a renewed sense of purpose and energy. As we reflect on our journey, it is clear that our community has grown and evolved in meaningful ways. While our core commitment to a shared journey of growth and connection remains, we have implemented strategic updates to serve the needs of our expanding community better.

Notable Achievements from the Past Year

The past year was marked by significant milestones and impactful initiatives that underscore our commitment to serving our community and beyond. Highlights include:

- Youth Mental Health First Aid Training
 - Integral training to our priorities for caring for and supporting young people!
- Hosting and elevating the Ecumenical Lenten Series
 - We are leaders and examples for how well-organized and well-produced significant community events can be.
- A mission project in Espanola with McCurdy Ministries and Community Conversations: Dealing with Political Stress
 - Building on relationships on and off the hill.
- Successful studies, including a Values class and Classical Christian Music
 - In the face of new things and opportunities, how we prioritize our foundational understanding of scripture and our experience is always being improved.

Our Guiding Principles

The philosophy behind Programming Night is rooted in a simple but powerful idea: "Programs for our Kiddos, not Kiddos for our Programs." This principle extends beyond our youth to encompass adults, parents, and volunteers. It means we prioritize the needs and interests of the individuals we serve, shaping our classes and activities to meet people where they are today. This intentional, people-first approach has allowed us to adapt successfully over the past several years, from focusing on group discussions to creating hands-on projects.

This adaptability has been a hallmark of our growth. For instance, when a desire for a book club arose after a lecture on political stress, we embraced the opportunity. We believe in being responsive and agile, letting the needs of the people guide our programming rather than being constrained by a rigid, pre-set schedule.

New Faces, New Opportunities

We are thrilled to welcome new leaders who will be a tremendous asset to our community this semester. Their passion and expertise are a direct response to the growing and diversifying needs of our program:

- **Leigha Oliver - Queen of Fun (and Kitchen):** Leigha, the Director of The Ark, will bring her expertise in creating engaging and fun activities for our young ones and will also assist with kitchen management.
- **Music Team - Valerie Collins, Nels Hoffman, and Cathy Hinojosa:** This team will provide live music for worship and will teach our young people the beauty of music, whether through voice or instrumentation.

A Flexible and Intentional Schedule

To enhance each evening's impact, we have adjusted our timing to offer more flexibility and choice. This new schedule is designed to be a "choose your own adventure" model, allowing individuals to select what best meets their needs each week. The most significant change is the division of class time into two sessions, with worship now concluding the evening.

This new structure will especially benefit our young people by allowing for alternate activities like music, crafts, and projects during their second session. This responsive approach reflects our commitment to improving our connections with everyone in our community.

Final Thoughts

This past year has been a testament to our growth and adaptability as a community. The updates to Programming Night are a direct result of our collective dedication. As we begin this new semester, we are filled with hope and excitement for another successful year of building connections and serving the needs of our community.

Blessings,
Phillip

Leadership Board Minutes
Los Alamos United Methodist Church
December 10, 2024

In Attendance: Jason Benkoski, Don Casperson, Valerie Collins, Kim Granzow, Carol Mead, Rev. John Nash, Phillip Ortega, Julie Risch, Kathy Siebe, Camille Wescott, Amy Worcester.

Absent: Linda Collier, Lynn Kluegel.

6:00 pm Opening Prayer given by Kathy.

A. Finances

1. Revenue was down and expenses were up in October and November.
 - a. The balance currently has a deficit.
 - i. October Revenue: \$27,828.78
 - ii. October Expenditures: \$64,237.36
 - iii. November Revenue: \$23,762.81
 - iv. November Expenditures: \$47,554.84
 - b. The parking lot was repaired in June, 2024.
 - c. A new roof was put on the parsonage November, 2024.
 - i. Funds were taken from the parsonage special fund.
 - d. In the past during December extra donations of \$40,000 – \$70,000 have occurred.
 - i. Even with extra donations the budget will still have a deficit.
2. IRS update
 - a. 2 more letters requesting payments of the fines were received and sent to Ruth Tribou, accountant.
 - i. Pastor John hasn't heard any news on this situation.
 - b. Ruth is aware that Amy is now the FUMC bookkeeper.
3. Endowment Fund
 - a. The CD and endowment money market have earned interest.
 - i. The money market is the checking account.
 - ii. Account #600800 Interest Income, is a new account started in November 2024, for interest earned on the Endowment CD and money market.
 - b. ACS is the accounting system used by the church.
 - i. The accounting for the Endowment fund is in a file separate from the rest of the church's accounts.
 - ii. If/when the Endowment Fund is added to the church balance sheet it will be listed as income.
4. Budget
 - a. Amy has started working on the budget.
 - b. Amy and Pastor John will evaluate the financial situation at the end of December.
 - c. The budget will be discussed in January during the retreat.
5. #400005 Missions Pass-through receives the income for the Endowment Fund.
 - a. Details can be made available if you have questions.
 - b. In January, 2025 how this account is listed will change.
6. Missions
 - a. Missions sent a check to Espanola Pathways Shelter.
 - b. Missions currently has \$762 left in their budget.
 - i. All budgeted mission giving has been paid.

- ii. Whether or not the \$762 should be spent in December or held until January will be decided in late December after end of year giving is received.
 - iii. The details of \$300 that went from the Missions account to Missions Pass-through will be discussed with Amy.
 - c. Camille is familiar with the Missions expenses and can share the information as needed.
 - d. #200419 End of Year Missions Holding (p. 2), was new in November 30, 2023; currently contains \$850.54.
 - i. Amy will check on the details of this account which contains 4 transactions of funds entering and exiting.
 - 1. She will send the information to Camille and Kim.
- B. Nomination Team
 - 1. Nominations is still working on filling the positions of treasurer and lay leader.
 - 2. The treasurer can be an ex officio member of the Leadership Board.
 - a. The person must attend board meetings for the finance discussion then may leave or stay as a board member.
 - 3. Kim and Camille are leaving the board at the end of 2024.
 - 4. Lauren Hatler and Vickie Ricketts have been recommended by the Nominations Team
 - a. While a motion is not required a vote is. These nominations were accepted unanimously.
- C. Approval of minutes.
 - a. **Motion:** Camille moved and Jason second that the minutes be approved as written. Passed.
- D. Pastor's Comments/Notes
 - 1. The 2025 NM UMC Annual conference will be Thursday – Saturday, June 19-21, 2025 in Albuquerque.
 - 2. John met with DS Ross Whiteaker, for his annual interview/review which went well.
 - a. DS Whiteaker has come to Los Alamos in the past but not to FUMC. He will visit for worship in 2025.
 - 3. The Blue Christmas service will be held Saturday, December 21 at 6:00 pm.
 - 4. There have been more people at Sunday worship and at Programming Night, including 2 new families with children.
- E. Phillip's Comments/Notes
 - 1. Thank you to Jason, Christine and Brent Benkoski and Alex Justus for their work and performance of the skit December 1, 2024.
 - 2. Programming Night
 - a. There are 2 new families.
 - b. Carol's class of babies to kindergarteners has grown from 4 to 9.
 - c. Norma's class of Kindergarten to 5th grade students has grown from 2 to 5-6.
 - d. There may be growth in youth program as the current members invite friends.
 - i. When new students join Phillip has them introduce themselves. The students are told that they may be asked cringey/awkward questions.
 - ii. The kids are given a choice to be introduced first, middle, last, or not at all.
 - iii. They are asked for their name, grade, how they identify, plus 2 more silly questions.
 - 3. A kitchen manager has been hired.
 - a. Linda Array, a teacher at the ARK, was recommended due to being very dependable.
 - b. Without her help for the thanksgiving meal, it would not have happened.
 - c. Her role is to support volunteers, wash dishes and clean the kitchen on Programming Night.
 - d. She sets up the kitchen and serving line before supper, sets out water and lemonade, does paper work for the food that is brought for supper.
 - e. Part of the plan is to discontinue using paper plates and plastic cups probably in January.
 - f. She does not do the cooking.
 - g. She will do some training in safe food handling.

- h. During the class period she assists Carol with her class as needed.
- i. Valerie asked if she could do childcare for Christmas eve, during choir and First Light practice.
 - i. Her work is less frequent but salary is higher than Tony's was plus she lives in the valley (makes it harder to come to FUMC on short notice) so probably not.

F. Retreat

- 1. It will be held Friday evening and at least Saturday morning , January 24 - 25, 2025.
- 2. Don will have a conflict on Saturday. No one else has said they have a conflict that weekend.
- 3. The monthly Leadership Board meeting will be incorporated into the retreat.
- 4. Retreat planning is in progress.

G. SPRC – no new information.

H. Communications to Congregation

- 1. Introduction of the new Leadership Board members, Lauren Hatler and Vicki Ricketts.
- 2. Introduction of Linda Array, the new Programming Night kitchen manager.
- 3. There are several new people attending FUMC.
- 4. Nominations team is looking for a new treasurer and lay leader.
- 5. The parsonage has a new roof and new skylight which has wonderfully brightened the area.
- 6. The new carpet will arrive Friday, December 20 and put down December 21-22, 2025.
 - a. Individuals sensitive to fumes need to be aware of this.
 - b. The office cove base, which is made of vinyl, will also be installed. It will cover the wood baseboard.

I. Thank you, Camille, for leading the meeting.

Closing Prayer given by Jason.

Reports Due by: Friday, January 17, 2025, 12:00 noon

Next Meeting will be a Retreat: January 24-25, 2025

Respectfully submitted by Kathy Siebe

**Leadership Board Retreat Minutes
Los Alamos United Methodist Church
January 24-25, 2025**

In Attendance January 24: Jason Benkoski, Don Casperson, Linda Collier, Valerie Collins, Loren Hatler, Lynn Kluegel, Carol Mead, Rev. John Nash, Phillip Ortega, Vicki Ricketts, Julie Risch, Kathy Siebe.

Absent: January 24 & 25 - Amy Worcester, January 25 - Don Casperson.

A. Opening Prayer: Carol

B. Leadership Board Activities

1. Approval of Minutes – Motion: Carol moved, Lynn second, Minutes were approved as written.
2. Year-end financials
 - a. Total income was higher in 2024 than 2023.
 - b. The balance for 2024 is still -\$58,619.14
 - c. This is partly due to replacement of the parsonage roof, replaced carpeting in the church hallways and Ark office, resealed the parking lot, and 3 pay periods instead of 2 for the church staff in December 2024.
 - d. The bank balance is approximately \$15,000 at end of 2024.
3. Mission Pass Through line #100005 - several board members requested further details.
 - a. Amy provided a separate report detailing the activity for Mission Pass-Through.
 - b. \$63,202.14 was given in missions to the church to pass onto other organizations in 2024 which is the use of this line item.
4. Missions and Local Outreach has a -\$300 from an unknown source.
 - a. This source was found to be from a gift to missions that was paid out according to Camille Wescott.

C. Conference News

- a) *A New Book of Discipline* and a new *Book of Resolutions* came out at the end of 2024; the first revision since 2016.

D. Welcome to Loren Hatler and Vicki Ricketts as new Leadership Board members beginning January, 2025.

E. Lenten Program with 5 other churches in Los Alamos County

1. FUMC – Los Alamos will host the Lenten Program this year.
2. John and Phillip met with pastors and members of the other churches in the last week.
3. Everyone agreed that the Lenten supper, classes and worship will be on Sundays beginning at 4:00 pm
 - a. The change in day coordinates with the FUMC Programming night since we are hosting it this year and helps maintain the momentum of the Programming night activities.
 - b. This change from Thursday evenings is not necessarily permanent.
4. Lenten program will be held on 5 Sundays: March 9, 16, 23, 30, April 6.
 - a. Palm Sunday is April 13 and Easter is April 20
 - b. FUMC is scheduled to provide the worship service and supper on March 9.
5. The Lenten Program schedule:
 - a. 4:00 pm Worship
 - b. 4:45 pm Classes
 - i. Class by someone from the Jewish Center
 - ii. Financial Literacy for Youth by Pastor John and Phillip
 - iii. Science and Faith
 - iv. Jewish program
 - v. Young Children's class
 - c. 5:30 pm Soup and Bread Supper – each Sunday, 1-2 churches will provide the supper.
6. Lenten Devotional Booklet

- a. For those contributing a devotion to the booklet there will be 4 scripture passages from the lectionary for each Sunday to choose from.
 - i. The *Revised Common Lectionary* is mostly the same for all the churches.
 - ii. Writers of devotions may choose one of the 4 scriptures to concentrate on.
 - iii. Directions for writing devotions will come out next week.
 - b. Devotions from FUMC-LA will be due to the church Tues. Feb. 18, 2025
 - c. Each church edits their own devotions.
 - d. Devotions written by FUMC-LA members will appear each Monday in the booklet.
 - e. United Church will print and assemble the booklets.
7. Volunteers and jobs for the Sunday night services and suppers will be set up later.
- F. Goals for 2024 - Review, renewal, removal
1. One Year Goals
- a. Increase outreach opportunities (skates, summer activities, outreach to summer Lab employees and seasonal workers, volunteering in schools, drug awareness and support of addicts)
 - i. Sermons based on movies – have been attended by additional people
 - ii. Summer activities have been attended
 - iii. Outreach to Lab summer employees
 - b. Get a building maintenance team created and operating effectively.
 - i. Attempted several times but not accomplished
 - ii. Joe Richardson moved to Colorado.
 - iii. John Courtright has offered some recommendations on a project.
 - iv. Rafael was hired as the sexton.
 - c. Create a welcoming statement to be used on the website and other materials.
 - i. Welcoming statement was written and is on the church website.
 - ii. Consider having an article in the LA Daily Post.
 - d. Increase/improve our online activities (worship, fellowship activities, programming night online, social media, small groups).
 - i. Phillip immensely improved the church website with a new look and functionality.
 - ii. There are new cameras, computer program, microphones.
 - e. Increase our ecumenical work = activities with other churches (other groups like Lenten program, more ecumenical worship activities, classes together). Members participate in:
 - i. Lutheran Advocacy Day in Santa Fe.
 - ii. Club House Knitting group.
 - iii. TOTH Tuesday morning group for women.
 - iv. Thursday Bible study.
 - f. Become a missional church (reaching those in the UMC whose churches disaffiliated).
 - i. FUMC-LA offered to be a missional church.
 - ii. UMC members that lost their church have joined ones in their area or started new UMC churches.
 - a. Ruidoso is going to Capitan.
 - b. Retired clergy and certified lay ministers are helping some groups
 - iii. Pastor John will make the offer again this year and contact the conference person doing new church development to offer help setting up online services
 - g. Find out who we are and who are community is (demographics)
 - i. We are seen by visitors as a welcoming church
 - ii. Demographics - Julie has started this.
2. 75th Anniversary Goals (3-5 years)
- a. Celebrate our 75th anniversary (September 9, 2026).

- i. Mada Jones is the chair-person and will start the planning in summer-fall 2025.
 - ii. \$5000 has been set aside.
 - b. Be debt free by 75th anniversary
 - i. A capital campaign helped reduce the debt by \$20,000.
 - c. Create a leadership development pathway.
 - d. Create a program offering life skill classes for all ages. Classes held in 2024 include:
 - i. End of Life planning course.
 - ii. Youth Mental Health course.
 - iii. Library computer assistance.
 - e. Create a mid-week worship service held in the community
 - f. Create a second programming night like opportunity during the week – this would be focused on a group with different interests from the current one.
 - g. Increase outreach opportunities (ecumenical, work with Lab and other community agencies, responding to community and current needs, etc.).
 - i. The Food Pantry box is being well used.
 - ii. Phillip is working on setting up a group at the LANL library
 - 1. The meetings may occur once every 1-2 weeks depending on what those attending prefer.
 - 2. The purpose of the group will include creating a safe environment for discussion; the group will develop its own purpose
 - a. Phillip is working on developing relationships to accomplish this.
 - 3. The problems include:
 - a. Establishing a meeting place which meets the requirements for using the rooms.
 - b. The stigma of evangelism.
 - c. Phillip will talk further with Linda Collier and Alecia Justus for location ideas.
 - iii. The Youth group includes students without ties to FUMC-LA.
 - h. Become a leader in the conference in online worship/community (offering training and resources for others, reaching out to other communities that might only be able to worship online).
 - i. Phillip was working with someone in Alamogordo to set up their online presence but communication halted, cause unknown.
3. 5 - 10 year goals
- a. Increased outreach opportunities (like above)
 - b. Environmental sustainability (water usage, solar, zero carbon footprint, opportunities for high schoolers to learn trades)
 - i. Programming is working toward no use of paper and plastic dinnerware
 - 1. A kitchen manager was hired
 - c. Dispelling misconceptions of what it means to be a Christian (all Christians do this, believe this, vote this way, etc.)
 - 1. This is a lifelong goal

G. Jan. 24, Evening Service
 UMH -#878
 Hymn UMH #420
 Scripture: John 15:1=11
 Questions to open ideas

Prayer UMH #392
 Prayers of the People
 Lord's Prayer
 Blessing

January 25, 2025

A. Opening Devotional

UMH #145 – Morning Has Broken
Matthew 22:15-22

B. Controlling Memories

C. Game – The Many Uses of a Brick; together the group listed 70 uses.

D. Capital Campaign

1. Remembering how we learned about money and how it affects our current approach to money.
2. Walked around the church building to see what needs to be done and possibilities for the spaces.
3. Brainstorming – the ideas were listed and are available on a separate document.
4. Narrowed down to the most important to be addressed

E. Finances

1. Signers for checks and vouchers include: Kim Granzow, Vicki Ricketts, Linda Collier, Lynn Kluegel, Camille Wescot and John Nash.
2. Signers for the Ark are: Leigha Oliver, Jennifer Hopkins, Phillip Ortega, and Valerie Collins.
3. Treasurer Position
 - a. Amy is the bookkeeper.
 - b. Several people were asked but all declined.
 - c. The role of treasurer involves:
 - i. reviewing invoices,
 - ii. filling out a form that indicates:
 1. the account the voucher is to be applied,
 2. how the Ark and Church split the cost (generally Ark 60% and Church 40%),
 - iii. verifies that the correct name of the person or business is listed
 - iv. the amount is correct
 - v. bookkeeping code is correct
 - vi. signs the voucher
 - vii. submits the voucher to the bookkeeper for payment
 - d. Julie usually fills out the invoice and the form
 - e. The treasurer will review and sign the invoice and form in person before Wednesday of each week so they are ready for Amy.
 - f. A treasurer signer doesn't sign a check for which the s/he reviewed and signed the voucher and form.
 - g. **Motion:** Linda moved and Lynn seconded that the treasurer position be filled by a different member of the Leadership Board each month of 2025. Passed.
 - h. Board members were able to volunteer for a month if desired:

i. January	Pastor John	February	Lynn
ii. March	Linda C.	April	
iii. May		June	
iv. July	Kathy S.	August	
v. September		October	
vi. November		December	
 - i. Another idea is to have co-treasurers.
 - i. This would make it more likely a treasurer is available as many people travel frequently.
 - ii. Vicki said she would consider being one of a treasury team.
4. More counters are needed.
5. The 2025 Budget was handed out but due to time constraints will be sent to Amy as a place holder, then discussed at the February meeting.

F. Leadership Meetings

1. Everyone agreed to continue meetings on the fourth Tuesday of each month at 6:00 pm.
2. Calendarizing – tabled until February.
3. Training – what do you need to know?
4. Leadership Board meetings – comments.
 - a. Palpable excitement about what we were doing in the church noted and was discussed at the October 2024 meeting.
 - i. The Board was more hopeful about our calling for what we do as leadership board.
 - ii. Sharing about our lives.
 - iii. Get board members excited about and with others.
 - iv. Review the minutes of the October 2024 meeting.
 - b. How to structure meetings that make them useful to the board members
 - i. UWF circle meetings include the business and fellowship.
 - ii. Could have other people come in and talk about their passions.
 - iii. We are here as our own self not as representatives of another team or group.
 - iv. Celebrate special things that happen.
 - v. May need more time at each meeting to share what was great that month.
 - vi. Have a different focus each month and have someone outside the board come and talk.
 - c. There are administrative things we need to do.
 - i. How does the staff best get the needed information to the Leadership Board.
 - ii. Staff decisions on the agenda – get opinions on decisions.
 - iii. Staff and Linda – work on what needs to be discussed each month.
 - iv. Send reports to Kathy and include your highlights.
 - d. Everyone needs to read the reports before the meeting to enhance efficiency.
 - i. Ask Camille and Leigha for reports.
 - ii. Pastor John and Julie will check on who else needs to send a report each month.
 - iii. Kathy is to send reports and last month's minutes to Linda as soon as available.
 - iv. The agenda doesn't need to be sent out with the reports.
 - v. Kathy is to send out reports to board on Friday before the meeting.

Reports Due by: Friday, February 21, 2025, Noon.

Next Meeting: Tuesday, February 25, 2025, 6:00 pm.

Respectfully submitted by Kathy Siebe

Leadership Board Minutes
Los Alamos United Methodist Church
February 25, 2025

In Attendance: Jason Benkoski, Don Casperson, Linda Collier, Valerie Collins, Loren Hatler, Carol Mead, Rev. John Nash, Phillip Ortega, Vicki Ricketts, Julie Risch, Kathy Siebe, Amy Worcester

Absent: Lynn Kluegel

1. Opening Prayer – Vicki

- A. Prayer sign-up sheet was passed around.

2. Spiritual Disciplines

- A. John – Lent begins in a week and he recommends thinking of a discipline to work on during Lent.
- B. Julie was invited to join a group working through a book on prayer at 5 am. She is going to work through the book on her own.
- C. Carol – is journaling daily.
- D. Kathy – is putting effort into time management and organization.
- E. Linda C. – is skipping unnecessary meetings to get things done, getting better at saying NO, not trying to meet everyone else's expectations, with the result of clearer thinking and increased productivity.

3. Finances

A. Review Financial Report

- 1. Revenues \$43,222.19
- 2. Expenditures \$40,193.17
- 3. \$7200 in mission gifts are now shown on the balance sheet instead of in the Revenues.
- 4. Gifts from missions is listed on balance sheet when received and disbursed.
- 5. Amy will list the mission income and disbursements each month.
 - a. Expenses.
- 6. The 3 payrolls paid in December 2024 increased the total expenditures for 2024 compared to 2023 which had only 2 payrolls in December.
- 7. The Jan. 1, 2025, payroll was paid the end of December 2024. Had it been paid in January 2025, the 2024 end of year total balance would have been a positive \$3000.

B. Pastor John requested we consider the Positive Pay fraud protection service at Century Bank

- 1. Everyday Amy will up load any banking transactions. Having this benefit won't increase her workload.
- 2. The bank will verify that everything has been signed and approved and that who the check is supposed to go to, is where it was sent.
- 3. The bank would also verify online payments which helps avoid fraud.
- 4. The bank will send FUMC alerts if there is something questionable but the alerts should not go to Amy or Julie because they do the accounting and fill out the forms.
- 5. FUMC doesn't have the volume of transactions that makes this useful.
 - a. Checks are cut once a week.
 - b. An average of 20 checks are cut each month.
- 6. Currently payroll for 6 employees is made by direct deposit/ACH (Automated Clearing House)
 - a. There is a charge for Positive Pay services.
- 7. Most regularly occurring expenses are also paid through direct payments.
- 8. A few items will still need a check.
- 9. People who submit receipts for payment could be mailed a check from Century Bank or payments could be made online.

10. Amy suggests having the treasurer auditing payments at end of their month for 6 months then reevaluate whether Positive Pay services are needed.

11. It's possible that not all checks must be verified; 10 could be chosen at random to be verified.

C. Vicki suggests that we use Bill Pay for regular vendors, regular bills, and make all payments electronically for those that are feasible instead of cutting checks.

1. Checks are required to have a voucher approved ahead of time.

2. Century Bank doesn't charge a fee for using Bill Pay.

a. If they cut a check no one is required to sign it and

b. The bank currently only allows one person or treasurer to verify the checks were paid to the right place from the statement.

i. The idea to require a second approval before a check is sent out isn't allowed by Century Bank.

ii. Amy will see if there can be multiple approvers.

D. Accounting software programs have been reviewed by Pastor John and he checked which programs other churches are using.

a. ACS (Automated Collection System) is the current software used for FUMC accounting.

i. The cost is \$3800/year.

b. When FUMC tried using Quick Book it was a disaster because of numerous program problems so FUMC resumed using ACS.

c. Quick Books claims to have solved the problems.

E. Budget

1. No changes have been made to the budget presented at the January 2025 retreat.

2. We must have greater control over expenses.

3. Financial supplies in 2024 included the auditor/consultant which is an anomaly unique to 2024.

4. Amy is paid more per hour but works fewer hours than Paromeeta.

5. When the amount for an expense category gets close to what is budgeted the spending needs to be stopped for that category or another line item found to supply the money.

6. The budget for worship supplies is already over 25% spent. Several other line items have also spent more than 25% to 40% of their budgeted.

7. #570102 Grounds Care is high because of the frequent snow and ice in January. It costs \$250 every time the parking lot is plowed.

a. Buying an ATV for doing snow removal is one idea for reducing snow removal costs.

8. **Motion** – Jason moved and Don second to accept the budget as proposed. Passed.

E. Capital campaign

1. We each need to review the project ideas and consider the amount of funding needed.

2. Consider what things can we easily do – consider and bring thoughts, good ideas, prayers to the next meeting.

F. The monthly treasurer sign-up sheet was passed around.

4. **Approval of minutes.** Carol moved, Julie second to accept the minutes as written. Passed

5. **Leadership Board Calendar**

A. Some dates are set by conference rules.

B. Current plan for the Leadership Board Calendar:

January

Retreat

Election of Leadership

February

Worship Review

March

Pastor, pastor's spouse, and staff

Appreciation

Missions Review

April

Begin church assessment, fill out required forms due June 1

Technology Review

May

Deliver church assessment by June 1

Staff Review

Faith Development Review (programs scheduled by the school year)

June

Annual Conference Recap

Building Review

Stewardship

July

No Meeting

August

Begin Pastor's review

Nominations

Ark Review

September

Finalize and deliver Pastor's Review - Due

Oct. 1

Charge Conference – Prepare forms

Parsonage Review

October

Charge Conference – Finish forms

Retreat Planning

Pastor and Staff Appreciation

November

No Meeting

December

Future Appointment Consultation - Due Jan.

1, fill out forms

Budget Approval

Staff Appreciation - Christmas

6. Trustees

A. Computers

1. Jen has had a problem with her Ark computer which Heather, the IT, helped correct.
2. The computers need to be inventoried to include the make, model, and date of purchase.
3. When updating the computers consider: what the computers can do and what updates are needed.
4. The staff will bring a list to the March meeting of what needs to be updated now and the cost.

B. Trees on church property

1. The Prayer Garden junipers were trimmed a few years ago for \$3000.
2. Rio Grande Arborists would do the pruning.
3.
 - a. They would clear out dead limbs, trim junipers to be like a wall, take trimmings to dump.
 - b. They charge \$14 hour. 150 hours of work = \$2100.
 - c. Miguel and Raleigh could do the work around the power lines, prune elms, and the crabapple tree.
 - d. Julie will pursue the details for the work around the power line and on the elms.
4. The rest of the trimming can wait to see what volunteer can handle.
 - a. Tom Ricketts and Loren Hatler would be willing to help and could be asked to look at what pruning they would be comfortable doing.
5. **Motion:** Vicki moved, Linda second to have the professional arborists do the dangerous tree work first. Passed.

C. Insurance

1. The church property is now worth \$5,000,000 up from \$3,000,000 so insurance will go up 11%.
 - a. Church Mutual Insurance Company covers the church and church property but not the parsonage.

- b. The 2025 Total Insured Value is \$5,303,000.
 - c. The 2025 annual insurance premium is \$20,395 per year which is \$5,099/quarter starting March 1, 2025.
 - d. This is split with the Ark 50/50 so each pays \$2549.50/quarter.
- 2. Several insurance companies are pulling out of Los Alamos due to fire danger.
- 3. The parsonage is insured by State Farm Insurance Company.
- 7. **Pastor John's Updates**
 - A. At Annual conference requests personal stories of 90 seconds to 2 minutes covering how we change lives and about people in the church's life are requested.
 - 1. Let Pastor John or Phillip know what stories you are aware of and if you have a story to share.
 - 2. The goal is to send the conference office a story each month.
 - B. Standing tables have been set up in front of the sound booth for people who can't sit still or sit for an extended time through worship
 - 1. 1 pew was moved to the library.
 - 2. The plan is to have 3 tables.
 - 3. This is a means of increasing hospitality and they are already being used.
 - C. Lenten program planning is going well.
 - 1. There are several differences from previous years:
 - a. It is being held on Sunday to coincide with our Programming Night instead of on Thursday.
 - b. The worship service will be done first instead of last.
 - c. Classes will occur after worship and include.
 - i. Faith and Science Forum
 - ii. Los Alamos Jewish Center
 - iii. The middle Way: Finding common Ground
 - iv. Talking about Death (and other Life-Giving Conversations)
 - v. Looking at Scripture through Different Lenses: Art, Prayer, and Creativity
 - vi. Financial Literacy for Youth (and others)
 - d. Supper will be last instead of first.
 - i. There will be 2 serving stations in the Fellowship Hall with similar soups on each table to expedite people going through the line since everyone comes to dinner at the same time.
 - 2. Children are welcome
 - 3. A volunteer schedule has been set up so no one must serve every week.
 - a. Most people will help 2-3 weeks as we have a large volunteer pool.
 - 4. There are many unknowns including how many adults, youth, and children. It could be 100-160 people; in the past 120 people participated.
 - 5. Ladles and table coverings arrived 4 days ago and another batch is expected next week.
 - 6. Soups/crockpots – there are enough outlets to plug them in on different circuits so there should not be a power outage.
 - 7. Ash Wednesday worship services: March 5, will be at 12:00 noon and another at 6:00 pm.
 - 8. Prayer Service: Thursday, March 6, 5:15 pm in person and online to pray for peace from anxiety related to US government changes and world problems.
 - a. Whether or not to have a regular prayer service to pray for certain things will be discussed with those that participate.
- 8. **Phillip's Updates**
 - A. Lenten Worship booklet - Joe Dale wrote one of the daily readings.

- B. New volunteers are involved in worship: in the sound booth, as ushers, and lay readers.
 - C. The youth are working on thoughtful messages which will be folded into flowers and given to Lynn Kluegel who is dealing with serious medical concerns. This is a special youth activity because Lynn regularly works with them but is not done for everyone on the prayer list.
 - D. Linda thanked Philip for his excellent work with kids.
9. **Communications to Congregation**
- A. Pruning of the trees.
 - B. A budget was passed.
 - C. The NM Conference sends out a weekly newsletter by email.
 - 1. Julie will put information in the Midweek News how to sign up to receive the NM Conference newsletter.
 - D. The NM Conference will be informed of the Lenten series.
 - E. Pastor John and Phillip will figure out how to obtain the requested stories.
 - F. The Children's area has new rocking chairs.
 - 1. It may be possible to put rockers in an area separate from the kids but another pew would have to be removed.
 - G. Standing tables are available during worship.
10. **Actions before the next Board Meeting?**
- A. Plan to vote on several things in March.
11. **Closing Prayer** – Loren

Reports Due by: Friday, March 21, 2025, Noon
Next Meeting: Tuesday, March 25, 2025, 6:00 pm.

Respectfully submitted by Kathy Siebe

Leadership Board Meeting Reports
First United Methodist Church of Los Alamos, NM
March 25, 2025 at 6:00 pm
FUMC - Friendship Room

If possible, join the meeting in-person, but it will also be available by Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/83917151971?pwd=cmhpdVo0TUhocHlPeWZPcExDdGdmUT09>

Meeting ID: 839 1715 1971

Passcode: 87544

Pastor's Report – Pastor John Nash

1. The Lenten program is going very well. I've received comments from several other clergy about how well it has been coordinated.
 - a. I don't think it will stay on Sundays in the future but that has worked well for us.
 - b. But those who have been here for a little while did notice we didn't lose attendance for adults at spring break like normal.
 - c. A thank you to Phillip, Julie, Rafael and all the volunteers for their work.
2. The ecumenical Easter sunrise service will be at 6:10 at the pond this year.
 - a. Currently Kate and Amy, from Bethlehem, are scheduled to preach, but it might also end up being me.
3. Because eggs are so extremely expensive at the moment, we have purchased some paper eggs that can be decorated. We will be giving a dozen each to ark and church children to cover not having to buy eggs for Easter egg hunts.
4. Phillip will be the guest preacher on April 27, the Sunday after Easter.
 - a. Brent Collom will be the guest preacher on May 25.
5. I've been spending quite a bit of time the past few weeks on conference finance issues, but I just got my annual report submitted, so it's slowing down again. My term comes to an end at the end of June.
6. Summer is right around the corner and we need to start thinking about summer fellowship and mission activities. This could include some new programs to engage the wider community.
7. Now that we've gotten through most of the physical upgrades to the campus we began last year, we need to start making a list of the next activities, which will include:
 - a. painting fellowship hall
 - b. portions of the sanctuary
 - c. finishing the hallway bathrooms.
 - d. We need to prioritize others from the list we generated at the retreat as well.
8. Thank you to Ann and Camille for coordinating the prayer event last month. It was well received and they are working on what we might do next.
9. Someone else commented to me that the candle table in worship acts as an anxiety meter for the congregation. The more candles burning, the more anxious everyone is. There have been lots of candles lately.
10. I am still working on completing staff evaluations. I have received everyone's self-evals; it's now on me to write and deliver mine.
11. I will be off next Thursday, at least for the afternoon, as it is opening day for baseball.

Ark Report – Leigha Oliver

1. Enrollment – 64

- a. We have three babies starting within the next several months once they're born.
- b. With the classrooms we have open now, we have 7 part time spots available and 9 full time spots available.

2. **St. Patrick's Day** – Yesterday, we set out treasures for our friends. While Jen and I were out of the office, the pesky leprechaun tried to steal it! Luckily all he left behind were some gold coins and little foot prints. The kiddos absolutely loved it. I think it will be a fun new tradition.

3. **Easter** - is now being planned. I have ordered dyeable plastic Easter eggs to pass out to families to dye since real eggs are so expensive this year. I was able to buy the plastic eggs at \$0.12/egg.

4. New Hires – We have hired two new teachers.

- a. Angelique is our new infant assistant during the day and after-school lead in the afternoons. The kiddos absolutely adore her. Her son David has also joined our toddler class.
- b. We have also hired Anna. She has been in early childhood for a little over a year and graduates with her associates in the summer. She has been floating to see what age group she enjoys the most.

5. **Hallway Ceiling Fabric**– We are currently waiting on a none-windy day to try our fire-retardant spray. Hopefully the weather settles down soon!

6. **Spring Pictures** – I never heard back from Teddy Bear portraits about spring pictures so I swallowed my pride and contacted Lifetouch. After getting a little “Karen” on them in regards to our experience in the fall, we were able to schedule a date.

- a. Spring pictures are scheduled for March 26th and they will be here all day.
- b. If anyone wants to stop by and get a picture taken, please feel free.

7. Staff Meeting- We held a staff meeting at the beginning of March.

- a. Jen and I had a long conversation with teachers about how they present themselves to families and how they speak to the children.
 - i. Their feedback was very receptive and since then, we have noticed vast improvement.
- b. We also gave them a chance to speak and air any grievances.
 - i. The main conversation was children being dropped off at any time during the day.
 1. This frustrates teachers as they have a schedule in their classrooms.
 2. When children get dropped off after 9, they tend to miss essential circle time and any art/science activities.
 - ii. We have also had an uptick in parents picking up/dropping off right before or during nap time. This is even more frustrating to teachers.
 1. I have let parents know that we strongly discourage children to be picked up/dropped off at that time as it is disruptive to the others.
 2. Since then, I have asked parents to notify one of us in the office if they absolutely have to be picked up during nap time, and we will have them ready in the office.
 3. Currently we do not have a policy that gives families a cut off time. Perhaps this is something to consider as it has become a big issue.
 4. Except for the occasional doctor's/dentist's appointments or other unusual instances, maybe we can have a conversation about imposing a drop off cut off time, at least for the toddler/preschool ages.

8. Office Pets

- a. Jen and I are raising a colony of sea dragons (brine shrimp) in the office. They're getting so big and the kids love coming to visit them.
- b. I also ordered butterfly habitats for all the classrooms.
 - i. You can stop by to see the after-schoolers caterpillars in their chrysalises in the office. They are kind of gross looking but the kiddos love seeing them transform.

Annual Conference - Don Casperson

Church facility – Julie Risch

1. Tree trimming:
 - a. Tom Ricketts and Loren Hatler will trim the trees in the prayer garden, pinon at the end of sanctuary, and the crabapple by the front entrance.
 - b. I have contacted the county about trimming the trees along the south side of the church.
 - i. Rafael said they came out to take a look last Friday, I've called in to get an update.
 - ii. Tom said, if they can't do them that he and Loren could tackle it.
2. Rafael has completed the painting in the hallway off Pastor John's office and the hallway leading into the Fellowship Hall.
 - a. He has decided to wait on staining the doors on the bathrooms, because of the weather. He'll return to that after Easter.
3. Rafael has taken down the modesty panel just inside the women's restroom off the sanctuary. It has really opened up the space.

Connecting (Lay leader)

Crisis and Caring Ministries - Carol Mead

Many people are supporting Lynn Kluegel as she deals with a cancer diagnosis and Margaret Gibson, who had a heart attack.

Faith Development Report - Phillip Ortega

1. Programming Night
 - a. The Lenten series has gone exceedingly well, thanks to amazing volunteers.
 - b. Our tech improvements have been noticed, appreciated, and inquired about.
 - c. No one has waited for food.
 - d. New young people are in the building, hoping for returns after spring break.
2. Summer plans underway
 - a. Fellowship events
 - b. I am considering more mission moments as a part of fellowship events.

Fellowship - Carol Mead

Nothing to report. Check under Faith Development.

Missions – Camille Wescott

1. The food pantry continues to receive heavy use.
 - a. Phillip is adding a dinner schedule and invitation to the food pantry.
2. A church member requested funds to build a little library as requested by McCurdy.

SPRC – Jason Benkoski

Nothing to report.

United Methodist Women/United Women in Faith – Kathy Siebe

1. Seven women from UMC-LA attended the Spiritual Enrichment retreat at McCurdy led by Lisa Jo Besner
2. Martha Circle made 5 fleece blankets for the Los Alamos first responders to give along with teddy bears to children they encounter in trauma situations.
3. For Cup of Friendship, 4 women visited Lynn Kluegel Albuquerque and Harriett Zickert in Tijeras.
4. Three people sorted clothing at the Light House at McCurdy.

5. Sharon Allen donated 22 boxes of books to Leer.
- a. Sharon collects books for the African Library Project which is supported by the Los Alamos Kiwanis Club.
 - b. Each library receives 1200 books for preschool – 8th grade age children.
 - c. The African community is responsible for put up shelving units or finding another way to display the books.
 - d. One person in each community is taught how to set up the library.
 - e. Sharon has worked on this project since 2016 and sent books for about 150 libraries.
 - f. The books sent to Leer were recent donations, new and used, that aren't going to Africa.
 - g. Don Siebe took the books to McCurdy.

Worship - Valerie Collins

Nothing new to report

Leadership Board Minutes
Los Alamos United Methodist Church
April 22, 2025

In Attendance: Jason Benkoski, Don Casperson, Linda Collier, Valerie Collins, Loren Hatler, Carol Mead, Phillip Ortega, Vicki Ricketts, Julie Risch, Kathy Siebe

Absent: Lynn Kluegel, Rev. John Nash, Amy Worcester

Opening Prayer – Julie

1. Spiritual Disciplines

- a. Linda thanked the board members for their individual contributions to the work of the church.

2. Review Financial Report

- a. Revenues 49,081.42
- b. Expenditure 34,291.85
- c. Net Operating Total 14,947.93
- d. Seasonality shows up in budget, energy of the church, getting things done.
 - i. The expenses for Lent and Easter will be higher in areas that are different from the expenses that show up during the summer.
- e. Treasurer sign-up sheet: Loren will complete the month of April and be treasurer for May.
 - i. Julie is encouraged to contact the person on the chart even if it is easier to ask Linda.
- f. QuickBooks Transition
 - i. The updated handout with costs for QuickBooks was reviewed. (Full handout on separate page.)
 - ii. The plan is to change to QuickBooks July 1, 2025

3. Approval of minutes: Motion: Carol moved; Linda seconded to accept the minutes as written plus the addition of the QuickBooks handout (see separate page). Passed.

4. Leadership Board Activities

- a. Mission Presentation by Camille (this section of minutes provided by Camille)
 - i. Philosophy: Facilitator for people's interests and passions.
 - ii. Spending philosophy - money gets sent quarterly to missionaries.
 - v. The Mission Team's portion of the FUMC Ministry spending plan is \$8000, so most of our money is spent on contributions to missionaries.
- 1. The budget went down significantly, by more than ½ so we ask for special offerings now.
- iii. We currently send \$1500/missionary/year for a total of \$7500.
 - 1. Broussards at Global 504:
 - a. They work in New Orleans and Cuba and take medical supplies, food etc.
 - b. They send newsletters, which are on the hall bulletin board.
 - 2. Teresa and Rob Paix with Pioneers, Inc.
 - a. Teresa is Baird and Bodil Brandow's daughter.
 - b. They work with the Uyghurs in Australia, and give presentations to us

whenever they visit in Los Alamos.

3. Todd Selau – “Bar ministry” in Albuquerque

a. He is an ordained United Methodist minister and drummer, who does ministry in unexpected places.

4. Martin and Tracy Reeves

a. Former members of FUMC-LA, doing ministry in Peru intermittently.

b. Martin has prostate cancer that is being treated in the USA.

iv. Paper For Water

vi. Aaron’s Kids fund was started in memory of Aaron Goldman, a member who was very active in our church and community.

1. If an issue is related to children or food, we use the Aaron’s Kids fund.

2. It was originally for snacks and lunches for school children.

3. Jim Little continues to buy snacks which the High School guidance counselors give out as needed. Otherwise, Federal programs now cover that need.

4. We use it for the food pantry and other child and food-related issues.

5. \$10,000 of the Aaron’s Kids fund is in a CD and earning interest.

vii. Patrick Diehl asked for funds for building Little Free Libraries for the Leer project at McCurdy.

viii. Interfaith Coalition on Homelessness – projects in Espanola valley (Camille’s passion project).

1. There are 3 treatment facilities for addiction which in the past was treated through the hospital Emergency Department

a. Porch Light Clinic, Mountain Center, Espanola Presbyterian Hospital Clinic

b. There is now a specific director who is watching the research on addiction and setting up the protocols for the treatment centers.

2. The Interfaith Coalition will be collecting money for the cell phone project.

a. Folks without phones don’t get appointment reminders.

b. They also need a means of knowing when the pharmacies receive their limited supply of medications for treating addictions as the pharmacies only get a limited amount of the medications.

ix. Espanola Pathways Shelter (EPS) - progress

1. The emergency social worker had 65 people coming for help which has been reduced to 25 after helping 40 with their issues.

2. People must leave the shelter for safety during construction of a fence around property.

3. Addiction treatment is in progress.

4. No idea what federal help will be available.

x. Medanales Christmas boxes (Linda Leschnitzer’s passion project).

1. In the past 60-70 families are served.

2. Currently 40-45 families are served by the 3 participating churches, FUMC, Trinity on the Hill Episcopal and Bethlehem Lutheran.

a. The number of families served started going down in 2022 when there were 6 families not claimed leaving Linda Leschnitzer to do the shopping and sorting items for their boxes on Friday night before the boxes were taken to Medanales Saturday morning.

b. Debra Youngblood purposed the idea of requesting and boxing up dry goods

in advance.

xi. Technology Assistance at the library (Phillip's passion project) is phasing out.

1. Our point person is Lisa.
2. People don't return for appointments which leaves volunteers there for 2 hours/week with no one needing service.
 - a. Jason notes that when there is no cost for the service people don't show up, but they will keep an appointment even if they are charged only \$1.00.
2. When help is available it does wonders for the person having computer challenges.
3. It's nice for Norma to be able to call us to come and help.
4. It has been pushed by the library including information at the desk.
5. Los Alamos County red tape won't let the library have control of the website.
 - a. Phillip hopes to have access to the website which has had problems.
 - b. We are on hold to see if kinks get fixed.
 - c. When the website problems are fixed, we will try again.
6. The Senior Center has worked with AARP to get a computer educational base for people.
 - a. We need to see if people are going there instead of to the library for computer help.

xii. Lighthouse collection (Julie's passion project) shelves were built for the clothing.

xiii. McCurdy open house is May 1.

1. An extra trip to McCurdy is planned to help set up the Mother and Baby room April 29, meet at and carpool from church at 1:00.

5. Phillip's Updates

- a. The last 2.5 months have been wild with all the planning activities for hosting the Lenten Series.
 - i. Phillip saw it as his direction from God. He focused on our volunteers, kids, new people.
 - ii. Phillip's prayer was what does it look like if FUMC hosted the Lenten series every year but he didn't tell anyone about it.
 1. He doesn't think we are to do it every year.
 2. He felt like people came but it didn't increase community and connection so he doesn't think that this was what we are supposed to do.
 - iii. Phillip mentioned moving the Lenten series to Sunday last year as he realized we couldn't do 2 major church events/week.
 - iv. Moving the Lenten service to Sunday was a success for FUMC.
 1. Other churches may not think it was a success.
 2. Pastors were shocked that there were 3 children's classes.
 3. Kids from other churches didn't come regularly.
 4. Other churches' members came on their soup night but not the other nights.
 5. He thinks we raised the bar on the hosting the Lenten.
 6. Pastor John heard good things from: other churches, FUMC members who don't always come, and a few pastors which is part of professionalism to be nice.
 - v. People are talking about Programming night.
- b. Programming attendance goes down in the spring and summer.
- c. Easter – went well even though the attendance was low due to the weather (snow and cold) and late date this year (mid April vs. March).
 - i. Pastor John was smart to take vacation time the week after Easter to rest and recharge.

- ii. Phillip will preach Sunday, April 27, 2025.
- d. Phillip will be focusing on summer activities in the coming weeks.
 - i. Summer attendance doesn't depend on church activities due to longer hours of sunlight which is good for travel and outdoor activities.

6. Linda's Comments

- a. Drivers are needed to bring people to worship
 - i. This has been in Midweek News and Bulletin.
 - ii. The list of potential drivers needs to be increased.
 - iii. People used to call on Friday to request a ride for Sunday.
- b. Considerations and actionable steps towards capital campaign/projects
 - i.. Computer replacements/updates are in progress
 - ii. Julie went to Los Alamos County to ask about having the trees that are growing into the power lines trimmed and was able to talk to someone about it who know who does that work.
 - iii. The Ark shed got cleaned.
 - iv. The water fountain has been turned off.
 - 1. The kids' summer project is to make a new water source available.
 - 2. They now know how much plastic is being saved by using the water jug in the Ark office.
 - ii. Julie's suggestions
 - 1. the restroom changes completed
 - 2. opening kitchen to outdoors
 - 3. middle class rooms enlarged
 - 4. air conditioning and sanctuary heating improved
 - 5. drainage in back yard corrected
 - 6. water collected at the down spouts
 - a. Requesting a quote for Los Alamos Landscaping for the backyard landscaping, drainage problem and for draining water off the roof was recommended.
 - ii. Valerie's suggestions
 - 1. install actual air conditioning instead of swamp coolers so the congregation can hear for choir.
 - 2. She suggests getting a heat pump to help with heating and cooling.
 - 3. She would also like to have an ice maker and agreed to check on the options and costs.
 - iii. Phillip's suggestions
 - 1. Enlarge middle room as the dividing walls are not load-bearing, have a frame with doors built-in so the rooms can be sectioned off. Add sound proofing to the middle rooms if possible.
 - 2. A construction company may be required for some of the work but maybe the congregation could do this project.
 - iv. Kathy's suggestions
 - 1. Would like to have the rest of the faucet handles changed to some that are easy to operate and the water pressure corrected in all the sinks.
 - a. The few handles that have been changed are much easier to use and the faucets that have been worked on have significantly improved water flow.

- 2. Finish paying off the mortgage.
- c. Calendar – Action and Expectations
 - i. Begin church assessment which is due May 31.
 - 1. Julie and Pastor John will find out who does what and when.
 - ii. The October 2024 Charge Conference minutes may have some of this information.

7. Communications to Congregation

- a. The need for drivers: to bringing people to church, to help people to medical appointments, assist people during emergencies, etc.
- b. Trail mix packages were sent to 18 college students by the UWF – Martha Circle.
- c. Anyone with a request or ideas for sermon series may contact Pastor John.
- d. The Mission information presented by Camille.
- e. Information included on the bulletin board, for example the missionaries' letters.
- f. Patrick Diehl is interested in building Little Free Libraries.
- g. Interfaith Coalition on Homelessness Phones Project.

8. Actions before next board meeting

- a. Everyone is to review the list of capital improvement ideas on the orange sheet for their favorite. 3 capital improvement projects.
- b. More information is needed for the NM Conference Assessment of the Church/FUMC.
 - i. The information given at the time of the October 2024 Charge Conference will be reviewed.
- c. Everyone is asked to sign up to be treasurer for one month and volunteer to give an opening and closing prayer - about once a year.
 - i. If you haven't signed up at the meeting you may text Linda at 505-390-9470 or email Kathy at ksinnm@gmail.com to put your name on the list.
- d. Linda will not be here for the May Leadership Board meeting so a volunteer is needed to lead the meeting.
 - i. Linda will try to write up an agenda.

Closing Prayer – Kathy

Next Meeting: Tuesday, May 27, 2025, 6:00 pm.

Reports Due by: Friday, May 23, 2025, 12:00 noon

Respectfully submitted by Kathy Siebe

4. The church staff and bookkeeper prefer people don't designate because then the IRS thinks you relinquish what the money can be used for.
- I. We may not need some of the designated fund categories any more so some lines should be zeroed out and money put in the general fund.
- J. The money listed is in the checking account currently and shows up as liabilities and should not be used for general things.
- K. If the donor is known and the money was placed in a restricted fund, we can ask if the money could be used for something else.
- L. Memorials and donations to Scouts were regularly restricted funds in the past.
- M. Signatories are: Pastor John, Vicki, Camille, Linda, Lynn, Kim. Kim moved to Albuquerque and Lynn is currently unable to come in to sign.
 - i. The suggestion was made to consider Nels Hoffman and Ann LePage as signatories.
 - ii. Pastor John will ask them to be signers.
3. **Approval of minutes. Motion:** Jason moved, Carol seconded to accept the minutes as written. Passed
5. **Leadership Board Activities**
 - A. Phillip Updates
 - i. Summer Activities
 1. June 6, 2025 Pool Party - Numerous hamburgers were given to the first responders who arrived to offer aid to a swimmer.
 2. Slots are available for activities at the end of June and early July.
 - ii. Youth praise rock band is in progress of being put together.
 - iii. Linda gave rhythm instruments to Valerie earlier and said they could be used for the youth praise band.
6. **Ark Board – restructure**
 - A. The Operation and effectiveness of the Ark Board were discussed by Carol Mead, Kim Caufield, Valerie Collins.
 - B. Do we need to eliminate the Ark Board and develop a different entity?
 - i. Ark Board could become a sub-committee of the Leadership Board, meeting when we need some help or information from them.
 - C. The Ark hasn't been able to find enough parents to serve and currently there are 5 ex-officio FUMC employees and 3 FUMC church members. Suggestions included:
 - i. The Ark Board should be made-up of 3-4 church members, no parents, and a teacher brought in as needed.
 - ii. The Ark administrators would make most of policy decisions.
 - iii. Eliminate parent involvement at the board level except if a parent has a concern.
 - iv. Make a PTA so parents could help the teachers and deal with issues that the Leadership Board can't do anything about.
 - v. Leigha would send out reports by email.
 - vi. Leigha would come to the Leadership Board meetings.
 - D. Financials would be reviewed by the Leadership Board
 - E. The budget should come to the Leadership Board or it could go to a sub task force.
 - F. Several policies would need to be changed or new policies written regarding how the Ark Board operates if the Leadership Board takes on more responsibility.
 - i. Pastor John, Phillip, Leigha, Jen will talk about these issues then present them to the Ark board.
 - ii. Some of this is evolving so a proposal will be given to the Leadership Board at a later meeting.
 - i. A consensus is needed and was received at this meeting that we will be part of the plan as it evolves.
 - G. If anyone has additional comments, suggestions, or questions talk with Pastor John.
7. **Special Education Proposal**

- A. Lindsey Reader is a special education teacher for students who are not mainstreamed into classes. She wants to teach them life and job skills. They can attend the high school up to age 22.
 - i. Rose Chocolatier had many of these students working for them.
 - ii. Wednesday, May 27, 2025, the students did janitorial and outdoor work at FUMC.
- B. Lindsey has proposed setting up a food truck at the end of our parking lot.
 - i. It would involve 5 - 8 students plus a minimum of one teacher per student.
 - ii. They would sell chips drinks, candy from a table initially but would not be doing food preparation.
 - iii. Previously the Leadership Board discussed having a food truck at the end of the parking lot operated by the group now at Smiths Market Place.
- C. Concerns include the following:
 - i. The high school administration hasn't been informed of this idea.
 - ii. Pastor John wants them to contact Trinity on the Hill and the Catholic church to explain the plan in order to maintain good relations with these churches and so it doesn't appear we are receiving favoritism.
 - iii. They aren't using the high school football field concession stand as it's on the field side of the building not the parking lot side so isn't as visible to potential customers.
 - iv. Do they need a county permit?
 - v. Does our insurance cover that area?
 1. Originally, they wanted to have a 501-3c so they would have insurance.
 2. FUMC insurance doesn't cover them when in the parking lot.
 3. FUMC insurance covers when they enter the church buildings.
 - vi. We prefer they use the restrooms at the high school field house due to the presence of the Ark.
 - vii. Students are supervised by their teachers or education assistants when they work for FUMC.
 - viii. Are we alright with them having a 3-week trial – in the grass at end of parking lot?
 1. If we do this now, we will know how to do such things in the future.
 - ix. Consider how much parking is necessary for present activities at the church and for a food station/truck.
 - x. Safe sanctuaries training may not be required of the adults when students are in the sanctuary and friendship center during the summer.
 1. We would have to write up a contract.
 2. The background checks should have already been done by the high school.
 - a. The students and teachers fall under the school's safety policy and have a more detailed background check.
 3. Safe Sanctuaries policy is to protect students from their teachers as there is frequent 1:1 activity.
 - a. They should be trained in our policies especially when in the building; outdoors everything is visible.
 - b. Some of the students may need help in the restroom so we can't disallow it.
 4. Scouts are not required to do Safe Sanctuary training as they have their own training program.
 - xi. The high school is not going to advertise the food truck.
 - xii. The plan is to operate the food truck from 8:30 a.m. – 5:30 p.m., Monday - Friday and at sporting events in the future.
 - xiii. A legal contract will be needed if this idea becomes more involved.
 - xiv. **Motion:** Carol moved, Julie seconded; we are willing to try having the food truck at the end of the parking lot for 3 weeks but first Pastor John will contact Lindsey to work out the caveats regarding insurance and restrooms. The food truck trial must happen prior

to the next board meeting on July 22, 2025. Pastor John will inform the Leadership Board of answers to the above concerns. Passed.

8. Review of Security Camera Footage Release Policy

- A. We have a month to review the Security Camera Footage Release policy.
- B. A hit and run incident occurred in the high school parking lot at graduation practice, May 24, 2025.
 - i. FUMC refused use of any of our camera footage as it will not show much.
- C. We need something concrete on which to base access to the camera footage from outside requests.
- D. The 32 cameras which cover all the classrooms, front and back yards, have worked well for our needs.
- E. There are no cameras in the restrooms or FUMC offices of Pastor John, Julie, Phillip, or Vallerie.
- F. Phillip designed the FUMC camera system and Rafael helped him set it up.
 - i. The cameras are hardwired to a computer, not uploaded to a network.
 - ii. The quality is alright.
 - iii. There's a terra byte of storage.
 - iv. There are at least 30 days of standing rolling footage, how much it records varies slightly.
 - v. Backed up footage deletes.
 - vi. It has been very helpful when it was needed at FUMC.
- G. The week of graduation alcohol bottles on the front porch were found by opening teacher for the Ark.
 - i. Leigha could see the faces of the perpetrators noted by the cameras at 11:50 pm and the perpetrators were picked up at 12:10 a.m.
 - ii. By the Policy – Leigha fills out a form for what is being searched for, the cameras being used and saved on USB drive. If needed the footage can be put on a computer.
 - iii. We look at video first if someone requests footage to see video that is desired,
 - iv. If the court orders it to be shown we do so and charge \$50.
 - v. The picture from our cameras can't be enhanced.
 - vi. We can redact or obscure people's identity – a section can be blurred if needed.
- H. **Motion:** Linda moves, Jason second that we accept the 'First UMC Los Alamos Security Camera Footage Release Policy' and accept the 'First UMC Los Alamos Retention Schedule' with 4 months to implement it. We will change to a 12-month retention for worship recordings. There might be an addendum for Ark policies to reflect state requirements on record retention. Passed.
- I. Church Bulletins and Midweek Newsletters are kept permanently as the UMC General Commission on Archives and History requires it.
 - i. Most will be kept digitally and a few special bulletins will be kept as hard copies.

9. Capital Campaign is tabled until the next meeting.

10. Calendar:

- A. Review what is needed for the June church assessment for discussion in July.
- B. Stewardship, the annual conference recap and faith development will be discussed in July.
- C. There will not be another meeting in June.
- D. Pastor John will let us know about other issues including information about the food truck idea.

11. Pastor John's Updates

- A. Church assessment needs to be worked on.

12. Communications to Congregation

- A. Annual Conference June 19-21, attending will be Pastor John, Don Casperson, alternate Linda Nash, as Camille is not available; thus, there will be 2 voting members.
- B. There are 4 constitutional amendments to the church constitution to be considered, one being regionalization.
 - i. Pastor John will vote in favor of a regional model.

- ii. If regionalization passes, UMC would still gather for a general conference, which will be shorter, and issues affecting the world church instead of just USA will be discuss.
- iii. There are Central conferences for other areas of the world.
- iv. There would be a Global Book of Discipline
 - 1. Delegates from the regions would then go back to their regional conferences to vote on changes for their Book of Discipline.
 - 2. This would remove colonialism and the USA controlling the world church.
- C. The IRS says we didn't pay taxes for the 2nd quarter of 2023 or 24. This was corrected with payments including penalties.
- D. Computers for the church have been discussed and there are more software suggestions.
- E. Memorial Services
 - i. June 13 at 1:00 p.m. for Jerry Beery. (This was added after the board meeting.)
 - ii. June 28 at 11:00 a.m. for Margaret Gibson.
 - iii. July 5 at 6:30 p.m. for Calvin Klatt.
- F. Policy on security footage and retention schedule.
- G. Food truck idea.

13. Actions before the next Board Meeting?

- A. Pastor John will let us know.

Closing Prayer – Jason

Reports Due by: Friday, July 18, 2025, Noon

Next Meeting: Tuesday, July 22, 2025, 6:00 pm

Respectfully submitted by Kathy Siebe

**First United Methodist Church, Los Alamos,
Endowment Committee Update
September 2025**

The Endowment Committee is charged with managing the church's Permanent Endowment Fund, a legacy fund from which only the gains will be spent to support FUMC activities and mission. Members this year are at-large members Dennis Gill, Tom Ricketts, Sheila Molony, and Kim Granzow; Linda Collier (Leadership Board chair); and Rev. John W. Nash. The church treasurer position is being filled by members of the church leadership board who rotate the position.

In March 2024, we opened a cash account and 2 CDs at Century Bank to obtain better interest rates. We just renewed the 2 CDs in September 2025. One CD is for the 75th church anniversary (currently \$5,324.51); this one will be cashed out in April 2026 for anniversary celebration expenses. The other CD is the Endowment Fund (currently \$30,882.16). This CD will mature in August of 2026. The Endowment cash account has \$4066.24.

The Fund has received 5 donations thus far in 2025, totaling \$500. If you have questions or wish to donate to the fund, please contact the church office or any committee member.