

*Bon Air Baptist Church  
Business Meeting*

*January 24, 2024*



**MISSION:** *Proclaiming the Grace of God... Growing Followers of Christ*

**VISION:** *A place to BELONG... A place to BECOME*

**CULTURE:** *Emotionally Healthy Spirituality*



## **BABC Business Meeting Agenda**

**6:00 PM, January 24, 2024 | Location: The Commons**

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- Review September 20, 2023 Business Meeting Minutes ..... 1
- Lead Pastor Search Team Update
- Domestic Missions Team and International Missions Team Recommendation:  
2024 International Missions Offering Goal ..... 3
- Domestic Missions Team Recommendation: 2024 Domestic Missions  
Offering Goal ..... 4
- Domestic Missions Team Recommendation: 2024 Cooperative Program  
Funds Distribution ..... 5
- Treasurer’s Report ..... 6
- Election of 2024 Church Officers/Team Leaders ..... 7
- Personnel Team 2023 Summary (for your review) ..... 11
- Other items as presented



*A place to belong...  
A place to become!*



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**Bon Air Baptist Church  
Regular Business Meeting  
September 20, 2023**

**Call to Order**

The September Regular Business Meeting was called to order at 6:00 p.m. in the Commons of the Buford Road Campus by Tim Sherwood, Moderator. The meeting was also attended virtually by Zoom meeting room.

**I. Review of January 25, 2023, Business Meeting Minutes and February 5, 2023 Special Called Business Meeting Minutes**

The Minutes of the January 25, 2023, Business Meeting and the February 5, 2023 Special Called Business Meeting were presented for review only. They have been approved by Church Council.

**II. Treasurer's Report**

Steve Law, Finance Director, presented the Treasurer's report (file copy attached) indicating year-to-date income through the month of August in the amount of \$1,833,117 and expenses in the amount of \$1,790,244, resulting in a surplus of 42,873. The Endowment Fund balance as of August 31, 2023, was \$2,400,110.

The 2024 budget will be presented at a special called business meeting on Wednesday October 18, 2023, and voted on at the conclusion of each worship service on Sunday October 29, 2023.

**III. Update from Church Council**

Dennis Collins, Church Council Chair, presented an update of recent Church Council activities. Transition and Steering teams were formed earlier in the year. The bylaw revisions were approved by the membership as well as the motion to release James River Campus to form their own legal entity at the April Business meeting. Accordingly, Church Council is responsible for Church operations manual revisions and completion of the necessary post-incorporation actions such as insurance contract revisions and signature authority revisions on accounts. The Church Council is also working to revise the Church operations manual and review budgets for each of the Church ministry teams.

The Church is a member of the Southern Baptist Convention (SBC) who have recently proposed a modification of their membership requirements. Church Council will hold a Town Hall meeting to discuss the proposed changes and the impact to the Church.

#### **IV. Strategic Planning Team Update**

Dave Fairchild discussed the focus of the Strategic Planning Team to identify items of importance and obstacles during this time of transition. They have consulted with Baptist General Association of Virginia (BGAV) and are considering their recommendations and action items. The Team will be soliciting a questionnaire of members to hear comments and vision for direction of the Church.

#### **V. Lead Pastor Search Team Update**

Meredith VanVoorhis, Team Lead reviewed the details of the candidate review and where the Team is in the process. They have been receiving applications, both directly and through member recommendations and BGAV seminary contacts. They are in the process of reviewing and narrowing down submissions and ask that members continue to pray for the candidate and the Team.

There being no further business, the meeting was adjourned by Tim Sherwood, Moderator.

Respectfully Submitted,

Martha Cloe  
Church Secretary



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*A place to become!*

**RECOMMENDATION FROM THE  
INTERNATIONAL MISSIONS TEAM**

The International Missions Team recommends that the 2024 International Missions Offering Goal be set at \$175,000.

Brian Varble  
Missions Pastor



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## Recommendation from the Domestic Missions Team

January 24, 2024

The Domestic Missions Team recommends that the 2024 Domestic Missions Offering Goal be set at \$100,000 and that the designated amounts be distributed as follows:

<b>Program and Percent of Offerings</b>	<b>2024 (proposed)</b>
North America - Annie Armstrong Easter Offering	10%
Virginia Baptist - Church Multiplication Initiative – V3	14%
Virginia Baptist-Alma Hunt Missions Offering	10%
Established & New Mission Initiatives - BABC	45%
Spence Network of BGAV - Uptick	2%
Caritas	10%
Eastern Shore	2%
Virginia Baptist Collegiate Ministries - Kairos	5%
Young Lives	2%

Respectfully submitted,

Brian Varble  
Missions Pastor



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## **Recommendation from the Domestic Missions Team January 24, 2024**

The Domestic Missions Team recommends that the Cooperative Program Funds distribution options approved each year since 1998 be continued for 2024 and that church members be permitted to change their option until February 28, 2024, as in past years. Any member who has not made a selection by February 28, 2024, shall be deemed to have selected the Bon Air Baptist Plan for Cooperative Program Funds distribution.

The BABC Cooperative Program giving shall be 10% of the actual receipts given for the ministry budget for 2024.

The options are:

- |   |        |
|---|--------|
| 1. Bon Air Baptist Plan                               |        |
| Baptist General Association of Virginia               | 62%    |
| Southern Baptist Convention                           | 30.51% |
| Other   | 7.49%  |
| 2. Southern Baptist Convention Plan (World Mission 1) |        |
| BGAV  | 66%    |
| SBC   | 34%    |
| 3. BGAV Plan (World Mission 2)                        |        |
| BGAV  | 72%    |
| SBC   | 28%    |
| 4. Baptist General Association of VA                  |        |
| BGAV  | 100%   |
| 5. Southern Baptist Conservatives of Virginia Plan    |        |
| SBCV  | 49.25% |
| SBC   | 50.75% |

Respectfully submitted,

Brian Varble, Missions Pastor

**Bon Air Baptist Church**  
**Financial Summary**  
**Sunday, December 31, 2023**

Account Balances	December 31, 2023
Checking @ Atlantic Union Bank	2,527,609
Endowment @ WMU Foundation	2,514,824

Church Income & Expenses (excluding Preschool)	Current Month Actual	Current Month Budget
Income (offerings, gifts, donations)	524,961	429,706
Expenses (programming, building, & staffing)	248,869	258,361
<b>Difference: Good/(Bad)</b>	<b>276,093</b>	<b>171,345</b>

Church Income & Expenses (excluding Preschool)	YTD Actual	YTD Budget
Income (offerings, gifts, donations)	2,986,674	2,900,000
Expenses (programming, building, & staffing)	2,826,683	2,900,000
<b>Difference: Good/(Bad)</b>	<b>159,990</b>	<b>0</b>

Preschool	Current Month	Year to Date
Income (tuition)	16,035	166,543
Expenses (programming, building, & staffing)	14,008	139,494
<b>Difference: Good/(Bad)</b>	<b>2,027</b>	<b>27,050</b>



# Bon Air Baptist Church Leadership 2024

## WORSHIP MINISTRIES

Lay Co-Coordinator: Leslie Ellis

Team Name	Leader/s	Assistant Leader/s
Worship	Leslie Ellis	Open
Baptismal	Sallie Holmes	Cindy Watson
Lord's Supper	Kimberly Rabb	Cecil/Debbie Newton
Worship Enhancement	Marshall Terry	Sharon Ackerman
Music Development	Open	Open

## GLOCAL MINISTRIES

Lay Co-Coordinator: Open

Team Name	Leader/s	Assistant Leader/s
Missions Leadership	Open	Open
Evangelism	Open	Open
Welcoming	Leigh Ann Cahill Barry Light	Open
Internationals	Open	Open
Prison Ministries	John Macomber	Paul Cline
International Missions	John Upton	Paul Eaton
Domestic Missions	Marilee White	Open
Community Needs	Pat Taylor	Cheryl Pelt

## DISCIPLESHIP MINISTRIES

Lay Co-Coordinator: Rupert Rose

Team Name	Leader/s	Assistant Leader/s
Children's Ministry	Cynthia Bays-Preschool Caroline Hyde – Sunday School Julie Grimes - MidWeek	Open
Student Ministry	Open	Open
Adult Discipleship	Emilie White	Connie Gaddy
Engage and Place	Open	Open
Library	Julie Grimes	Linda Almarode
Prayer	John Furlough	Open

## ADMINISTRATIVE MINISTRIES

Lay Co-Coordinator: Open

Team Name	Leader/s	Assistant Leader/s
<b>Stewardship</b>  <b>Members:</b> Stephen Colebrook Bill Thomas Brad Dalton Bill Montgomery Gary Burke Jan McNee  Steve Law – ex officio Bobby Madison – ex officio Deborah Upton – ex-officio Georgia Harrington – ex-officio	Brian Davis	Open
<b>Endowment</b>  <b>Members:</b> Jan McNee Barbara Myers Connie Gaddy Carolyn Clouser	Mike Judge	Open
<b>Tellers</b>	Jack Gravins	Open

<b>Audit</b>	Open	Open
<b>Personnel</b>  <b>Members:</b> Katie Fondren Chip Miller Anthony Moore Forrest Morgan Tim Sherwood Donna Villiott Carolyn Marrs Steve Porter	Susan Schlaudt	Caroline Hyde
<b>Multisite</b>  <b>Members:</b>	Open	Open
<b>Building &amp; Grounds</b>	Emily Purdum	Open
<b>Food Service</b>	Lynda Saunders	
<b>Audio Visual</b>	Open	Open
<b>Transportation</b>	Open	Open
<b>Communication</b>	Open	Open

## CARE MINISTRIES

Lay Co-Coordinator: Sara Deuster

<b>Team Name</b>	<b>Leader/s</b>	<b>Assistant Leader/s</b>
<b>Member Needs</b>	Tom Kellam	Dennis Collins
<b>Bereavement</b>	Susan Hampton	Lois Bass
<b>Weddings</b>	Marshall Terry	Lynn Terry
<b>Parish Nurse</b>	Alex Dobler	Open

<b>Senior Adult Ministries</b>	Open	Open
<b>Special Needs Ministry</b>	Dave Robinson	Stan Gasiorowski
<b>Single Adult Ministries</b>	Barbara Clinedinst	Susan Lord

## CHURCH OFFICERS

Treasurer	Bobby Madison
Assistant Treasurer	Open
Moderator	Tim Sherwood
Vice-Moderator	Bob Bass
Secretary/Clerk	Martha Cloe

## APPOINTED BY THE MODERATOR (NOT ELECTED)

Parliamentarian	Open
Assistant Parliamentarian	Open

## CHURCH COUNCIL – CHURCH VOTED IN NOVEMBER 2023

### Church Council Members/Board of Directors

Deborah Upton - Lead Pastor or Designee  
Gary Burke  
Leigh Ann Cahill  
Lee Coble  
Dave Fairchild  
Alison Keller  
Amanda Krug  
Buddy Gardner  
Eddie Gibson  
Lara Stables

# Personnel Team Summary – Annual Report for 2023

Submitted January 24, 2024

## 1. Addressed Interim Staffing Needs and Formed/Supported Ministerial Search Teams

### a. Addressed Interim Staffing Needs

- i. Rev. Dr. John Upton, Interim Preacher
- ii. Rev. Deborah Upton, Interim Administrative Pastor
- iii. Rev. Sheryl Joe, Interim Care Pastor
- iv. Seldon Plumley as Interim Food Services Director
- v. Brad Blakeney as Interim Facilities Manager
- vi. Used media consultants for soundboard and video switching
- vii. Interim help in graphics design, website design & student ministry

### b. Ministerial Search Teams

- i. Acknowledged the Lead Pastor Search Team selected by the Transition Team and elected by the church membership
- ii. Selected and approved the Student Pastor Search Team
- iii. Provided direction and responded to requests from Search Teams
- iv. Engaged in dialog with Lead Pastor Search Team on the recommended timing for the Associate Pastor Search Team (formerly BRC Campus Pastor)

## 2. Reviewed Staff Roles and Structure to Reconfigure for Current/Future Needs

### a. Staffing Analysis and New Roles

- i. Conducted interviews, analyzed exit interview information, and reviewed the scope of each position
- ii. Reconfigured to reduce the administrative demands for ministerial staff and manage the number of direct reports for each position
  - (1) Created an Associate Pastor role (currently open position) with a scope of Discipleship and Care functions to replace what had been the BRC Campus Pastor position
  - (2) Created and approved a new role for Operations Director overseeing administrative, communications, facilities, food services, human resources, and media functions
  - (3) Moved Accountant role to part-time status
  - (4) Created a part-time position as Human Resources Generalist
  - (5) Modified Facilities Manager role to become Facilities Coordinator
  - (6) Modified Administrative Manager role to become Administrative Coordinator
- iii. Reviewed vision for staffing & new positions with Church Council, Lead Pastor Search Team, and other church leaders

### b. Personnel Budget:

- i. Accommodated the staffing plan in the 2024 budget while remaining under target
- ii. Proposed creation of a Personnel Reserve Fund for non-routine expenses such as sabbatical or relocation

### c. Job Descriptions –

- i. Created/approved new job description for Associate Pastor, Operations Director, Human Resource Generalist, Facilities Coordinator, and Administrative Coordinator
- ii. Updated/approved job descriptions for Lead Pastor, ESL Coordinator, Missions Associate, and numerous Administrative Assistant positions

**3. Analyzed Employee Retention, Salaries, and Benefits**

a. Turnover Analysis

- i. Completed an analysis of staff turnover and retention data
- ii. Reviewed exit interview process and implemented use of an improved exit interview form

b. Implemented an Employee Retention Action Plan

i. Staff Salary and Benefits

- (1) Completed a staff salary analysis against benchmarking data and made select adjustments as indicated
- (2) Provided staff with a bonus for 2022 performance
- (3) Created budget capacity for salary raises in 2024
- (4) Special one-time approval for July 3<sup>rd</sup>, a Monday, as a holiday for staff
- (5) Approved offering the same medical and dental plans in 2024

ii. Created Opportunities for Staff Advancement:

- (1) Donna Lily to Accountant, part-time
- (2) Sharon McCauley to Human Resource Generalist, part-time
- (3) German Cisneros to Facilities Coordinator, full-time
- (4) Justus Phillips to Assistant Media Director, part-time

iii. Expressed Appreciation to Staff

- (1) Prayed regularly for our church staff
- (2) Held regular staff appreciation activities such as seasonal treats, lunches, picnic with food provided by Ukrop’s Homestyle Food, and staff Christmas party
- (3) Engaged the congregation in the recognition of Pastor & Church Staff Appreciation Day
- (4) Celebrated and recognized staff birthdays
- (5) Provided staff service anniversaries with special recognition for milestone anniversaries:

2023 Anniversary names	Milestone year	Anniversary Date
Stuart Condra	5 years	2/18/2019
Donna Lilly	5 years	2/5/2019
Peggy Moore	30 years	9/7/1994
Sherry Pope	5 years	12/9/2019

**4. Other Staffing Matters**

- a. Approved Rev. John Sawyer, JRC Campus Pastor, moving to part time status
- b. Welcomed Jerleen Jeter-Kao, ESL Coordinator; Ashley Vaughan, Membership Admin; and Georgia Harrington, Operations Director
- c. Celebrated the retirement of Lori Blakeney, Brad Blakeney, and Bob Wilbur
- d. Held farewell receptions and opened love offerings for Rev. Mac Jordan, Rev. Chris Wondree, and Rev. John Sawyer
- e. Held dialog with JRC leaders on their proposal to become a church plant and once approved by the church, offered to provide support as needed
- f. Offered input into to Church Council’s Strategy Team
- g. Approved an On-Demand Employee agreement for seasonal roles
- h. Held/supported employee training on change management and anti-harassment

**5. Personnel Team**

- a. Welcomed Steve Porter and Carolyn Marrs to the Personnel Team
- b. Updated the description of the Personnel Team in the Operations Manual