

Metropolitan Community Church of Northern Virginia

Congregational Meeting December 14th 2025

Roll Call and Establish Quorum	Vickie Bowman
Opening Prayer	Ken Williamson
Approval of 2023 Minutes	Vickie Bowman
Reports	
Nominating Committee Report	Rev. Emma Chattin
Clerk's Report	Vickie Bowman
Lay Delegate Report	Lee Shadwick
Vice Moderator's Report	Frank Vance
Pastor's Report	Rev. Emma Chattin
Treasurer's Report	Kate Gilligan
Elections	Rev. Emma Chattin
Margot Scheiffley	
Ken Williamson	
Proposed Budget	Kate Gilligan
Budget Vote	Kate Gilligan
Adjournment	Rev. Emma Chattin
Closing Prayer	Rev. Emma Chattin

Metropolitan Community Church of Northern Virginia

Minutes – Congregational Meeting

December 15, 2024

Administrative Focus:

Establish Quorum: Quorum established 1242 pm – 15 members present (quorum requires 8)

Opening remarks by Vice Moderator: Frank Vance outlined the business of the Congregational Meeting:

1. To elect a board member
2. Vote on reports as indicated
3. Vote on the proposed budget for 2025

He further stated: On December 1, 2024, a Congregational meeting was held to discuss the finances of the church and the proposed budget. While several questions were asked and answered at that meeting, there will be an opportunity to ask further questions after each presentation.

Clerk called the meeting to order and took attendance. Confirmed quorum was met with 15 members present:

Cory Andreasen, Vickie Bowman, Dale Bradshaw, Dawn Chattin, Emma Chattin, Kate Gilligan, Heather James, Starlene Keppel, Terry Luzadder, Susan McGlohn, Lee Shadwick, David Teodosio, Frank Vance, Genevieve Walker, Jamie Lynn Wallace.

Opening prayer: Frank, Vice-Moderator

First Order of Business: Approval of minutes from the 2024 Congregational Meeting. No questions or comments were made. Motion to accept Genevieve Walker, second Susan McGlohn. The vote was unanimously accepted by acclamation by the members present.

Point of Order: Clerk asked the members present if the following reports could be combined into one vote at the end of the presentations: Clerk's Report, Nominating Committee Report, Vice-Moderator's Report, Pastor's Report, Lay Delegate report, and the Treasurer's report. A motion was offered and seconded. The vote was unanimously accepted by acclamation by the members present.

Clerk's Report: Year's accounting of membership: We had a death of a member this year – Leigh Anne Arnold in March. A total of 10 new members were received, and the board inactivated 8 members who are no longer active. All of this represents a net gain of +1. While this might not seem a lot, we have grown in active membership.

Vice Moderator's report: Frank Vance commented on the state of the Church and our accomplishment's.

Lay Delegate Report: Lee Shadwick provided a verbal synopsis

Pastor's Report: Rev Emma Chattin reflected on our accomplishments and challenges this year.

Treasurer's report: Kate Gilligan commented on the state of our finances.

There were no comments on the reports, and after a motion to accept from Heather James, seconded by Starlene Keppel, the vote was unanimously accepted by acclimation by the members present.

Election of Board members: Genevieve Walker was reelected to the board after a motion to accept from Heather James, seconded by Jamie Wallace. The vote was unanimously accepted by acclimation by the members present.

Treasurer's Proposed Budget for 2026: Kate Gilligan reported on the proposed budget for 2025. Motion to accept Genevieve Walker, second Lee Shadwick. The vote was unanimously accepted by acclimation by the members present.

Adjournment: Frank Vance motioned to adjourn the Congregational Meeting, Motion to accept Genevieve Walker, second Vickie Bowman. The vote was unanimously accepted by acclimation by the members present.

Closing Prayer: Rev Emma Chattin offered a closing prayer and gratitude to those present.

Vickie M. Bowman

CLERK, MCC NoVa

MCC NoVA Board of Directors Nominating Committee Report
Final Report November 30, 2025

**The Board Nominating Committee consisted of
Kate Gilligan, Vickie Bowman, and Moderator, Rev. Emma Chattin.**

Ken Williamson and Margot Sheffley's appointed term expire at the end of this year, creating two vacancies on the Board. Both have indicated a willingness to serve another term, and have completed a Board Application. Committee invited interest in serving on the Board by written announcement in e/news. There are no other vacancies and no other applications were received.

The nominees for the 2026 Board of MCC NoVA are:

Margot Sheffley

Ken Williamson

If elected, nominees will be serving a two year term.

Applications from the nominees are included in the Congregational Meeting packet.

CLERK'S REPORT

December 14, 2025

MCCNOVA currently has 43 Members Listed as Active

Below is a timeline per month detailing the membership count and any actions associated with any variance

2025 Membership

January:	40	+1 new member joined
February:	40	
March:	40	
April:	40	
May:	40	
June:	40	
July:	40	
August:	40	
September:	40	
October:	39	-1 member deceased
November:	43	+4 new members joined
December:	43	

LAY DELEGATE REPORT 2025

As Lay Delegate I participated in several Church Life Events during the year, such as:

New Members: Assisted in the receiving of 4 folks into Church Membership in November 2025.

Lead Usher: As a part of my Lead Usher duties, I greet people at the church entrance, ensuring visitors complete a visitor card and placing it in the offering tray. Ensure the visitors feel welcome by introducing them to other church members and showing them to the sanctuary. Maintains the security of the building by locking all doors after service begins.

Church Janitor: Once a week I clean the church and bathrooms to ensure that the bathrooms and sanctuary are kept clean and sanitized.

Bingo Night: Sets up Sanctuary with tables and chairs for guests. Coordinates donations to be used as prizes for attending members and guests. Acts as DJ and supplies music as entertainment during the event.

Homeless Ministry: Coordinates the monthly church duties with the local FACETS organization to supply food and comfort to the homeless. Ensures that food order is placed with FACETS lead. Purchases water, fruit, juice, etc. to also be provided with the meals. Coordinates with church members and community for donations that would enhance the quality of life for the less fortunate.

Communion, Prepares the church for Communion before each Sunday service by setting up the entry point to the church. When members and visitors arrive, the communion is ready to be handed out. Prepares altar for minister's communion by ensuring that minister has the tools needed to administer the weekly communion to the church.



FROM THE VICE MODERATOR

December 2025

Dear Members and Friends:

This year I am especially pleased to present the Vice Moderator's report of MCC NoVA about the activities of the Church during Calendar Year 2025. This has been an eventful year. Attendance continues to rise. Thanks to your generosity, we were able to begin the year in the black. Even during the summer, we noted that the church continued to maintain its financial momentum – something that most churches don't ever see. Your Board of Directors has continued to work within its budget and remain frugal in its expenditures. As a result, we find ourselves in a very stable place, with lots of new people and with a stronger financial position that continues to grow. We are in a good place and all our vital signs show that we continue to trend in the proper direction. This does not mean that we have any room to sit back and just coast along. It takes all of us, working together, to continue moving forward.

Here are some additional good things that have happened over the year.

- Our attendance on Sunday Mornings is hovering regularly in the upper 30's and low to mid-40's.
- We are constantly attracting new visitors.
- Our Second Friday's outreach to the trans community is attracting new people as well.
- We participated in local major PRIDE celebrations this past summer in our area.
- We also sponsored the Annual Trans Day of Remembrance along with the Transgender Education Association of Washington, DC.
- We added a second camera and a switcher to help our communications ministry team to be able to stream our services in better ways.
- The board adopted a new resolution that returned our number of board members to pre-Covid levels.
- The board also placed a bulletin board in the church lobby to post our monthly board minutes, our budget information and information on giving. The purpose of this is to keep all our activities transparent.
- We added an asst. music director to our volunteer staff. We continue to have our Minister for Social Justice.
- Our parking lot was repaved and painted.
- The church continues to financially contribute to FACETS—a nonprofit organization that aims to help meet the needs of those who suffer the effects of poverty and homelessness in Fairfax. We also contribute physically with feeding the homeless in Fairfax City.

These are just a few of the highlights! I'm sure there is something I forgot!

Thanks to each of you for your continued support. All this helps to confirm that we continue to be the "Little Church that can... and does!"

Be Well,

FRANK D. VANCE, JR.

Vice Moderator

Metropolitan Community Church of Northern Virginia

Pastor's Report

Unavailable at press time

Treasurer Report for 2025

I am pleased to announce MCC NoVa has continued to have improved financials through October, 2025. This is encouraging news for congregants I'm sure. Reverend Emma continues to work hard to reduce or halt increases in various services the Church requires. Weekly giving has fluctuated but overall we are in good shape. Through October our revenues exceed our expenses by a small amount. I am projecting we will finish the year in positive territory. We are not out of the woods yet-next year expenses will be higher.

The Board has approved a 5% increase for Reverend Emma. The average rate for a pastor in Northern Virginia is much higher than we currently pay. We plan to steadily increase Pastor pay to become more in line with other churches so attracting a new pastor will be easier to recruit when Rev. Emma eventually retires.

I budgeted a 3% increase in most every other church expense.

Because of the exceptional generosity of our members, especially at year end, I project we will once again finish in the black.

Do not hesitate to ask questions.

Yours in service,

Kate Gilligan

Treasurer's Summary MCC NOVA

	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
Expenses	Budgeted Expenses	Budgeted Expenses	Budgeted Expenses	Budgeted Expenses	Budgeted Expenses	Budgeted Expenses
	\$9,813.00	\$9,813.00	\$9,813.00	\$9,813.00	\$9,813.00	\$9,813.00
	Actual Expenses	Actual Expenses	Actual Expenses	Actual Expenses	Actual Expenses	Actual Expenses
	\$11,040.00	\$7,653.00	\$9,545.00	\$10,188.00	\$5,614.00	\$8,902.00
	Over/Under Budget	Over/Under Budget	Over/Under Budget	Over/Under Budget	Over/Under Budget	Over/Under Budget
	(\$1,227.00)	\$2,160.00	\$268.00	(\$375.00)	\$4,199.00	\$911.00
Revenue	Budgeted Revenue	Budgeted Revenue	Budgeted Revenue	Budgeted Revenue	Budgeted Revenue	Budgeted Revenue
	\$9,352.00	\$9,352.00	\$9,352.00	\$9,352.00	\$9,352.00	\$9,352.00
	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue
	\$8,627.00	\$5,910.00	\$13,629.00	\$5,671.00	\$9,590.00	\$12,180.00
	Over/Under Budget	Over/Under Budget	Over/Under Budget	Over/Under Budget	Over/Under Budget	Over/Under Budget
	-\$725.00	-\$3,442.00	\$4,277.00	(\$3,681.00)	\$238.00	\$2,828.00
Revenue vs Expenses	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue
	\$8,627.00	\$5,910.00	\$13,629.00	\$5,671.00	\$9,590.00	\$12,180.00
	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses
	\$11,040.00	\$7,653.00	\$9,545.00	\$10,188.00	\$6,392.00	\$8,902.00
	Revenue Under /Over Expenses	Revenue Under /Over Expenses	Revenue Under /Over Expenses	Revenue Under /Over Expenses	Revenue Under /Over Expenses	Revenue Under /Over Expenses
	(\$2,413.00)	(\$1,743.00)	\$4,084.00	(\$4,517.00)	\$3,198.00	\$3,278.00
Average Weekly Giving						
	Week 1	Week 1	Week 1	Week 1	Week 1	Week 1
	\$1,170.00	\$1,320.00	\$2,330.00	\$1,126.00	\$3,055.00	\$3,470.00
	Week 2	Week 2	Week 2	Week 2	Week 2	Week 2
	\$2,193.00	\$235.00	\$1,415.00	\$455.00	\$1,160.00	\$1,222.00
	Week 3	Week 3	Week 3	Week 3	Week 3	Week 3
	no service	\$1,110.00	\$1,325.00	\$1,495.00	\$175.00	\$498.00
	Week 4	Week 4	Week 4	Week 4	Week 4	Week 4
	\$3,274.00	\$1,245.00	\$1,840.00	\$735.00	\$3,345.00	\$2,240.00
	Week 5	Week 5	Week 5	Week 5	Week 5	Week 5
	X	X	\$4,101.00	X		\$2,560.00
	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total	Monthly total
	\$6,637.00	\$3,910.00	\$6,910.00	\$3,811.00	\$7,735.00	\$9,990.00
Electronic Giving						
	Paypal	Paypal	Paypal	Paypal	Paypal	Paypal
	\$1,320.00	\$1,320.00	\$1,220.00	\$1,170.00	\$1,255.00	\$1,370.00
	Square	Square	Square	Square	Square	Square
	\$670.00	\$680.00	\$1,398.00	\$690.00	\$600.00	\$820.00
	Total Monthly Giving for Tithe	Total Monthly Giving for Tithe	Total Monthly Giving for Tithe	Total Monthly Giving for Tithe	Total Monthly Giving for Tithe	Total Monthly Giving for Tithe
	\$8,627.00	\$5,910.00	\$13,629.00	\$5,671.00	\$9,590.00	\$12,180.00
	Total monthly Tithe 3%	Total monthly Tithe 3%	Total monthly Tithe 3%	Total monthly Tithe 3%	Total monthly Tithe 3%	Total monthly Tithe 3%
	\$258.81	\$177.30	\$408.87	\$170.13	\$287.70	\$365.40
Bank Balances	Checking Main	Checking Main	Checking Main	Checking Main	Checking Main	Checking Main
	\$78,654.74	\$76,911.86	\$80,995.87	\$76,479.12	\$79,677.50	\$82,955.30
	Money Market	Money Market	Money Market	Money Market	Money Market	Money Market
	\$21,755.00	\$21,755.00	\$21,755.00	\$21,755.00	\$21,755.00	\$21,755.00
	Checking Backup	Checking Backup	Checking Backup	Checking Backup	Checking Backup	Checking Backup
	\$1,576.11	\$1,576.12	\$1,576.13	\$1,576.14	\$1,576.15	\$1,576.16
	Grand Total all accounts	Grand Total all accounts	Grand Total all accounts	Grand Total all accounts	Grand Total all accounts	Grand Total all accounts
	101985.85	\$100,242.98	\$104,327	\$99,810.00	\$103,008.00	\$106,286.46
Attendance	Week 1	Week 1	Week 1	Week 1	Week 1	Week 1
	22	28	33	32	33	24
	Week 2	Week 2	Week 2	Week 2	Week 2	Week 2
	23	41	35	35	33	32
	Week 3	Week 3	Week 3	Week 3	Week 3	Week 3
	X	40	39	47	32	30
	Week 4	Week 4	Week 4	Week 4	Week 4	Week 4
	32	44	38	34	33	41
	Week 5	Week 5	Week 5	Week 5	Week 5	Week 5
	X	X	39	X	X	41

Treasurer's Summary MCC NOVA

	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025
Expenses						
Budgeted Expenses	\$9,813.00	\$9,813.00	\$9,813.00	\$9,813.00	\$9,813.00	\$9,813.00
Actual Expenses	\$8,274.00	\$12,426.78	\$5,504.00	\$7,957.41	\$87,104.19	
Over/Under Budget	\$1,326.00	(\$2,613.78)	\$4,309.00	\$1,855.00		
Revenue						
Budgeted Revenue	\$9,352.00	\$9,352.00	\$9,352.00	\$9,352.00	\$9,352.00	\$9,352.00
Actual Revenue	\$8,032.00	\$9,483.00	\$7,935.03	\$7,953.00		
Over/Under Budget	(\$1,320.00)	\$131.00	(\$1,416.97)	\$1,399.00		
Revenue vs Expenses						
Revenue	\$8,032.00	\$9,483.00	\$7,935.03	\$7,953.00		
Expenses	\$8,274.00	\$12,426.78	\$5,504.00	\$7,957.00		
Revenue Under /Over Expenses	(\$242.00)	(\$2,944.00)	\$2,431.00	(\$4.00)		
Average Weekly Giving						
Week 1	\$1,985.00	\$1,565.00	\$1,818.00	\$1,186.00		
Week 2	\$455.00	\$142.00	\$275.00	\$448.00		
Week 3	\$2,282.00	\$1,045.00	\$2,207.00	\$339.00		
Week 4	\$1,555.00	\$2,705.00	\$1,960.00	\$1,882.00		
Week 5		\$1,841.00	x			
Monthly total	\$6,277.00	\$7,298.00	\$6,260.00	\$4,098.00	\$62,926.00	
Electronic Giving						
Paypal	\$1,225.00	\$1,275.00	\$1,275.00	\$1,995.00	\$13,425.00	
Square	\$530.00	\$910.00	\$400.03	\$2,103.00	\$8,801.03	
Total Monthly Giving for Tithe	\$8,032.00	\$9,483.00	\$7,935.03	\$7,953.00		
Total monthly Tithe 3%	\$247.35	\$284.49	\$238.05	\$238.59	\$2,676.69	
Bank Balances						
Checking Main	\$82,713.51	\$79,769.72	\$82,200.86	\$82,196.44		
Money Market	\$21,755.00	\$21,755.00	\$21,755.00	\$21,755.00		
Checking Backup	\$1,576.17	\$1,576.18	\$1,576.19	\$1,576.20		
Grand Total all accounts	\$106,044.68	\$103,100.90	\$105,532.05	\$105,527.64		
Attendance						
Week 1	34	42	31	33		
Week 2	33	33	32	31		
Week 3	22	32	33	35		
Week 4	32	31	36	36		
Week 5	25	26				



MCC
METROPOLITAN
COMMUNITY CHURCH
NORTHERN VIRGINIA

10383 Democracy Lane
Fairfax, VA 22030
(703) 691-0930

APPLICATION FOR BOARD OF DIRECTORS

Thank you for your interest in serving on the Board of Directors for MCC NoVA. The Board meets at least monthly, and members spend at least X hours a month on business related to the Board and MCC NoVA. A full term is X years, and may be renewed.

Complete the following form by typing or printing neatly. Please return the completed application to the church office or designated staff member by the specified deadline.

This form will be distributed within the Congregational Meeting Information Packet to all voting members and to all congregants/ friends of the church

Full Name

Ken Williamson

Church Involvement

Are you a current member of MCC NoVA? yes

How long have you attended MCC NoVA? Current – 11 months. Previously 6 years

Describe any MCC NoVA ministries you are or have been involved with and/or other ways that you support or have supported the MCC NoVA community and mission.

I have participated in multiple ways within the music ministry and communion. I have produced several bingo events and other special productions.

Professional/Volunteer Experience

Describe any professional, volunteer, and/or educational experience that has helped prepare you to serve on the Board.

I recently finished a 14-year term as Minister of Music for a local church. I have served on multiple boards for over 30 years. These include church councils, major nonprofit organizations, and community theatres to name a few.



Interest in Serving

In your own words, what is the purpose of MCC NoVA's Board of Directors?

I believe we should be a working board. This is nothing more effective than being of service. We should work to support Pastoral projects and the ultimate vision going forward.

Why are you interested in serving on the Board of Directors?

I want to give back to this amazing community. I am so grateful to be a part of this fellowship and appreciate the opportunity to give back in any way possible.

What spiritual gifts, skills, or strengths would you bring to the board?

Whether preaching, singing, playing piano, organizing special events, cleaning up after lunch or just being of service, I want to help.

Note below anything additional you would like to share.

Grateful for this opportunity.



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Full Name

Margot Joy Scheiffley

Church Involvement

Are you a current member of MCC NoVA? Yes

How long have you attended MCC NoVA? 2 Years

Describe any MCC NoVA ministries you are or have been involved with and/or other ways that you support or have supported the MCC NoVA community and mission.

I am the co-lead of the MCC Nova Homeless ministry, a member of the A/V Team, Reverend

Emma's unofficial "Verger", and otherwise volunteer to perform readings, set up and for

and clean up after services. I have also volunteered for various Pride events.

Professional/Volunteer Experience

Describe any professional, volunteer, and/or educational experience that has helped prepare you to serve on the Board.

I have over 25 years of experience working in Information Technology, allowing me to assist

with managing the IT and AV assets, as well as a Masters in Business Administration, which

gives me an understanding of financial matters, setting budgets, and managing



projects.

Interest in Serving

In your own words, what is the purpose of MCC NoVA's Board of Directors?

The MCC NoVA's Board of Directors act as stewards of the church's long-term health and

Mission of serving the physical and spiritual needs of the LGBT community in Northern

Virginia. They do that by managing finances and supporting the pastor and parishioners

of MCC NoVA.

Why are you interested in serving on the Board of Directors?

This church and community have given me so much by welcoming, accepting, and giving

me so many opportunities to help. I want to give back as much as I am able, and serving on

The board will allow me to help ensure that MCC Nova is around to help the next lost soul

Looking for the place they belong.

What spiritual gifts, skills, or strengths would you bring to the board?

I am good at project management, financial literacy, and working in a group of opinionated

people. My age and life experiences as a relatively new member of the LGBT community

gives the board a different perspective.

Note below anything additional you would like to share.

I am honored to be considered, and if I am selected to serve on the board, I hope to

Do the best that I am able to serve the board, MCC NOVA, and the larger community.

Proposed Budget 2026

item	2026 budget annual	2026 budget monthly	2025 budget annual	2025 actual as of 10/25
Pastor salary 30 hours	58,322.00	4861.00	55,545.00	54,463
Pianist salary	8548.50	712.38	8340.00	7,294
payroll fees	1584.00	132.00	1368	1,320
pension	819.00	68.25	819.00	680.25
payroll subtotal	69273.00	5773	66,072	51,590
Operational costs	121288	10107	117756	87104
Social action Homeless food	2,700	225.00	2500	
benevolence fund	300	25.00	300.00	
Social Action subtotal	3,000.00 \$	250.00 \$	2,800.00	
Tithe 3% budget	3399.00	283.25	3400.00	2,677
total social action	3000.00	250	2800	
Revenue	113,300.00	9442.00	110,000.00	85,152
Budget total				