

Business Meeting Agenda

6:30 p.m. ~ September 24, 2025 ~ IG Space

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1. Call to Order and Prayer – Karen Parkinson, Moderator	
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C. Other	
7. Adjourn and Closing Prayer	

Business Meeting Minutes

6:30 p.m. ~ March 26, 2025

1. The moderator, Karen Parkinson, called the meeting to order and asked the deacon chairman, Denise Smith, to lead in prayer.
2. The minutes and statistical information were approved as printed.
3. The clerk inadvertently omitted a special missions report from the deacons by Beverly Sturm, and that report is attached to these minutes (see Page 2). The remainder of the Committee reports may be viewed on pages 13-20 of the Business Meeting Packet.
4. The following actions were taken by the church:
 - a. Leadership Council Motion #1: Motion to authorize the Leadership Council of Culpeper Baptist Church to negotiate and finalize a lease by Brynmor Early Education & Preschool to occupy and operate the Child Development Center spaces of Culpeper Baptist Church for the purpose of early childhood education. This action would include the one-time approval to authorize a Trustee of the Culpeper Baptist Church to sign the lease on behalf of the Church. ***The motion was approved by voice vote.***
 - b. Leadership Council Motion #2: Motion to redirect, as needed, the \$200,000 from Endowment funds, approved as Action Item 2 at the December 2024 business meeting, to emergency building repairs. ***The motion was approved by voice vote.***
 - c. Leadership Council Motion #3: Motion that Melanie Edwards fill the existing vacancy on the Personnel Committee. ***The motion was approved by voice vote.***
 - d. Trustee Motion #4: Motion that Skip Price serve a second 6-year term as Trustee. ***The motion was approved by voice vote.***
5. There being no further business to discuss, Sally Napier dismissed the gathering with prayer.

Respectfully submitted,

Joyce Beales

Joyce Beales
Clerk

Clerk's Membership Statistical Report 2025

Professions of Faith

Faith Brown	Phoebe Leen El-Nemr	Yanni Walid El-Nemr
Penelope Leen El-Nemr	Lucas Emmott	Brycen Guzek
Emerson Guzek	Bouldin Lucas-Tapscott	Mary Beers
Logan Simone	Jamie Spradlin	Claire Swift
Lila Swift	Nick Swift	Dominic Wallace
Blake Wood	Olivia Wallace	

Statement

Jon Carter Nate Bopp

Statement Needing Baptism

Sue Beers	Kendall Bopp	Easton Bopp	Rachel Carter
Magnolia Carter	Hamilton Carter	Averey Grace Guzek	
Bentley Guzek	Chris Guzek	Megan Guzek	
Megan Patrono			

Transfers

Michael & Dana Txakeeyang Chuck Shipman
Mary Beth Bopp – Louisa Baptist Church, Louisa, VA
Christie El Nemr – Mt. Zion Baptist Church, Madison, VA
Jane Swift – Open Door Baptist Church

Transfers Out to Other Churches

Judy Norris – Mitchell's Presbyterian Church
Charles & Emily Bussenger – Mechanicsville Baptist Church

2025 Deaths

Robert Aylor
Ann Carder Stowers
Vivian Colvin
Kenneth Whitlock
Bettie Boldridge
Carryl Peters
Ellen Heltzel
Martha Bryson
Mary Ann Knepp

Leadership Council Report

During this past year, and culminating in early 2025, the Leadership Council (LC) came to the realization that during the past several years the Child Development Center (CDC) grew beyond the capacity to be governed and managed by an all-volunteer Board. The CDC had become the largest private childcare center in Culpeper, with more than 200 enrolled, grossing approximately \$3 million per year. This was due to the good work of previous board members and management and the significant investment of the church. But that growth created systemic issues that could no longer be resolved with well-intentioned volunteers and management that was not trained to manage a business of that magnitude. The LC came to the realization that the church needed to protect this significant community ministry resource and were thrilled when we found the answer in Brynmor Early Childhood Education and Preschool.

While managing the transition of the CDC to Brynmor the LC's other activities included:

- Participation in a teleconference with NorthStar Church Network as an initial step in consideration of Culpeper Baptist aligning with this association.
- Received a preliminary report from the Audit Committee
- Received regular reports from Pastor Dan, specifically regarding the success of the Summer Worship Schedule and concurred with his recommendation to continue the schedule into the fall season.

Susanne Dorsey

Bob McCall

Jerry Morris, Chair

Sally Napier

John Rogers

Margaret Williams

Lou Price, Finance Committee Rep.

Phil Sturm, Personnel Committee Rep.

Finance Committee Report

Tithes & Offerings for the first three quarters of 2025 totaled \$475,281, which is 95% of the budgeted amount for the first three quarters. When combined with other budgeted income items and Other Non-Budgeted Income, the church had income of \$681,768 for first nine months of 2025. This represents 87% of the amount budgeted for the first three quarters. Benevolence income of \$18,296 was 229% of the budgeted amount for the period.

Total Budgeted Expenses for the first nine months of 2025 were \$682,666 representing 89% of the budgeted expenses for that period. When combined with the Non-Budgeted Expenses of \$11,001 for the period, the church had total expenses of \$693,656, resulting in a net loss of \$11,001 for the first three quarters.

The Balance Sheet showed an outstanding Sanctuary Loan balance of \$1,048,630 as of August 31. The plan to apply \$200,000 from the Endowment Fund remains suspended until the concern regarding the potential building structural issue is resolved. Overall, the Balance Sheet is strong.

Dennis Dunn, Chair

Lou Price

Regina Moore

Robert Kinzer, Treasurer

Bob McCall, Assistant Treasurer

Finance Committee Dashboard Report
Q3 Fiscal Year 2025 as of August 31, 2025

Income Year to Date	YTD Actual	YTD Budget	% of Total
Total Tithes and Offerings	\$475,281	\$500,000	95%
Memorial Gifts	\$1,100	\$2,333	47%
Premises Income	\$61,442	\$64,859	95%
Debt Consolidation	\$60,331	\$133,336	45%
Designated Mission Offerings	\$46,779	\$50,000	94%
Benevolence	\$18,296	\$8,000	229%
Other General Budgeted Income	\$2,692	\$6,668	40%
YTD Total Budget Income	\$665,921	\$765,196	87%
Other Income:			\$0
Other Non-Budgeted Income	\$15,847	\$18,571	85%
Total Received	\$681,768	\$783,767	87%
Expenses			
Year to Date	YTD Actual	YTD Budget	% of Total
Administration	\$43,381	\$40,734	106%
Ministries	\$42,037	\$42,300	99%
Missions	\$66,135	\$76,550	86%
Benevolent	\$15,196	\$8,000	190%
Premises	\$138,613	\$130,600	106%
Staff Compensation	\$328,091	\$420,426	78%
New Building/Sanctuary Loan Interest (acct 905P & 905S)	\$35,533	\$38,729	92%
Other Budgeted (Flower team, Camps)	\$13,680	\$10,320	133%
YTD Total Budgeted Expenses	\$682,666	\$767,659	89%
Other Expenses:			
Other Non-Budgeted Expenses	\$11,001	\$0	0%
Total Paid Out	\$693,667	\$767,659	90%
Net Income	(\$11,899)	\$16,108	-74%

Balance Sheet Summary		Actual
Total Undirected Liquid Assets (General Fund 103)		\$152,786
Debt Consolidation Funds (105S, 215L, 215M, 215P, 103A)		\$116,788
Benevolent Funds (194 Betty Byron Account)		\$19,672
Total Undirected Liquid Assets (Restricted Funds) Other		\$138,440
Total Current Assets (Endowment/Scholarship Funds) 201		\$417,950
Total Fixed assets (Building and Fixtures)		\$10,754,487
Total Assets		\$11,600,122

Sanctuary Loan Balance 12/31/24	\$1,113,787
Principal Payments- Jan- Aug 2025	\$65,157

Total Long Term Note	\$1,048,630
Other Liabilities (payroll tax, credit card, AP)	\$12,886
Total Liabilities	\$1,061,516

Net Worth (Equity)	\$10,538,606
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Total Liabilities and Equity	\$11,600,122
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Personnel Committee Report

Youth Leader search update. To date since early this year, Ministry Architects has referred only one viable candidate; one who was considering another job. A day after our interview, he withdrew from consideration to accept the alternate offer. We have not been satisfied with the screening of candidates by Ministry Architects and have requested that a new team be assigned to our search. Ministry Architects has complied with our request.

Lindsay Dean returned from maternity leave in late August and will resume Worship Leader responsibilities for the 10 a.m. service. Melody Friedrichs has done a very good job during Lindsay's absence.

Bouldin Tapscott and Dominick Wallace were hired in August as Sound Technicians replacing Brogan Jones and Brandon Sizemore who are leaving for college this fall. Bouldin and Dominick are age 14, the minimum age for employment permitted by Virginia law. The law provides specific guidelines for hours worked and the type of work performed.

Jim Griscavage has continued volunteering 2 or more days per week learning his responsibilities as Church Administrator; Jim will come on board October 1st as a regular employee. Among other things, Jim has established a relationship with the VA Department of Labor to fully understand the law's application to Bouldin's and Dominick's hiring and has taken steps to assure compliance. In addition, he's taken responsibility for several projects around the church.

The Personnel Committee is evaluating potential improvements to our currently sparse employee benefits program. Currently it provides only for regular employee time off for illness and vacation. Improved benefits are needed to better attract and retain employees in an environment where church related jobs are increasingly difficult to fill. Increased revenue from our building lease holders is expected to facilitate the addition of increased benefits for employees. Any changes will become effective January 1st after 2026 budget approval. The committee is also reviewing and will update CBC Personnel Policies last updated in 2016.

Tom Heilman, Chair
Brian Jones

Betty Katt
Phil Sturm

Lynn Gore
Melanie Edwards

Culpeper Baptist Child Development Center, Inc. Report

We are excited to share that the transition from Culpeper Baptist Child Development Center, Inc. (CBCDC) to Brynmor Early Education and Preschool was completed on August 4, 2025! After a year-long review led by the church's Leadership Council, Brynmor was selected because of their strong track record in early childhood education—they own and manage two other childcare programs in Northern Virginia and share our mission of providing high-quality care for all children and families. Brynmor also offers a comprehensive employee benefits package, invests in the community in meaningful ways, and brings proven business practices—an area that has been a significant challenge for CBCDC in recent years.

For the past several years the relationship between the Church and the Childcare Development Center has deteriorated. Last summer the Leadership Council recognized the seriousness of the situation and approved the detailed analysis of the CDC business operations and investigation of replacing the current leadership structure with an experienced outside firm. The current board of CBCDC took office March 1, 2025, and immediately assumed leadership of the operation. We quickly discovered an accumulation of negative issues:

- (a) Resistance by prior leaders to share data with the Church and work harmoniously toward mutual goals had hidden many issues until the leadership transition allowed full disclosure,
- (b) Sub-standard financial management practices placed the operation more than \$150,000 in arrears,
- (c) Employment practices added excessive costs, delivered a sub-standard food service program and endangered the safety of children,
- (d) Childcare programs were poorly developed operationally and produced on-going monthly losses.

Clearly, the business was failing in many areas. We were able to make many changes that corrected a variety of these issues. Monthly profits were produced. However, the large inherited deficit was not totally eliminated when the CDC ceased operations in early August. The Leadership Council approved the waiver of rent and utility payments this year to help with this deficit. In addition, the church will pay off the remaining deficit of the CBCDC.

The business was handed off to Brynmor a month ago in much better shape than it was six months ago. Brynmor was delighted with the improvements made in the closing months and they immediately began to install positive strategies that were new to the Church/Childcare relationship:

- (a) Interviewing all employees of CBCDC—most of the staff has transitioned to Brynmor,
- (b) Holding weekly meetings with the Church to openly discuss issues and provide transparent information about their finances, staff and family feedback,
- (c) Providing a full package of employee benefits,
- (d) Closing the program for a week to train teachers on the curriculum (the same curriculum CBCDC has been using for many years),
- (e) Expanding marketing / advertising to grow both the teaching staff and child enrollment,
- (f) Paying the Church a fair-market rent rate plus pro-rated utility expenses.

As more qualified teachers are hired, the program will grow because there are currently many children on the waiting list.

It is clear that Brynmor was the right decision—King David’s wise words in the Book of Psalms (30:5) summarize in 12 words the multi-year journey our Church traveled: “Weeping may endure for a night, but joy comes in the morning.” Or possibly Jesus had our challenges in mind when he said (John 16:20): “You will be sorrowful, but your sorrow will be turned into joy.” We are excited to see joy returning to the childcare center, church and community.

Phil Sturm, President

Jerry Morris

Sally Napier

Deacons Report

The Deacons continue providing pastoral care to congregants at Culpeper Baptist Church and the community at large. Ongoing visitation with families, shut-ins and those in need of support are an essential function of our Deacons. We meet monthly to discuss and pray for ministry needs, congregants, and the pastoral staff. Deacons regularly support the

ministries at CBC and The Culpeper in Sunday services, welcoming congregants, serving Communion, assisting in Baptism, and leading small group Bible studies. This past quarter, the Deacons established a partnership with the Grief Ministry at CBC and have received training to assist those who are in need of grief support.

At the end of 2025, six Deacons will end their 3- year term of service. These individuals have been dedicated servants for the Lord, and we are grateful for their service to the ministries of CBC. The following Deacon's terms are ending: Denise Smith, Chair, Anthony Aylor, Secretary, Skip Price, Jamie Jackson, Marsha Edwards, and Justin Warfield.

Denise Smith, Chair Beverly Sturm, Vice Chair Anthony Aylor, Secretary
Deacons: Jamie Jackson, Marsha Edwards, Justin Warfield, Skip Price, Marcella Clatterbuck, Jennifer Jenkins, Leis Steve, Allison Mentor-Ford, Myrna Dunn, Mike Supon, Grace Savage, Annie Powers

Staff Report

Joyce Beales, Volunteer Office Coordinator

Dan Carlton, Pastor

Christina Pierce, Communications & Building Coord.

Jeanine Judd, Children's Director

Hans Murdock, Senior Adult Pastor

Maria Argueta, Ass't Children's Director

Lindsay Dean, Worship Leader

Melody Friedrichs, Worship Leader

Valerie Hunt, pianist

Winston Bender, Technology and Worship

Danny Emery, Youth & Worship

Please reach out to us if you would like to discuss anything in this report. We appreciate your wisdom as we work together.

Worship

We were thrilled to lead 3 weekly worship services during the summer! The 8:00 a.m. Sunday morning service has provided an informal opportunity for "early risers," and we are looking forward to building that service through the Fall. The 10:00 a.m. service has A LOT of new people, and we are excited about the spirit of the service and all the conversations that are happening before/after. The Thursday night service was a great opportunity for us to hear from the congregation. We had excellent preaching/speaking all summer long as more than 25 people spoke at the service! While we have paused it for the Fall, we will continue to explore a non-Sunday worship service that can reach people who are not available on Sunday morning. The services at The Culpeper are also seeing growth, with almost 50 people a week joining us in the J.T. Edwards Chapel and the Memory Care Unit.

Brynmor Transition

Additional details can be found in the Business Meeting Packet under the Leadership Council Report and the Culpeper Baptist Child Development Center Report, which we encourage you to read. We are deeply grateful to the Leadership Council and the CBCDC Board who went above and beyond to guide us through this challenging situation. Over time, our partnership with CBCDC became increasingly difficult, particularly in areas related to building use, maintenance, and cleanliness. We also received significant feedback from families and staff who were dissatisfied with the situation. There were many days when the challenges felt overwhelming.

Today, we are excited about our new partnership with Brynmor and the strong relationship that is developing. Jeanine continues to lead weekly chapel services, and we are collaborating with Brynmor and Playdate to plan several major community events focused on children and families.

Ministry Area Updates:

- We now have 3 preschool rooms for Sunday morning worship, and anticipate adding another 1-2 rooms in the next couple of months! We are grateful for additional volunteers.
- Attendance at Converge (youth ministry) was steady through the summer and they have now returned to their regular fall meeting schedule. We had a great trip to FUGE at James Madison. The Personnel Committee continues to search for a youth director.
- We have a lot of young families attending – in the last 2 months we have held a “Blessing of the Backpack” in July, a young family dinner group, Playdate Sundays and a baptism class and have been thrilled with the responses.
- New groups/ministries are in development for the Fall – some examples: a “newish married group,” a World Religion Discussion and an Active Adult Ministry. Please talk to a staff member if you would like to be involved with any of these.
- We re-launched Pickleball in the parking lot and are getting a great response!
- Our grief ministry is growing with groups in different places, and we helped coordinate a Community Remembrance Service at Old House Vineyards.
- With so many new people moving into Culpeper, we have developed a mailer that will go out in September to mailing routes with a high number of new homes. We have also built a partnership with IHOP to put placemats on their tables that highlight activities for Senior Adults. A special thanks to Phil Sturm and Jim Griscavage for all their work on this!
- We baptized 28 people on September 14 – a testimony to God’s work among us and the opportunities available to participate in His Kingdom!

Missions:

- Hans led a trip to Floyd County, Virginia to help with recovery efforts from the Hurricane. We will send another group in October.
- Dan traveled with Habacuc Diaz-Lopez to Leon, Mexico to work with the Zuriel Baptist association. We are planning additional trips in 2026 to help build a partnership with Maranatha and that Association.
- We received over \$34,000 in designated giving to missions during the summer. 100% of those funds were sent to help with relief efforts in Texas and the continued mission work in Pakistan and Ukraine.

Community Relationships:

- We hosted the largest Freedom 5k ever – 419 participants and over \$6,600 raised for Pamper Me Pink.
- Dan serves on the Warming Shelter Committee, and they plan to open the Warming Shelter in November.
- Hans has started a Bible study at the Rappahannock Senior Center.
- We have hosted the Culpeper Farmers Market for the 5th year.

- Lindsay serves on the Culpeper Domestic Violence Task Force. We will be hosting the Candlelight Vigil on October 21 featuring Sharon Love as the keynote speaker.

Facility

- We added reserved parking signs in the upper parking lot for those with mobility issues, and those spaces are filled every Sunday!
- We are monitoring cracks located in the sanctuary building (not a structural issue) to determine the best way to resolve this issue.
- An oven and dishwasher were installed in the kitchen – replacing equipment that had served beyond its lifespan.
- We removed the risers in the choir room to give us additional options for using that space.
- The Brick Shed in the upper parking lot got a new roof – CBC paid for the materials, but the labor was donated by Andres with Maranatha Church.
- Maranatha Church has been cutting the grass and maintaining the church property at no cost this year. This is part of their “in kind” contribution for use of the building.
- We added a 4th AED machine to the front of the sanctuary and will be installing first aid kits around the building.
- We worked with Brynmor to change signage related to their transition.
- New entry walls were created at high traffic doors around the church to update folks about all that happens in our building each week.
- Playdate and Generations Central have enhanced the courtyard with beautiful plants, vegetables, and furniture that create an attractive place to be.

As we look back, we are grateful for the ways God has been at work through worship, ministry, missions, and community partnerships. We continue to see new opportunities for growth and service and are encouraged by the energy and commitment of so many in our congregation. Thank you for your prayers, your presence, and your willingness to step into the work God is calling us to do together. We remain confident that God will continue to guide and sustain us as we live out our mission in Culpeper and beyond.

Audit Committee Report

The Audit Committee last met in July 2025 and presented a report to the Leadership Council on August 18, 2025.

The Chart of Accounts has been “cleaned up” using the guidelines of no activity for five years or more. Other accounts currently with no activity for 3 years have been identified to watch closely for removal over the next few years. They will continue to be monitored. A review of financial procedures was made by looking at a month’s worth of transactions in December 2024. (transactions for October 2024) The goal is to review twice a year. The next meeting is set for 10/07/2025 at 5:00 p.m. when we will look at September transactions. The next review would take place in February or March.

Patricia Singleton, Chair

Janet Hastings

Elaine Griffith

Church Ministries Committee Report

The Church Ministries team continues to strive to offer inclusive events and services to our Church Family and the Culpeper community. We continue to meet monthly to plan and implement different activities.

On Saturday, August 2, we held our first ladies English Tea in the church's Fellowship Hall from 2:00-4:00 p.m. The Fellowship Hall was decorated with beautiful flowers, teapots and teacups under the direction of Liz Triplett. The committee members provided different flavors of tea and homemade scones. The 40+ participants provided savory and sweet finger foods to share with one another. During the tea, guests tested their knowledge with tea trivia questions, increased their knowledge of English teas from a presentation by Pam Jackson, enjoyed the teas, the finger foods, the scones, great companionship with one another, and a short devotional. We greatly appreciate the support of all the participants and Culpeper Baptist Church.

The Sharing Closet was held on Saturday, September 6 from 9:00 a.m. - 12:00 noon in Courtyard Commons. Our congregation donated gently used clothing for children, teens and adults as well as new underwear, socks, and hygiene products for this event. A big THANK YOU to Converge for sorting the donated items on Wednesday, September 2. All items were free to all of our shoppers.

We are in the process of planning to show our continued appreciation of all Culpeper County Schools Staff with snacks and treats during September and October.

As always, we thank you for your support.

Ann Lucas
Church Ministries Committee

Church Historian Report

I have been busy compiling and researching a list of Baptists that served in the Revolutionary War and working with the 10,000-name petition submitted to the Colonial Government for Religious Freedom. We now have in our history library a 3-volume set of the DAR Patriot Index, Centennial Edition, Parts 1-3.

We also have a copy of the PSALMIST Hymn book in the Heritage Room. At a Church Meeting July 9, 1859, the church decided to let the pastor select the kind of Hymn book that we would use in future, and he chose the Psalmist. Thereupon, ordered that Bro. F. M. Latham be requested to purchase for the church 2 dozen copies of the Psalmist & one large copy for the pulpit. A collection of song books will be displayed during the Pastor's series on "The First Hymn."

On August 23rd I met with Dan and James Bish at the 4 Cs restaurant for the unveiling of the Historical Marker for "Bell's Tavern." We are working with the Museum of Culpeper History to place a historical marker on our church property in 2026.

Roger L. Clatterbuck

Memorial Report

This Year To Date:

\$1,100.00

Leadership Council Nominating Committee Report

The Leadership Council is pleased to nominate Nate Bopp and Patrick Moore to serve three-year terms beginning January 1, 2026.

Nate, along with his family—Mary Beth, Kendall, and Easton—has been part of CBC for many years and recently became members. He currently serves as the principal of Eastern View High School. Nate brings valuable leadership experience and a heart for helping CBC understand and respond to the needs of youth and their families.

Patrick and his wife, Regina, joined CBC in January 2024 after moving to Culpeper from Northern Virginia, where they were active in leadership at Haymarket Baptist Church. Patrick is the Local Program Manager for the Culpeper District of VDOT and brings a wealth of experience in leadership and service.

According to our Church Bylaws, a Leadership Council nominee must have been a member for at least two years. Since Nate and his family joined more recently, we are asking the church to waive this requirement so he may serve.

The Leadership Council Nominating Committee

Jerry Morris, Leadership Council Chair

Denise Smith, Deacon Chair

Dennis Dunn, Finance Committee Chair

Dan Carlton, Pastor

Patty Singleton, Audit Committee Chair

Beverly Sturm, Vice Deacon Chair

Tom Heilman, Personnel Committee Chair

Deacon Nominating Committee

The Deacon Nominating Committee which consists of outgoing Deacons, outgoing Leadership Council Members, Chairs of Standing Committees and the pastor nominate the following slate of candidates to serve 3- year terms beginning January 1, 2026. The church will vote by ballot on this slate on Sunday morning, November 9.

Earl Edwards

Janet Hastings

Paul Hvidding

Elaine Griffith

Geary Parkinson

Remembering Those Who Live on in Our Hearts

Robert Aylor

Ann Carder Stowers

Vivian Colvin

Kenneth Whitlock

Bettie Boldridge

Carryl Peters

Ellen Heltzel

Martha Bryson

Mary Ann Knepp