

District Office in a Nutshell

How do I reach Lisa or Lynn?

Lisa Jones
District Office Daily
6515 George Washington Memorial Highway, Suite 203, Yorktown (in Towne Bank Building)
757.596.3476
Lisajones@vaumc.org

Lynn Manley
Remote (in district office once a week)
PO BOX 400, Montpelier, VA 23192
Lynn 757.879.9472
Lynnmanley@vaumc.org

Hours: Monday – Thursday 9am – 4:30pm, Fridays 9am – 12pm.

What's your work flow like?

Lisa:

Daily:

- Works in the district office - assists visitors, accepts deliveries, answers main telephone line
- Serves as main contact for Board of Directors
- Sends Constant Contact Emails
- Handles hospitality arrangements for meetings including catering, refreshments
- Handles most district bills
- Processes Emergency Grants

Monthly:

- Writes and distributes monthly District Newsletter
- (spring and fall) Slaydon Scholarship (applications, notifications, payments)

Annual:

- Mission and Capital Grants (applications, notifications, payments)
- Serves on the District Nominations Committee and prepares slate for District Conference
- Serves as District Conference secretary, prepares minutes, sends to Conference
- Resource for Fall Charge Conference questions, serves as secretary as needed

Lynn:

Daily

- Facebook
- Website (assisting Kim Johnson)
- Ebridge (Clergy Filing System)

- Maintain Pulpit Supply List
- Unity training and support

Monthly

- Provides assistance to Lay Servant Director for Lay Servant classes and database
- Staff Expense Reports
- Heartwood Seed Project Expenses

Annual:

- Clergy Evaluations
- Joint Preference Forms
- Clergy Interviews
- Moving clergy paperwork
- Fall Charge Conference Scheduling, Reporting, Paperwork
- District Scholarships
- Annual Conference Lay Member Nominations, Database, Reimbursements
- Parsonage Reviews
- Cash Housing Allowance Reviews

Both

Daily

- Maintain DS Calendar
- Schedule Called Charge Conferences as needed

Annual

- District Training Day
- District Conference
- New Pastor Orientation
- Clergy/PPR Move Meetings
- Annual Statistics assistance

Fall's Most Frequently Asked Questions:

Grant Process:

We have four types of grants available.

Urgent capital grants are available all year. You can find instructions and the application [here](#).

Mission River District Connectional Grants are also available all year. You can find details [here](#).

Annual Mission and Capital Improvement grant applications are available on the first Friday of October. The completed forms are due back in the district office by the end of the day on the first Friday in December.

How do I get our event in the newsletter?

We are no longer including Local Church Events in the district newsletter. Instead, we are using a new conference calendar for all church events. To have your event listed, go to <https://vaumc.org/events/>. You can sort events by district to see all the wonderful things happening on the district.

If you have something other than an event that you would like in the newsletter, please reach out to Lisa at Lisajones@vaumc.org.

Help with Unity & Charge Conference:

Charge Conferences will be held on 11 dates this fall. These dates are already assigned – to see your church's date, please go to the district website at www.missionriversdistrict.org and click Events and then Charge Conference. Lynn will be happy to help set you up in Unity to complete the reports you are responsible for and give you a 10 minute tutorial in Unity. Please reach out to her in August and September if you are new to Unity or would like a refresher course.

But where do I find....

As part of our new communications plan, we are reducing the number of emails that we send out. Instead, we are focusing on updating the district website often with all the information you need. Go to www.missionriversdistrict.org for the latest information about Charge Conference Reports, District News, etc.

The conference website also has updated information about a wide range of topics. Please check it out at vaumc.org

How do I get an appointment with the DS?

Please contact either Lisa or Lynn and we'll be happy to help you. In addition to the district office in Yorktown, the DS will be working from various locations around the district over the next few months.

Lower UMC (Hartfield):

Thursday, October 29, 2026

Thursday, Jan. 28, 2027

Kilmarnock UMC (Kilmarnock):

Thursday, October 22, 2026

Thursday, Jan. 7, 2027

Fredericksburg UMC (Fredericksburg):

Thursday, February 4, 2027

Thursday, February 25, 2027