

# Arkansas Conference 2020 Charge Conference Instruction Form



## Churches with average worship attendance 49 and under

### Preparing for Charge Conference:

- Spend time planning your Charge Conference. Plan the conference so that it will be a celebration, not just another meeting. Recruit people who are excited to share. Remember, it is the **pastor's** responsibility to make certain that all participants are well prepared for their presentations.
- Encourage attendance at the Charge Conference. Don't take attendance for granted. Send cards, public announcements, personal encouragement, etc. Note that the Discipline provides for the option of a Church Conference. Consult with your DS if you plan to do this.
- Have a table and two chairs available for the District Superintendent (DS)/Circuit Elder (CE) and Recording Secretary. Make certain a Recording Secretary is present and uses the provided Minutes (page 3) to track charge conference actions.
- If there is something you think may be controversial coming before the Conference, inform the DS/CE before the Conference convenes. By the same token, if there are areas you wish to have emphasized, commended, celebrated, etc., give the DS/CE a "heads-up."

### Charge Conference Packet

- Your district office or circuit elder will schedule your charge conference and notify your church/charge of the due date for all charge conference materials to be submitted. A listing of district offices is at: <https://arumc.org/our-conference/district-offices/>
- Charge Conference packets/forms may be found online at [www.arumc.org](http://www.arumc.org) under "Resources, then [Forms and Documents](#)" tab. These forms MUST be downloaded first. Upon downloading and saving the PDF version of the forms to your computer, you must use Adobe Acrobat or Adobe Reader to open the file in order to enter your data. The built-in Windows 10 and Mac OS PDF readers will not allow you to fill in the forms. Adobe Reader is free and can be downloaded from [www.adobe.com](http://www.adobe.com).
- The *Pastor's Membership Report* and the *Pastor's Compensation Form* are set up to calculate totals. Navigation Tip: Use the "TAB" key to navigate through the forms. If you hit "Enter/Return" by accident, just backspace or "UNDO." The calculations are executed by tabbing to the next field.
- Contents of the Charge Conference packet should be approved by the Church Council/Administrative Board/Governing Body **before submitting to the District Office.**
- Materials should not be presented in a binder, as this must be taken apart and placed in the permanent file. Please do not staple any forms together as all staples have to be removed for scanning.
- Email, mail, or deliver **ONE (1) copy** of the Charge Conference packet to your District Office on or before your due date, **ALONG WITH AN UPDATED CHURCH LEADERSHIP LIST** (received separately as an attachment from the District Office). Remember to print a copy for the church files.

# 2020 Charge Conference Checklist

For churches with 49 or less in worship attendance



This page is provided for your use in preparation of the packet to send to the District Office prior to your charge conference. The next page in the packet is to be completed DURING the charge conference as the minutes, and submitted along with a complete packet after the meeting.

Church \_\_\_\_\_

Pastor \_\_\_\_\_

All completed forms (with attachments) are due to the district office on your assigned date, prior to the Charge Conference date.

- Pastor's Membership Report (form included)
- Signed Pastor's Compensation Page (form and instruction page included)
- Signed Report of the Lay Servant (form included)
- Nominations (use either Traditional Structure Form or the Simplified Structure form, both included)
  - Lay Member to Annual Conference Form
  - Church Governing Structure Form
  - Nominations Form completed with names and contact info
- Signed Report of the Trustees (form included)
- Signed Finance Report (form included)
- Pastor's Written Report (form included)
- 200,000 More Reasons Report (form included)
- Policy Statement on Sexual Misconduct with signatures (form included)
- Culture of Call (form included)

### **Policies and Documents to be submitted with this packet:**

- UPDATED Local Church Leadership List -- Created by the conference database, this document is specific to your church and was sent in an email from the District Office. Update by hand (do not type) preferably with red ink
- Local Church Financial Policy (to accompany signature page from this packet)
- Local Church Safe Sanctuary Policy (to accompany signature page from this packet)
- Local Church Accountable Reimbursement Policy (only required if pastor has Accountable Reimbursement in compensation package)
  - Insurance Policy Proof of Insurance or Declarations Page
- Ministry Candidates (Form 104 available from District Office, if needed)
- Signed Retired Clergy Report - only those not appointed (form available from District Office, if needed)

# 2020 Charge Conference Minutes



The following church/charge held their annual Charge Conference:

Congregation name(s) \_\_\_\_\_

The meeting was held at (place) \_\_\_\_\_, on (date) \_\_\_\_\_.

The Presiding elder or District Superintendent was \_\_\_\_\_.

**Recording Secretary is to initial each item indicating the Charge Conference has approved each item of business.**

<b>Items that require a vote to approve:</b>	<b>Recording Secretary initials</b>
Membership Report (Including names read 1st year and 2nd year for removal) <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2	
Pastor(s)' Compensation Record(s) (All appointed or assigned pastors)	
Lay Servants (attach list if needed) Name _____ <input type="checkbox"/> Initial Yr. Approval <input type="checkbox"/> Renewal Name _____ <input type="checkbox"/> Initial Yr. Approval <input type="checkbox"/> Renewal Name _____ <input type="checkbox"/> Initial Yr. Approval <input type="checkbox"/> Renewal Certified Lay Speakers Name _____ <input type="checkbox"/> Initial Yr. Approval <input type="checkbox"/> Renewal	
Candidates for Ministry - Form 104 Name _____ <input type="checkbox"/> Initial Yr. Approval <input type="checkbox"/> Continuance Name _____ <input type="checkbox"/> Initial Yr. Approval <input type="checkbox"/> Continuance	
Nominations Committee <input type="checkbox"/> Lay Members and Alternates of Annual Conference <input type="checkbox"/> Slate of officers and committee membership (include contact information) <input type="checkbox"/> Attach and note any substitutions or nominations from the floor of the conference	

### Required Written Reports:

<input type="checkbox"/> Pastor's Written Report (all appointed/assigned pastors) <input type="checkbox"/> Signed Trustee Report <input type="checkbox"/> Signed Finance Report <input type="checkbox"/> 200,000 More Reasons Report <input type="checkbox"/> Signed Policy on Misconduct of Sexual Nature <input type="checkbox"/> Culture of Call <input type="checkbox"/> Updated Local Church Leadership List (last year's list is provided by the district office for updates) <input type="checkbox"/> Retired Clergy Report(s) (if applicable)	
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### Policies to Submit:

<input type="checkbox"/> Safe Sanctuary Policy <input type="checkbox"/> Financial Control Policy <input type="checkbox"/> Accountable Reimbursement Policy (if applicable) <input type="checkbox"/> Accessibility Audit and Plan (if applicable)	
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**Additional business items and reports:**

**Recording Secretary's Signature** \_\_\_\_\_

**Recording Secretary's Name (Please Print)** \_\_\_\_\_

Please save this completed form with the congregation's copy of the Charge Conference File.

# 2020 Pastor's Membership Report

This report is done on a yearly basis and is dated from Charge Conference date to Charge Conference date.



Church \_\_\_\_\_ Date \_\_\_\_\_

**A. Membership at 2019 Charge Conference** (Revised, if applicable, following a membership audit conducted since last charge conference. Please note any changes to the reported 2019 number on an attached membership audit page.) (A) \_\_\_\_\_

**B. New Members** (Attach as a list by each category)

Received into professing membership since the last charge conference.

- 1. On profession of faith or restored. (1) \_\_\_\_\_
- 2. Transferred from other United Methodist churches. (2) \_\_\_\_\_
- 3. Transferred from other non-United Methodist churches. (3) \_\_\_\_\_

**Total Members Received (Lines 1+2+3) =** (B) \_\_\_\_\_

**Note:** Include only the *names* of those received into baptized membership since the last charge conference on your attached list of new members.  
Do not include Baptized Members in the numerical count of Professing Members.

**C. Removed from Membership** (Attach as a list by each category)

- 4. By action of the Charge Conference. (# of names in F) (4) \_\_\_\_\_
- 5. By trial court, or by withdrawal. (5) \_\_\_\_\_
- 6. By transfer to other United Methodist churches. (6) \_\_\_\_\_
- 7. By transfer to other non-United Methodist churches. (7) \_\_\_\_\_
- 8. By death. (*Please include date of death.*) (8) \_\_\_\_\_

**Total Professing Members Removed (Lines 4+5+6+7+8)=** (C) \_\_\_\_\_

**D. Membership at 2020 Charge Conference (A + B - C)=** (D) \_\_\_\_\_

**E. Names of Persons Filed with Charge Conference for Next Year's Removal:**  
(1<sup>st</sup> year reading)

**F. Names of Persons Being Recommended for Removal at this Charge Conference:**  
(2<sup>nd</sup> year reading - record the number in C4 above)

**Note that the Discipline requires these to be considered individually!**

**G. Have Membership Books Been Audited?**  Yes  No If not, why not?



# Pastor's 2021 Compensation Form Instructions



## Housing

- **Parsonage Provided** – If your church provides a parsonage answer “Yes” otherwise answer “No”
- **Date of Parsonage Inspection** – Write the date of the last inspection of the church owned parsonage. If the church does not provide a parsonage then leave this line blank.
- **Housing Allowance** – List the amount of money the church provides for the pastor’s housing allowance. This is only in lieu of a church owned or leased parsonage. The pastor does not have to provide the church receipts for reimbursements and these funds. This amount may be reported on box 14 of the pastor’s W2.

## Payment

- **Church Contribution to Pastor Compensation** – List the total pastor’s salary as approved by the charge/church conference prior to any deductions. Do not include other compensation items listed below (Equitable Compensation, Cash Allowances, or Utilities and Appurtenances).
- **Equitable Compensation or Mission Local Church Support** – List all funds received from the Conference for the support of the salary for the pastor.
- **Cash Allowances** – List any amount paid to the pastor for non-accountable cash allowances. This may include, but not limited to car or travel allowance, discretionary funds, and/or expense accounts.
- **Utilities and Appurtenances** – List funds designated for use by the pastor for housing related expenses as provided for by IRS section 107. This may include utilities, furnishings, or other non-consumable housing related expenses. More information on this topic can be found in IRS Publication 517 or by visiting [www.umc.org/gcfa/tax-packet](http://www.umc.org/gcfa/tax-packet).

## Deductions

- **Flexible Spending Plan** – These plans sometimes referred to as Cafeteria 125 plans may only be used in conjunction with a bona fide group health care plan. If the church does not offer the pastor health care coverage through a group plan, then flexible spending plans may not be used for health care reimbursements. In other words, these plans cannot be used to reimburse medical expenses, including premiums for plans bought through the medical exchange.
- **UMPIP Contribution** – This is the voluntary contribution by the pastor to the United Methodist Personal Investment Plan (UMPIP). These funds may be withheld on either a tax-deferred or tax-paid basis. At least 1% of plan compensation (Line 5 plus housing) must be contributed in order to receive a 1% matching contribution.
- **UMPIP Contribution Tax Deferred** – If the contribution from the prior line is contributed on a tax-deferred basis then write “Yes” on line 7b. If the contribution is being made after-tax write “no.”
- **403B Contribution Other Than UMPIP** – List any amount being contributed to a retirement fund for the pastor other than UMPIP. Please indicate whether this is being made on a tax-deferred basis.

## Reimbursements and Benefits

- **Accountable Reimbursement** – Fund established to reimburse the pastor for expenses. This should only be established with a written policy set by the church and requires written documentation of expenses. For more information and sample policies visit [www.umc.org/gcfa/tax-packet](http://www.umc.org/gcfa/tax-packet).
- **Does the Church Provide Group Insurance for You** – Please write yes or no if the church provides group insurance for the staff for the next calendar year in which YOU participate.

## Minimum Compensation for Full Time Clergy (p.304, 2019 Arkansas Conference Journal)

- Minimum compensation for full time clergy is set by the Annual Conference, as recommended by the Conference Commission on Equitable Compensation.
- Minimum compensation for full time clergy appointments in church settings must be set at or above the standards (as noted on line 11 of the compensation form). **A parsonage or housing allowance in lieu of a parsonage shall be provided in addition to the figures listed below:**

Full Connection \$48,330

Provisional, Associate Member, \$47,280

Local Pastor, \$46,230

*Appointed pastors serving a charge that provides a group health insurance plan shall be subject to the following minimum compensation support:*

Full Connection \$36,330

Provisional, Associate Member, \$35,280

Local Pastor, \$34,230

# CERTIFIED LAY SERVANT ANNUAL REPORT TO THE CHARGE CONFERENCE



Initial Application or Request for Renewal

Report for year ending 2020

## SECTION I: DATA ON THE LAY SERVANT

Name (Mrs. \_\_ Ms. \_\_ Mr. \_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name of District \_\_\_\_\_

Name of Church \_\_\_\_\_

Church Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Church Telephone \_\_\_\_\_

## SECTION II: STATUS OF THE LAY SERVANT

**For initial application** as a Certified Lay Servant

1. What year did you complete your Basic Course? \_\_\_\_\_

2. What year did you complete your Advanced Course? \_\_\_\_\_

3. What was the title of your Advanced Course? \_\_\_\_\_

**For renewal** as a Certified Lay Servant

1. What year did you complete your last Advanced Course? \_\_\_\_\_

2. What was the title of your last Advanced Course? \_\_\_\_\_

## SECTION III: REQUEST OF THE LAY SERVANT

I request recommendation of my pastor and my church council/charge conference to begin/renew as a Certified Lay Servant for the ensuing year.

Date \_\_\_\_\_ Lay Servant \_\_\_\_\_

## SECTION IV: RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this person to begin/renew as a Certified Lay Servant for the ensuing year.

Date \_\_\_\_\_ Pastor \_\_\_\_\_

## SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council/charge conference of \_\_\_\_\_ (church/charge)

Recommends the above person begin/renew as a Certified Lay Servant for the ensuing year.

Date \_\_\_\_\_ Church Council Chair or District Superintendent \_\_\_\_\_

(To be completed by those requesting renewal as a Certified Lay Servant)

**SECTION VI: MINISTRIES BY THE LAY SERVANT**

During the past year, I have participated in ***caring ministries*** as follows:

- served as a volunteer in a care-giving institution
- provided one-on-one caring
- at a hospital, nursing home, or to a shut-in
- in membership/evangelism visitation
- served in caring/outreach projects (food pantry, prison ministry, etc)
- other caring activities (Please list) \_\_\_\_\_

During the past year, I have participated in ***leading ministries*** as follows:

- served as member of committee, board, commission, council, task force, etc.
- as a volunteer at a community agency
- at my local church
- beyond my local church
- on my District \_\_\_ Conference \_\_\_ Jurisdiction \_\_\_ General Church level
- other leading activities (Please list) \_\_\_\_\_

During the past year I have participated in ***communicating ministries*** as follows:

- brought message in \_\_\_\_\_ worship services
- served as worship leader in \_\_\_\_\_ services
- delivered \_\_\_\_\_ devotional messages
- taught \_\_\_\_\_ classes
- shared my faith story \_\_\_\_\_
- other speaking activities (Please list) \_\_\_\_\_

During the past year I have participated in additional opportunities for ministry as follows (attach additional page if needed) \_\_\_\_\_

**SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT**

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, communicating and speaking?

\_\_\_\_\_

**SECTION VIII: FEEDBACK BY THE LAY SERVANT**

1. Do you feel called to be in service in any area of ministry, either in the church or outside the church, in which you are not currently involved?  Yes  No (If yes, please let those areas below.)

\_\_\_\_\_

2. What additional training or support do you need or would suggest to further your ministry?

\_\_\_\_\_

3. Give any recommendations you have for improving Lay Servant Ministries in your District or Conference:

\_\_\_\_\_

**(Note: District Directors are encourage to respond to any comments within this section.)**

# NOMINATIONS:

## Election of Lay Member and Alternate Lay Member to Annual Conference



**Lay Member Elected by Each Charge** - From ¶32, 2016 Book of Discipline of the United Methodist Church

*“Each charge served by more than one clergy shall be entitled to as many lay members as there are clergy members. The lay members shall have been for the two years next preceding their election members of The United Methodist Church and shall have been active participants in The United Methodist Church for at least four years next preceding their election. If the lay membership should number less than the clergy members of the annual conference, the annual conference shall, by its own formula, provide for the election of additional lay members to equalize lay and clergy membership of the annual conference.”*

Lay and Alternate Lay Members of the Arkansas Annual Conference from your church or charge **are the church members elected at this charge conference**. Every church or charge is allowed a set number of lay members and alternate lay members to vote at Annual Conference, depending upon the number of clergy eligible to vote who are serving in the congregation or charge. A church in “to be supplied” status has a vote and will need to elect a Lay Member to Annual Conference. **To ensure each charge is represented, clergy are asked to contact lay and alternate lay members from the church or charge during late January and ask them to confirm again that they will be able to attend for all days of the session.** If there is a reason the lay member cannot attend one day, or even a portion of a day, ensure the alternate lay member is informed and will be present. Please note: Your Lay Leader is not automatically considered your Lay Member to Annual Conference; you will need to elect a Lay Member to Annual Conference and list them accordingly. During Annual Conference, only the votes of the official lay member elected at charge conference (or the elected alternate in the lay member’s absence) may be counted on the church or charge’s behalf. One’s vote cannot be transferred to someone else except by having another charge conference and selecting them as the lay member.

### The Annual Conference Lay Member and Alternate Lay Member to Annual Conference for

Charge/Church: \_\_\_\_\_ is/are as follows:

#### Annual Conference Lay Member and Alternate (one Lay Member per appointed/assigned Clergy)

	Name	Email	Phone	Address
Lay Member				
Alternate				

#### Additional Lay Members and Alternates, based upon additional appointed clergy

Lay Member				
Alternate				

# Nominations Report:

## Church Governing Structure



Church \_\_\_\_\_

## Select ONE:

\_\_\_\_\_ **This church uses the Traditional Structure for governance.**

(The traditional structure has separate Disciplinary committees for Church Council, Finance, Trustees, and SPRC.)

**Continue to page 11** (and skip page 12) to complete the Traditional Structure Nominations page OR submit your own Nominations list. Then update the Local Church Leadership page emailed from the district office. PLEASE make certain that the names on the Nominations Form match the names and contact information on the updated Local Church Leadership form.

## OR

\_\_\_\_\_ **This church uses the Simplified Structure for governance.**

(The Simplified Structure, which must be approved by the DS and is based on ¶247.2 of the 2016 Book of Discipline, usually operates with a nominations committee and a single governing board that fulfills the Disciplinary functions of Church Council, Trustees, Finance, and Staff/Pastor-Parish Relations Committee. Some congregations operate on a variation of this model approved by the DS)

**Skip to page 12** and complete the Simplified Structure Nominations OR submit your own Nominations list. Then update the Local Church Leadership page emailed from the district office. PLEASE make certain that the names on the Nominations Form match the names and contact information on the updated Local Church Leadership form.

**District Superintendent approval is required to transition to the Simplified Structure. Variants of the Simplified Structure may be required by your DS, such as organizing a separate and independent S/PPRC.**

\_\_\_\_\_ The congregation requests approval from the District Superintendent to transition from a traditional structure to an alternate simplified structure for 2021.

**Nominations - Complete EITHER the Traditional Structure OR the Simplified Structure Form**

You may use this page to list your Nominations or submit your own Nominations list.

**Nominations - Traditional Structure**

**Church**

<b>Administrative (Church) Council</b>		Email		Phone		Address	
Name							
Chair							
List names of committee members below - contact information not needed.							
Class of 2021		Class of 2022		Class of 2023			

<b>Finance</b>		Email		Phone		Address	
Name							
Chair							
List names of committee members below - contact information not needed							
Class of 2021		Class of 2022		Class of 2023			

<b>Trustees</b>		Email		Phone		Address	
Name							
Chair							
List names of committee members below - contact information not needed.							
Class of 2021		Class of 2022		Class of 2023			

<b>Staff-Parish Relations</b>		Email		Phone		Address	
Name							
Chair							
List names of committee members below - contact information not needed.							
Class of 2021		Class of 2022		Class of 2023			

<b>Nominations Committee (Pastor is Chair)</b>		List names of committee members below - contact information not needed.					
Class of 2021		Class of 2022		Class of 2023			

<b>Treasurer</b>	NAME	Email		Phone		Address	

<b>Lay Leader</b>	NAME	Email		Phone		Address	

**Nominations - Complete EITHER the Traditional Structure OR the Simplified Structure Form**

You may use this page to list your Nominations or submit your own Nominations list.

**Nominations - Simplified (Alternative) Structure**

**Church**

The use of this Simplified Structure is based on ¶247.2 of the 2016 Book of Discipline. District Superintendent approval is required to transition to the Simplified Structure. Variants of the Simplified Structure may be required by your DS, such as organizing a separate and independent S/PPRC. Elect 9-15 persons and indicate which member is serving as Chair, Lay Leader, Lay Member to Annual Conference, SPPR Contact & Trustee Chair. It is HIGHLY recommended that the CHAIR serve as the SPPR Contact and Trustees Chair.

**The following persons will serve as the governing board, fulfilling the Disciplinary functions of Church Council, Trustees, Finance, and Staff/Pastor-Parish Relations Committee.**

Term to Serve	Person's Name	Phone Number	Person's Email	Role [Board Chair; SPPR; Trustee]
Class of 2021				
Class of 2022				
Class of 2023				

<b>Ex Officio Members MAY BE ELECTED (with vote)</b>	
UM Women Rep.	
UM Men Rep.	
UM Youth Rep.	Youth under 18 is not a Trustee

**CHURCH OFFICERS**

Treasurer	NAME	Email	Phone	Address
Lay Leader	NAME	Email	Phone	Address
Trustee Chair	NAME	Email	Phone	Address
SPPR Contact	NAME	Email	Phone	Address

**COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT**

¶258.1 – The committee is composed of not more than nine persons in addition to the pastor and lay leader. It shall include at least one young adult, and may include one or more youth.

Pastor (Chairperson)	
Lay Leader	
<b>Class of 2021</b>	<b>Class of 2022</b>

## 2020 PASTOR'S WRITTEN REPORT

*In churches with appointed associate pastors or deacons, each clergyperson should complete a report.*

**Pastor's Name:** \_\_\_\_\_ **Church:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# 200,000 More Reasons Report for 2020

(Churches that worship 49 and under)

page 1 of 2



**CHURCH:** \_\_\_\_\_

*200,000 More Reasons: Nutrition, Literacy, Stability is an initiative of the ARUMC where local churches provide or support ministries around accessing food and reading at grade-level as well as offer programs that promote a healthy, stable family life for food insecure children and their families. Please report any ministry provided or supported by your congregation that helps low-income children and their families. There is not a specific designation as a 200,000 More Reasons ministry; if you are providing or supporting a ministry then it is counted!*

**NUTRITION:** Please list the types of ministries which you provide or support (financially, volunteers, or space, etc.) that help feed children and their families who are hungry or at-risk for going hungry? (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Food Pantry for the community   | <input type="checkbox"/> Food Pantry at a school                   |
| <input type="checkbox"/> Backpack/Bag of food for the weekend  | <input type="checkbox"/> Blessing Box/Little Free Pantry           |
| <input type="checkbox"/> Other <i>Emergency</i> food distribution  | <input type="checkbox"/> Food collection for own or a local pantry |
| <input type="checkbox"/> Commodities distribution  | <input type="checkbox"/> Afterschool snack program or distribution |
| <input type="checkbox"/> Meal served at the church   | <input type="checkbox"/> Meal served away from the church          |
| <input type="checkbox"/> Cooking classes or Cooking Matters  | <input type="checkbox"/> SNAP Application Assistance               |
| <input type="checkbox"/> Support, volunteer or member of a regional food bank agency (banks distribute food to pantries) |  |
| <input type="checkbox"/> Garden (produce is given to those in need or to a food distribution program)                    |  |
| <input type="checkbox"/> Gleaning (leftover produce from fields or farmer's markets is gathered & distributed)           |  |
| <input type="checkbox"/> Public Witness or advocacy for policies that assist hungry children                             |  |
| <input type="checkbox"/> Other _____   |  |

Please provide contact information for the leader of your Hunger and Nutrition ministries:

Name of Ministry: \_\_\_\_\_ Contact Person  Clergy or  Lay

Contact Person	Email	Phone	Address

**LITERACY:** Please list the types of ministries which you provide or support (financially, volunteers, or space, etc.) that work to encourage literacy skills of children who are hungry or at-risk for going hungry. (Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> After school tutoring or homework help <i>onsite</i> at church                  | <input type="checkbox"/> Little Free Library or similar         |
| <input type="checkbox"/> After school tutoring or homework help <i>offsite</i>                           | <input type="checkbox"/> Summer literacy program                |
| <input type="checkbox"/> Members serve as reading tutors at a local school                               | <input type="checkbox"/> Book club for young readers, ages 0-18 |
| <input type="checkbox"/> Reading time as a group or individually with kids as part of a feeding ministry | <input type="checkbox"/> Book distribution                      |
| <input type="checkbox"/> Imagination Library support or assistance with signup                           | <input type="checkbox"/> Partner in Education with local school |
| <input type="checkbox"/> Other _____   |   |

Please provide contact information for the leader of your Literacy ministries:

Name of Ministry: \_\_\_\_\_ Contact Person  Clergy or  Lay

Contact Person	Email	Phone	Address

# 200,000 More Reasons Report 2020

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**CHURCH:** \_\_\_\_\_

**STABILITY:** Please list the types of ministries for families at-risk for hunger that support their mental or physical health and/or a stable family life. (Check all that apply)

- Healthy eating or dieting
- Opioid and other Substance Abuse Crisis Support
- Mental Health Support, such as counseling or group work
- Work related skills development (job, interviewing, etc.)
- Child fostering or adoption programs
- Support groups for single parents, grandparents raising kids or other at-risk factors
- Other physical health ministries
- Exercise
- Drug and Alcohol Recovery Support
- Resourcing/Referring to other services
- Parenting, marriage, or financial skills development
- Other mental health ministries

Please provide contact information for the leader of your Family Stability ministries:

Name of Ministry: \_\_\_\_\_ Contact Person  Clergy or  Lay

Contact Person	Email	Phone	Address

## PLANS FOR NEXT YEAR:

Please share plans for ministries of nutrition, literacy, and/or family stability for low-income/at-risk children and their families in the next year?

## Report of the Trustees

Churches with average worship attendance 49 and under



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

1. Name or names in which title to each piece of property is recorded, as shown by civil land records (§2538, 2536). Does each deed contain Trust Clause (§2503)?

	Name(s)	Trust Clause	County Clerk Office	Book	Page
Church Buildings		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Church Buildings		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Parsonages		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Land:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No			

2. Who is the custodian of deeds/other legal papers? \_\_\_\_\_

3. Where are they kept? \_\_\_\_\_

(It is recommended these documents be kept in a safety deposit or lock box, or contact the district office for guidance.)

4. Have the buildings been inspected for fire, mold, and other safety hazards within the past year?

Yes    No   If not, what are your plans for addressing safety hazards?

\_\_\_\_\_

5. Name of insurance company and policy number for church property and/or parsonage.

Company \_\_\_\_\_ Policy # \_\_\_\_\_

6. Attach a copy of the declaration page or proof of insurance.

### Safe Sanctuary Policy

**The Safe Sanctuary Policy has been reviewed (and revised, if necessary) and approved.  
A copy is on file in the church office and the district office.**

\_\_\_\_\_

Pastor's Signature

\_\_\_\_\_

Trustee Chair's Signature

\_\_\_\_\_

Pastor's Printed Name

\_\_\_\_\_

Trustee Chair's Printed Name

7. Attach a copy of the Safe Sanctuary Policy.

## POLICY STATEMENT ON MISCONDUCT OF A SEXUAL NATURE



*This form is to be filled out for each church, properly signed and dated. This is to be done annually. Clearly indicate the name of the church in the proper places. This policy **shall** be read by the Board/Council, Pastor(s), and staff, adopted by the local Church and signed by the pastor, all staff and volunteers in children, youth, and vulnerable adult ministry areas.*

### Par. 1000 Policy Statement on Misconduct of a Sexual Nature

(Adopted by the Annual Conference on June 10, 2004; revised June 14, 2005; updated September 17, 2019)

**I. Statement of Policy.** The \_\_\_\_\_ United Methodist church affirms the 2016 Book of Resolution #2044, Sexual Abuse Within the Ministerial Relationship, and Resolution #2045, Eradication of Sexual Harassment in the United Methodist Church and Society, which state that sexual abuse within the ministerial relationship and sexual harassment within the church are incompatible with biblical teachings of hospitality, justice, and healing. In accordance with the 2016 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 conduct or sexualized behavior with a congregant, client, employee, student, staff member, co-worker, volunteer, person being counseled or any other person to whom the minister relates in his/her capacity as a minister. 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 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. The \_\_\_\_\_ United Methodist Church stands in opposition to the sin of misconduct of a sexual nature in the Church and 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 or female, which is free of misconduct of a sexual nature and encourages respect, equality, and kinship in Christ.

### II. Procedures

- A.** If you experience what you consider to be inappropriate behavior, keep a written record of your experiences including dates, times, places, and witnesses. Keep any written material you may have received from the person. You may wish to confront the person with the inappropriate behavior and demand that it cease. If you choose not to confront the person alone, you may choose to ask someone to accompany you to confront the person and seek reconciliation. If you choose not to confront the person, or if the behavior continues, report the incident to the chair of the person's appropriate evaluating committee (e.g., a pastor or church staff member would be reported to the chair of the staff/parish relations committee; a district superintendent to the chair of the committee on superintendency; a bishop to the chair of the committee on episcopacy). If the conflict is not resolved to your satisfaction, the committee chair shall convene the entire committee to meet with the accused, the person bringing accusations, and each supporting person. If the situation is not resolved to your satisfaction following these efforts, then follow the Discipline's procedures for grievances, complaints, and charges.
- B.** If you are confronted by someone who has experienced or observed inappropriate behavior on your part, listen to the accusation and agree to change the behavior or otherwise resolve the situation and reconcile the relationship. If you are unable to resolve the situation with your accuser, contact the chair of your appropriate evaluating committee. Ask to meet with your accuser and committee chair to resolve the conflict. The accused and the person bringing the accusation each have the right to bring a supportive person to this meeting. If the conflict remains unresolved, the committee chair shall convene the entire committee to meet with the accused, the person bringing the accusation, and each supporting person.
- C.** If you receive a report of inappropriate behavior, listen seriously and objectively. Help the person follow the steps outlined above. If you are a clergy/church professional in a paid supervisory position in the local church or a conference agency, and an employee is being harassed, you should immediately take corrective or preventive action. According to Arkansas law, any person receiving a report from a child under age 18, indicating sexual abuse of that child, is required to report the abuse to the proper authorities.

Date adopted by the Church Council/Administrative Board \_\_\_/\_\_\_/2020

This policy **shall** be read by the Board/Council, Pastor(s), and staff, adopted by the local church and signed by the pastor, all staff and volunteers in children, youth, and vulnerable adult ministry areas.

Signature	Signature	Signature

**2020 Report of the Finance Committee**  
Churches with 49 or less in average worship attendance



**Church:** \_\_\_\_\_ **District:** \_\_\_\_\_

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

\_\_\_\_\_

2. Provide a detailed list of endowments, income-producing and permanent funds.

Item	Date Received	Amount	Where Invested	Income

3. Were all pastors and staff issued W 2's and not 1099's?  Yes  No

**Financial Control Policy**

The Financial Control Policy has been reviewed (and revised, if necessary) and approved.  
A copy is on file in the church office and the district office.

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Pastor's Printed Name

\_\_\_\_\_  
Finance Chair's Signature

\_\_\_\_\_  
Finance Chair's Printed Name

4. Attach a copy of the Financial Control policy.

**Accountable Reimbursement Policy**

*Required when compensation packages include Accountable Reimbursement*

The Accountable Reimbursement Policy (if applicable) has been reviewed (and revised, if necessary) and approved. A copy is on file in the church office and the district office.

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Pastor's Printed Name

\_\_\_\_\_  
Finance Chair's Signature

\_\_\_\_\_  
Finance Chair's Printed Name

5. Attach a copy of the Accountable Reimbursement Policy (if applicable).

# Culture of Call 2020



Church \_\_\_\_\_ Pastor \_\_\_\_\_

## List persons involved in conversations or exploring a call to lay or ordained ministry:

Name and Email Address	Age Generation	Potential Service (if known) Mark all that apply	Has person met with Pastor
Name  Email	<input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School _____ Grad Date <input type="checkbox"/> Generation Z (College) <input type="checkbox"/> Millennial (20s & 30s) <input type="checkbox"/> Generation X (40s & 50s) <input type="checkbox"/> Baby Boomers (60s & 70s)	<input type="checkbox"/> Lay Vocational Ministry <input type="checkbox"/> Elder <input type="checkbox"/> Deacon <input type="checkbox"/> Licensed Local Pastor <input type="checkbox"/> Beyond local church <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name  Email	<input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School _____ Grad Date <input type="checkbox"/> Generation Z (College) <input type="checkbox"/> Millennial (20s & 30s) <input type="checkbox"/> Generation X (40s & 50s) <input type="checkbox"/> Baby Boomers (60s & 70s)	<input type="checkbox"/> Lay Vocational Ministry <input type="checkbox"/> Elder <input type="checkbox"/> Deacon <input type="checkbox"/> Licensed Local Pastor <input type="checkbox"/> Beyond local church <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name  Email	<input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School _____ Grad Date <input type="checkbox"/> Generation Z (College) <input type="checkbox"/> Millennial (20s & 30s) <input type="checkbox"/> Generation X (40s & 50s) <input type="checkbox"/> Baby Boomers (60s & 70s)	<input type="checkbox"/> Lay Vocational Ministry <input type="checkbox"/> Elder <input type="checkbox"/> Deacon <input type="checkbox"/> Licensed Local Pastor <input type="checkbox"/> Beyond local church <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

## List persons from your congregation currently preparing for ordained or licensed ministry:

Name and Email Address	Age Generation	Potential Service (if known) Mark all that apply	Certified Candidate by dCOM
Name  Email	<input type="checkbox"/> High School _____ Grad Date <input type="checkbox"/> Generation Z (College) <input type="checkbox"/> Millennial (20s & 30s) <input type="checkbox"/> Generation X (40s & 50s) <input type="checkbox"/> Baby Boomers (60s & 70s)	<input type="checkbox"/> Elder <input type="checkbox"/> Deacon <input type="checkbox"/> Licensed Local Pastor <input type="checkbox"/> Beyond local church	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name  Email	<input type="checkbox"/> High School _____ Grad Date <input type="checkbox"/> Generation Z (College) <input type="checkbox"/> Millennial (20s & 30s) <input type="checkbox"/> Generation X (40s & 50s) <input type="checkbox"/> Baby Boomers (60s & 70s)	<input type="checkbox"/> Elder <input type="checkbox"/> Deacon <input type="checkbox"/> Licensed Local Pastor <input type="checkbox"/> Beyond local church	<input type="checkbox"/> Yes <input type="checkbox"/> No