

2018 Charge Conference Instruction Form



District Wide Charge Conference

One District-Wide Charge Conference will be held this year. The date, time and location will be provided once details are finalized. All completed forms (with attachments) are due to the district office **ONE MONTH** prior to the District-Wide Charge Conference date.

This year, all reports must be approved by the congregation's governing board (Church Council or Administrative Board) in the form of a recommendation to the Charge Conference so that your congregation's submitted materials will be properly before the District-wide charge Conference. Be sure to submit the *2018 Board Recommendations and Charge Conference Approval Receipt* along with your Charge Conference documents to indicate board approval of the entire packet and to recommend it to the Charge Conference.

Charge Conference Packet

- Charge Conference packets/forms may be found online at www.arumc.org under the "forms" 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 Windows 10 version of a pdf reader will not allow you to fill in the forms. Adobe Reader is free and can be downloaded from www.adobe.com. If downloading Adobe Reader is not possible, the Word version of the forms should be downloaded.
- Each district office will also be sending forms via mail and/or email.
- The *Pastor's Membership Report* and the *Pastor's Compensation Form* (available in both Word and PDF versions) 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.
- 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.
- Mail, email, or deliver **ONE (1) copy** of the Charge Conference packet for each church to your District Superintendent. Remember to print a copy for the church files.
- *The Safe Sanctuary Policy, Financial Policy, Accountable Reimbursement Policy, and Accessibility Audit/Plan are to be reviewed, signed and dated annually by the chairperson and pastor. A copy of each should be placed on file in the church office and submitted to the district office annually as part of the charge conference records.*

2018 Board Recommendations and Charge Conference Approval Receipt

On this date _____, 2018 at (place) _____

The following churches/charge held a meeting of the Church Council/Administrative Board/governing board to recommend actions at a meeting of the Charge Conference

The meeting was chaired by _____

Recording Secretary should initial each item listed below to indicate that the congregation's governing board has reviewed and recommended the congregation's Charge Conference Packet (including required reports and policies) and now submit the entire packet for Charge Conference approval.

	Congregational Board recommendation to Charge Conference <i>(Recording Secretary Initials)</i>
Membership Report Including Members Names read for Removal	_____
2019 Pastor's Compensation Package(s)	_____
Lay Servants/Speakers <i>(write N/A if None Submitted)</i>	_____
Candidate Recommendations <i>(write N/A if None Submitted)</i>	_____
Committee on Nominations Approval of officers	_____
Written Reports and Policies	_____

District Office Use

Received by District Office	Approved at Charge Conference
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Board Recommendation to Charge Conference

The Church Council / Administrative Board / governing board of the pastoral charge approves of submitted recommendations and reports, and it forwards these submissions to the District-wide Charge Conference for adoption.

Signed, _____ Recording Secretary

District Office Use

Submission Received and Filed for Action

The District Office is in receipt of these submissions and the packet is filed for Charge Conference Approval.

Signed, _____ District Superintendent

Charge Conference

The Charge Conference Approved the submitted packet on _____ (date) at _____.

Signed, _____ District Superintendent

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

2018 CHARGE CONFERENCE MINUTES

On this date _____, 2018, at (place) _____

The following Wesley Foundation (s) held an annual Charge Conference:

The meeting was chaired by _____

Items that require a vote to approve:

Pastor's Compensation Record

- 2019 Pastor's Compensation Package

Candidates for Ministry

- Initial Year Approval (Form 104)

List name(s): _____

- Approval for continuance as certified candidate (Form 104)

List name(s): _____

Committee on Nominations

- Any revision to nominations (include nominations from the floor of the conference)

List: _____

- Approval of the slate of officers (slate must be in charge conference packet)

Required Written Reports

(signed and filed but not normally presented or voted on)

- Director's Written Report
- 200,000 Reasons Report
- Trustee Report
- Policy on Misconduct of Sexual Nature
- Finance Report
- Board of Director's List

Other Reports to Submit

(to be reviewed annually, signed by chairperson and pastor, and filed in church office)

- Safe Sanctuary Policy
- Financial Policy
- Accountable Reimbursement (if applicable)
- Accessibility Audit and Plan (if applicable)

Optional Reports (may be handed in and reviewed but not presented orally at Charge Conference)

Additional Notes: If needed please attach your notes.

Signed,

Recording Secretary

**Director's Membership Report
2018 Charge Conference**

*This report is done on a yearly basis and is from **Charge Conference to Charge Conference***

Wesley Foundation: _____ **Date:** _____

I. Since the date of the last charge conference have any participants in the ministry been baptized (who are not counted on the baptized roll of a local United Methodist Church?) _____

II. Attach the 2018 Campus Ministry Metrics Report

**THE UNITED METHODIST CHURCH
DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY
CHARGE CONFERENCE RECOMMENDATION
(or equivalent body)**

This form is to be completed on all new or continuing candidates for ministry.

For Continuing Candidates: I hereby request **continuation** of my candidacy for ordained ministry in The United Methodist Church and request support and recommendation of the Charge Conference for continued certification as a candidate for:

Order of Deacons Order of Elders License as Local Pastor

Signed: _____ Date _____

For New Candidates:

I hereby declare my candidacy for ordained ministry in The United Methodist Church and request the support and recommendation of the Charge Conference or equivalent body as specified by the district committee on ordained ministry for certification as a candidate for:

Order of Deacons Order of Elders License as Local Pastor

Signed: _____ Date _____

Signature of the Declared Candidate

I. CHARGE CONFERENCE RECOMMENDATION (or equivalent body)

Let those who consider recommending persons for candidacy as ordained ministers in The United Methodist Church ask themselves the following questions which were first asked by John Wesley at the third conference of Methodist preachers in 1746. (See Discipline ¶310)

1. Do they know God as a pardoning God? Have they the love of God abiding in them? Do they desire nothing but God? Are they holy in all manner of conversation?
2. Have they gifts, as well as grace, for the work? Have they a clear, sound understanding; a right judgment in the things of God; a just conception of salvation by faith? Do they speak justly, readily, clearly?
3. Have they fruit? (Elder and Local Pastor) Have any been truly convinced of sin and converted to God, and are believers edified by their preaching? (Deacon) Are others edified by their service?

Believing that _____ is called of God and is a suitable candidate for ordained ministry in the United Methodist Church, (the recommending body) _____ recommends him/her for certification as a candidate to the District Committee on Ordained Ministry. In making this recommendation, we attest to the fact that the declared candidate has been a professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year, has graduated from an accredited high school or received a certificate of equivalency, and has received by written ballot a two-thirds vote of this body.

Signed _____ Date _____
Signature of authorized elder, district superintendent, or bishop

Conference _____ District _____

This Declaration of Candidacy for Ordained Ministry should be sent to the district office for the candidate's file.

2019 Pastor's Compensation Form



Pastor: _____

Church: _____

For Period of: January 1, 2019 through December 31, 2019

2018

2019

Housing	Parsonage Provided – Write Yes or No			
	Date of (S)PPRC chairperson parsonage inspection			
	Housing Allowance - May only be used in lieu of parsonage			
Payment	Church Contribution to Pastor Compensation (Salary from Church)	1		
	Equitable Compensation or Mission Local Church Support - Compensation support received from the Annual Conference	2		
	Cash Allowances paid directly to pastor without documentation required (non-accountable plans not already included in line 1)	3		
	Utilities and Appurtenances – Amount paid to pastor for utilities and other housing related expenses under designation by the church. See IRS Publication 517 for more information.	4		
	TOTAL OR GROSS CASH PAYMENT - Add Lines 1-4	5		
Deductions	Flexible Spending Plan - This is a FSP that the pastor sets following IRS Cafeteria Plan Section 125 Rules. This may NOT be used for health insurance premiums. It is a before tax payroll deduction which is elected annually and is a Use it or Lose it amount.	6		
	UMPIP Contribution - This is a voluntary amount elected by the pastor to be paid into UMPIP. FOR CHURCH MATCH, PASTOR MUST CONTRIBUTE AT LEAST 1% OF COMPENSATION.	7		
	UMPIP Contribution - Is this tax-deferred? Write Yes or No	7b		
	403B Contribution to Other than UMPIP - This is a contribution to an IRA held with a bank or investment firm. There must a voluntary compensation reduction agreement on file with the church and you may elect it to be tax-deferred.	8		
	Total Payroll Deductions - Add lines 6-8	9		
Net	Net Compensation - Subtract Line 9 from Line 5	10		
Total	TOTAL CASH COMPENSATION - Transfer from Line 5	11		
Reimburse	Accountable Reimbursement - This is only paid out via voucher, with receipts required, and represents maximum available. Written Reimbursement Policy Must Be Agreed Upon and On File at Church	12		
Appointment	TOTAL COMPENSATION AND REIMBURSEMENTS - Add Lines 11 and 12	13		
Benefits	Does the church provide group insurance for the staff in which the pastor participates? Write Yes or No	14		
	How much vacation time will be given your pastor this year? (p. 409 2015 Arkansas Conference Journal)	15		

For all full-time pastors, the church will be responsible for a pension benefit of 14% of total comp plus housing and will be direct billed by Wespath. This is a benefit and not included in the total compensation paid to the pastor.

The Pastor Parish Relations Committee recommends compensation after consultation with the pastor and the District Superintendent. The recommendation is reported to the Finance Committee and the Administrative Board/Council for discussion and agreement. The Charge Conference sets compensation. The church is obligated to compensate the pastor as this level until the end of the conference year. (§1624.1)

Pastor

Treasurer

S/PPRC Chairperson

District Superintendent

Pastor's 2019 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.

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 or not 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.
- **Does the Church Provide Group Insurance for You** – Please write yes or no if the church provides group insurance for the staff for the 2019 calendar year in which YOU participate.

Committee Nominations

Name of Wesley Foundation: _____

You ***may*** use this page to list your Nominations or submit your own Nomination List

Board of Directors		
Name	Email Address	Phone #
Chair:		

Name:	Email Address	Phone #

Lay Member & Alt Lay Member to Annual Conference		
Name:	Email Address	Phone #

DIRECTOR'S WRITTEN REPORT

Name: _____

200,000 REASONS REPORT

Please describe how your congregation is participating in 200,000 Reasons by helping hungry children and their families. What plans do you have to expand your current ministry or to start new ones?

Report of the Trustees

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

Church: _____ Charge: _____

District: _____ Conference: _____

Period beginning (prior Charge Conf.) _____ and ending (current Charge Conf.) _____

1. Is the local church incorporated (§2529.1)? Yes No
2. Name or names in which title to each piece of property is recorded, as shown by civil land records (§2538, 2536):

	Name(s)	Office	Book	Page
Church Buildings				
Church Buildings				
Parsonages				
Other				
Other				

3. Who is the custodian of deeds/other legal papers? _____
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. Does each deed contain Trust Clause (§2503)? Yes No
5. Do you have a long-term plan for the maintenance and replacement of facilities and equipment? Yes No
6. Insurance (§2533.2, 2550.7). Please list the results of the annual review as required by The 2016 Book of Discipline.

Item Insured/ Insurance	Replacement Value	Amount of Coverage	Type of Coverage	Company	Policy Number	Restricted by Coinsurance (yes or no and amount)	Expires When
Church Buildings	\$	\$				<input type="checkbox"/> Y Amount: <input type="checkbox"/> N	
Parsonage(s)	\$	\$				<input type="checkbox"/> Y Amount: <input type="checkbox"/> N	
Church Furnishings & Equipment	\$	\$				<input type="checkbox"/> Y Amount: <input type="checkbox"/> N	
Parsonage Furnishings & Equipment	\$	\$				<input type="checkbox"/> Y Amount: <input type="checkbox"/> N	
Vehicle(s)	\$	\$				<input type="checkbox"/> Y Amount: <input type="checkbox"/> N	
General Liability		\$				<input type="checkbox"/> Y Amount: <input type="checkbox"/> N	
Worker's Compensation						<input type="checkbox"/> Y Amount: <input type="checkbox"/> N	
Directors/Officers/Err ors & Omissions/Crime		\$				<input type="checkbox"/> Y Amount: <input type="checkbox"/> N	
Professional Liability Coverage (Including Sexual Misconduct)		\$				<input type="checkbox"/> Y Amount: <input type="checkbox"/> N	

7. Have the buildings been inspected for fire and other safety hazards within the past year? Yes No
8. Each Wesley Foundation is required to have a Safe Sanctuary Policy. It must be reviewed and signed by the Pastor and Chair of Trustees on a yearly basis and kept on file in the Wesley Foundation office. A copy must be submitted to the district office yearly.
9. Has an annual accessibility audit for church properties been conducted, placed on file in the Wesley Foundation office (¶2533.6) and submitted to the District office? Yes No (Accessibility Audit Form may be found at: <http://www.gcfa.org/forms>)
10. Provide a detailed list of income-producing and permanent funds. Please attach a written statement describing how this income is used for ministry.

Item	Date Received	Amount	Where Invested	Income

15. How is this income used for ministry? **(Please attach a written explanation)**

_____ Board of Director's (printed) _____ Signature _____ Date



POLICY STATEMENT ON MISCONDUCT OF A SEXUAL NATURE

*This form is to be filled out for each Wesley Foundation and, properly signed and dated. This is to be done annually. Clearly indicate the name of the Wesley Foundation in the proper places. This policy **shall** be read by the Board of Directors, Director and staff, adopted by the local Wesley Foundation and signed by the director, all staff and volunteers in children, youth, and vulnerable adult areas.*

I. Statement of Policy

The _____ Wesley Foundation affirms the 2000 Book of Resolutions, Sexual Abuse within the Ministerial Relationship and Sexual Harassment within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church as incompatible with biblical teachings of hospitality, justice and healing. In accordance with the 2012 Book of Discipline (§161.F), "We affirm that all persons are individuals of sacred worth, created in the image of God." As the promise of Galatians 3-28 states: "...you are all one in Christ Jesus." We support equality among all persons without regard to ethnicity, situation, or gender.

Misconduct of a sexual nature within the life of the church interferes with its moral mission. For the purpose of this statement, sexual misconduct includes sexual abuse and sexual harassment. 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 contact 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 means any unwanted sexual advance or demand, written, electronic, verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating, or coercive.** Sexual misconduct involves a betrayal of sacred trust, a violation of the ministerial role or exploitation of those who may be vulnerable for any reason.

The _____ Wesley Foundation 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, this church will make reasonable efforts 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 sexual misconduct, you may choose to keep a written record of your experiences including dates, times, places, and witnesses and should keep any written material you may have received from the person you believed to have acted inappropriately. You may, if you wish, confront the person with the inappropriate behavior and demand that it cease. If you choose not to confront the person alone, you may ask someone to accompany you to confront the person and seek a correction of the behavior and reconciliation. **If you choose not to confront the person or if the behavior continues, you are encouraged to report the incident to the chair of the person's appropriate evaluating committee or the staff/parish relations committee, (e.g., a member, 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 the accusations, and each supporting person. If the situation is not resolved to your satisfaction following these efforts, then you may follow the Discipline's procedures for grievances, complaints, and charges.

B. If you are confronted by someone who believes that he or she has experienced or observed inappropriate behavior on your part, listen to the accusation and change the behavior as may be needed or otherwise resolve the situation and reconcile the relationship where possible. **If you are unable to resolve the situation with your accuser, contact the chair of your appropriate evaluating committee or the staff/parish relations committee.** Ask to meet with your accuser and committee chair to attempt to resolve the conflict. The accused and the person bringing the accusation both 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 accusations, and each supporting person. If the situation is not resolved to your satisfaction following these efforts, the Discipline's procedures for grievances, complaints, and charges may be followed.

C. If you receive a report from someone else regarding a third person's alleged 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 or member is reportedly being harassed, you should immediately take corrective and/or preventative action.

D. Remember that all mandated reporters must immediately report any reasonably suspected child maltreatment to the Arkansas Child Maltreatment hotline in accordance with state law. Where child maltreatment is reasonably suspected, please consult the church's Safe Sanctuary policy for additional information.

POLICY STATEMENT ON MISCONDUCT OF A SEXUAL NATURE

Date adopted by the Church Council/Administrative Board ____/____/2018

Signatures of Administrative Board/Church Council Chairperson and all paid staff.

Signature	Signature	Signature

2018 Report of the Finance Committee

Wesley Foundation Financial Integrity Policy is to be reviewed, signed by the director and finance chair, and kept on file in the Wesley Foundation office. If changes are made to the policy, a copy will need to be sent to the district office.

Wesley Foundation: _____ Charge _____
 District _____ Conference _____
 Period beginning (prior Charge Conf.) _____ and ending (current Charge Conf.) _____
 Employer Identification Number (EIN) _____

I. Organization

a) Has the committee been organized according to the 2016 Book of Discipline (§258.4)? Yes No

b) Names of Officers for 2019

Chairperson _____ Vice Chairperson _____
 Treasurer(s) _____ Financial Secretary _____

II. Budget and Commitment Plan

a) How frequently does the Financial Secretary/Treasurer send members and contributors regular reports of their giving?

Monthly Quarterly Semi-annually Annually We do not send reports

b) What are the plans for raising sufficient funds to meet the budget adopted by the Wesley Foundation Board (§258.4)?

c) Does the Financial Secretary/Treasurer report regularly to the Wesley Foundation Board on the giving trends in the church/charge? Yes No If not, why not?

III. The Handling of Wesley Foundation Funds

a) Does the Treasurer regularly make reports to the Committee on Finance and the Wesley Foundation Board on the financial position of the church (§258.4b)? Yes No

If not, why not?

b) What bank(s) have been designated by the Church Council as a depository (§258.4d)?

c) Wesley Foundations must have a Financial Control Policy on file as an Accountable Reimbursement Policy (if applicable). Policies must be reviewed and signed by your director and finance chairperson and submitted to the District office on a yearly basis.

d) Are the gifts and offerings counted by a counting committee of at least 2 (two) unrelated individuals? (§258.4a)?

Yes No List names:

- e) Are all funds deposited promptly in accordance with procedures developed by the Committee on Finances (§258.4a,d)? Yes No
- f) Are financial officers of the Wesley Foundation bonded (§258.4b)? Yes No
If not, why not?
- g) Have the financial records of the Wesley Foundation and all its organizations been audited (or financially reviewed) for the prior fiscal year (§258.4c)? Yes No
- a. If not, why not?
 - b. When will you conduct an audit or financial review?
 - c. Were there any recommendations or exceptions? Yes No
 - d. If there were recommendations or exceptions, how has the church addressed them?

_____ Finance Chair (printed)

_____ Signature

_____ Date