

Fall 2017 Charge Conference Statement from the Cabinet



The trajectory of the United Methodists of Arkansas is: “To create vital congregations who make disciples of Jesus Christ, who make disciples equipped to transform lives, communities and the world.”

A year ago, Bishop Gary Mueller emphasized a conference-wide call to spiritual revival, *“Spiritual revival is at the heart of who we are as Jesus’ disciples. It energizes, directs, and enables us to be fully alive in Christ. We can long for it to be a reality in our lives, but can never cause it to occur— because it is the work of the Holy Spirit. Our job is to get serious about it through reading Scripture, praying and opening ourselves so the Holy Spirit can go to work in us.”*

A conference-wide emphasis on Spiritual Revival earlier this year was a rich experience for individuals and congregations. But it’s not over. In fact, it’s never over. That’s because Spiritual Revival is not a moment, it’s a movement. It’s not merely a conference emphasis but an ongoing process of being reawakened and refreshed, renewed and reenergized so we can mature in our discipleship. That’s why we are continuing to focus on Spiritual Revival as the basis of mission and ministry in the congregations of the Arkansas Annual Conference.

Spiritual Revival is so essential it even shapes the church’s business, especially the annual Charge Conference. It infuses what could be merely a dry meeting made up of reports, budgets and action items and morphs it into a wonderful opportunity to invite the Holy Spirit to help us do what we long to do, but can never do on our own.

Your Charge Conference provides a ‘God Time’ for deep reflection about the movement of the Holy Spirit in your congregation this past year. Perhaps even more importantly, it is a place to set aside time to boldly dream what Jesus wants you to do next to make disciples, who make disciples and equip these disciples so they go to work to transforming lives, communities and the world.

May your Charge Conferences surprise you as a time of reawakening, refreshment and revival as you meet, worship and open your hearts and minds to the outpouring of the Holy Spirit!

Come, Holy Spirit, come!

2017 Charge Conference AGENDA

LOVING

Gathering (Moment of Silence, Opening Prayer, Hymn)

Communion – (led by Circuit Elder, DS)

Scripture – Luke 24:28-35 (key verse 32)

Sharing – Where have we observed Jesus in our ministries? “Where have we felt our hearts burning within us?” (Celebrating stories of successful missions, transformed lives)

LEARNING

Mission Insite demographics

Who are our neighbors?
Unique mission field implications
Mission and Ministry Discussion

LEADING

The business of the Charge Conference

Trustees
Lay Leadership
SPRC/Pastor’s Compensation
Lay Servants and Candidates for Ministry
Other necessary items

Adjournment

Hymn, Prayer, Lord’s Prayer

2017 CHARGE CONFERENCE MINUTES

On this date _____, 2017, at (place) _____

The following churches/charge held annual Charge Conference:

The meeting was chaired by _____

Items that require a vote to approve:

Within Membership Report

Membership report

Pastor's Compensation Record

2018 Pastor's Compensation Package

Lay Servants (attach list if necessary)

Certified (Advanced) Lay Servant Name(s): _____
 Initial Year Approval Renewal

Certified Lay Speaker Name(s): _____
 Initial Year Approval Renewal

Candidate Recommendations

Name: _____

Committee on Nominations

Approval of officers (names must be listed in
charge conference report)

Written and optional reports presented were:

Additional Notes:

Signed,

Recording Secretary

2017 CHARGE CONFERENCE FORMS
for churches with 10 and under in worship attendance

Mail, email, or deliver ONE (1) copy of the completed and signed set of the Charge Conference Packet to your District Superintendent two weeks prior to your Charge Conference date. Keep one copy for your church file.

CHURCH: _____
CHARGE CONF DATE: _____

PASTOR: _____
CE/DS: _____

Make certain a Recording Secretary is present. You can use the attached Minutes page to record your minutes.

Pastor's Membership Report

Total Full Members at 2016 Charge Conference

Members added by profession of faith or restored	_____	_____
From other UM Churches	_____	
From non-UM Churches	_____	
Total full members received: (attach list with names)	_____	_____

Member removed from professing members since last report

By withdrawal	_____	
By transfer to other UM Churches	_____	
By transfer to other non-UM Churches	_____	
By death	_____	
Total full members removed: (attach list with names)	_____	_____

Total full members at 2017 Charge Conference

Pastor's Compensation Form

Pastor and SPR complete and return Pastor Compensation Form with proper signatures

Report of the Lay Servant

Complete attached copy to begin/renew as Lay Servant

Candidacy Recommendation

Contact district office for candidacy recommendation form if needed.

Local Church Leadership Form

Please list the names of the following leaders in your church:

Administrative Council	Staff-Parish Relations (SPR)	Treasurer
Chair:	Chair:	Chair:
Address:	Address:	Address:
Phone:	Phone:	Phone:
Email:	Email:	Email:

Lay Member to Annual Conf	Alternate Lay Member to AC	Lay Leader
Chair:	Chair:	Chair:
Address:	Address:	Address:
Phone:	Phone:	Phone:
Email:	Email:	Email:

Pastor's Written Report

Report of the Trustees

Where are the deeds filed?

	Name(s)	Office	Book	Page
Church Buildings				
Parsonages				
Other				

Who is custodian of deeds/legal papers? _____ Where are they kept? _____
 Name of insurance company and policy number for church property and/or parsonage. **Attach copy of the declaration page or proof of insurance.**

Policy # _____ Insurance Company _____

Provide a detailed list of income-producing and permanent funds:

Item	Date Received	Amount	Where Invested	Income

An annual accessibility audit for church properties shall be conducted and placed on file in the church office (§2533.6.) Accessibility Audit Form may be found at: <http://www.gcfa.org/forms>

Sexual Misconduct Policy

Please review, sign, and return Sexual Misconduct Policy to be adopted.

Report of the Finance Committee

Is your church participating in the Tithe Initiative? Conference: Yes No District: Yes No

If not, why not? _____

What bank (s) has been designated by the Church Council as a depository? _____

Is there a financial policy? _____ Where is it kept? _____

2018 Pastor's Compensation Form



Pastor: _____

Church: _____

For Period of: _____

2017

2018

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		

Increase% _____ Decrease% _____

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. (§624.1)

Pastor

Treasurer

S/PPRC Chairperson

District Superintendent

Pastor's 2018 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 Insurance for You** – Please circle yes or no if the church provides health insurance for you for the 2018 calendar year.



Report of the Lay Servant to the Charge Conference

Initial Application or Request for Renewal

Report for the year ending: 20_____

PLEASE PRINT OR TYPE

STATUS OF THE LAY SERVANT

Name (Mrs. Ms. Mr.) _____

Home Street Address _____

City _____ State _____ Zip _____

Telephone: Home: _____ Cell: _____ Email: _____

Name of District: _____

Name of Church: _____

Church Street Address: _____

City: _____ County: _____ State: _____ Zip: _____

Church/Pastor Telephone: _____ Adult Youth (13-16)

Begin Renew as a: Certified Lay Servant Lay Speaker

What year did you complete your Basic Course, if within the last 3 years? _____ Where _____

What year did you complete your last Advanced Course, if within the last 3 years? _____ Where _____

Title of your last Advanced Course? _____

Which following Lay Servant Leading/Caring/Communicating Courses have you completed in the last 3 years? _____

Worship Prayer Discover your Spiritual Gifts Preaching United Methodist Heritage

United Methodist Polity District/ Online Event(s) taken in: _____

THIS SECTION IS FOR THE ROLE OF LAY SPEAKER ONLY (must be Certified Lay Servant first)

Has Application been submitted to District LSM Director? Yes No

Waiting on approval Approved: Yes No

Upon application approval, satisfactory completion of the required information and course work, and every 3 years thereafter, the Lay Speaker (candidate) will be reviewed by the District Committee on Lay Servant Ministries and be recommended to the Conference Committee on Lay Servant Ministries for continuation.

THIS SECTION MUST HAVE ALL INFORMATION/SIGNATURES COMPLETE

REQUEST OF THE LAY SERVANT: Recommendation of my Pastor and my Charge Conference:

Begin renew as a: Certified Lay Servant Lay Speaker / for year: _____

Lay Servant signature _____ Date _____

RECOMMENDATION OF THE PASTOR: I approve the request to begin renew as a:

Certified Lay Servant Lay Speaker For the year _____

Pastor signature _____ Date _____

RECOMMENDATION OF THE CHARGE CONFERENCE: Church/Charge District _____

_____ recommends the above person to begin renew as a:

Certified Lay Servant Lay Speaker For the year _____

District Superintendent/Circuit Elder signature _____ Date _____

MINISTRIES BY THE LAY SERVANT

During the past year I have participated in the following ministries:

CARING MINISTRIES. Served as 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): _____

LEADING MINISTRIES.
 Served as a member of a committee, board, commission, council, taskforce, commission, etc.
 Volunteer at a community agency At my local church Beyond my local church In my District
 Conference Jurisdiction General Church level Other Leading activities (please list):

COMMUNICATING MINISTRIES. Brought message in _____ worship services Served as worship leader
in _____ worship services Delivered _____ devotional messages Taught _____ Sunday School classes
 Taught Lay Servant Ministry classes Shared my faith story Other Communicating activities (please list):

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?

FEEDBACK BY THE LAY SERVANT

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 so, please list those areas below:

What additional training or support do you need or would suggest to further your ministry as a Lay Servant?

Are you currently satisfied with your service opportunities as a Lay Servant? Yes No

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

RECOMMENDATION OF THE LAY SERVANT MINISTRIES DISTRICT COMMITTEE

The _____ District Lay Servant Ministries Committee recommends
Begin/renew as a: Certified Lay Servant Lay Speaker for the year 20 _____
District Director Signature _____ Date _____

**NOTICE: After this form is completed and signed by those listed above, the Recording Secretary of the Charge Conference or
Pastor is requested to reproduce TWO copies: 1) Lay Servant, 2) Local Church Records. The District Superintendent receives the
original and will send a copy to the District LSM Director. These forms are needed by the Lay Servant for their permanent
records.**

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 areas.*

I. Statement of Policy

The United Methodist Church 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.

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, 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 ____/____/2017

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

Signature	Signature	Signature

Discussion of Mission and Ministry 2017 Charge Conference



How is your congregation participating in 200,000 reasons?

What are you going to do next?

ALL CHURCHES:

Questions for discussion concerning "Experience Spiritual Revival"

- 1) Describe tangible signs of Spiritual Revival in your congregation.
- 2) What did your congregation do in the last year to intentionally seek Spiritual Revival?
- 3) What do you plan to do next?

FOR CHURCHES WITH AVERAGE WORSHIP LESS THAN 100:

Questions for "Grow by One" discussion.

- 1) Have you had at least one in professions of faith, one more in worship than last year, one new small group and one new outreach into the community? (the four metrics)
- 2) In which of the four areas has your church experienced the most fruit?
- 3) What have you learned?
- 4) What plans are in place to continue to grow in these areas?

FOR CHURCHES WITH WORSHIP GREATER THAN 100:

Questions for "Looking Like your Neighborhood" discussion.

- 1) What are some points of focus in the congregation's ministry action plan for the coming year?
- 2) What have you learned in your planning process?
- 3) What are the areas of ministry your congregation must address to look more like your neighborhood?

ALL CHURCHES:

Tell the story about how a specific person's life has been transformed because of the ministry of this church.