

# 2017 Charge Conference 11-50 Average Worship Instruction Form



## My Charge Conference:

- Spend time planning your Charge Conference. Plan the conference so that it will be a celebration, not just another meeting. Follow the suggested agenda as closely as possible. 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. *The checklist on page 4 may be used to record the minutes of the Conference.*
- 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."

## My Charge Conference Packet:

- Your packet will be mailed or emailed to you by your local district office. You may also go to the Conference web site at [www.arumc.org](http://www.arumc.org) and link to the Charge Conference Forms to download them to your computer. ***You must download them to your computer to be able to save the data you input to each form.*** Any data you input in the form (if it is online only) will not be saved! Navigation Tip: Use the "TAB" key to navigate the form. If you hit "Enter/Return" by accident, just backspace or "UNDO".
- Please do not put your materials in a binder, as this must be taken apart to be 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 completed and signed set of the Charge Conference packet for each church to your District Superintendent **two weeks** prior to your Charge Conference date. Keep one (1) set for the church files.
- *You are no longer required to submit a Safe Sanctuary, Financial Policy, Accountable Reimbursement, or Accessibility Audit/Plan to the district office **UNLESS a change has been made to the policy.** All policies are to be reviewed annually by the chairperson and pastor, signed, and placed on file in the church office. **Copies only need to be submitted to the district office if a change in the policy has been made.***

## 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**

##### **Communion**

**Scripture** – Luke 24:28-35

**Glory Sightings** – Share stories of how your church ministry has transformed lives

#### **LEARNING**

##### **Video Message from the Bishop**

##### **Vital Discipleship Discussion**

- What would be different if your congregation was filled with disciples of Jesus Christ instead of just members?
- How might your church ministry change if it were led by vital disciples?
- What challenges do you have to overcome in order to form more vital disciples in your church?
- Where will you start? What are the first steps you are going to take?

#### **LEADING**

##### **The Business of the Charge Conference**

- Reports Needing Action:
  - Membership report
  - Lay Leadership Report
  - SPRC/Pastor's Compensation
  - Lay Servants and Candidates for Ministry
- Tithe Initiative Discussion
- Reports to Receive – no vote needed
- Other necessary items

##### **Sending Forth**

- Prayer for the Pastor
- Prayer for the church
- 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**

- Initial reading of names of members recommended for later removal by charge conference action
- Second Year (final) reading of names of members recommended for removal by charge conference action

#### **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

#### **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)

- Pastor's Written Report
- Trustee Report
- Policy on Misconduct of Sexual Nature
- Finance Report
- Local Church Leadership List

### **Reports on File**

#### **RESUBMIT IF AMENDED FROM LAST YEAR**

(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)

United Methodist Women  
United Methodist Men  
United Methodist Youth

### **Mission Field Discussion**

- Discussion of Mission and Ministry questions

**Additional Notes: If needed please attach your notes.**

**Signed,**

\_\_\_\_\_  
**Recording Secretary**

**Pastor's Membership Report  
2017 Charge Conference**

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

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

**I. Total Full Members at 2016 Charge Conference**

A. List those who have been received into Full baptized membership since the last report. ***(Attach as a list.) Do not include these in the total.***

B. List those who have been received into Full professing membership since the last report. ***(Attach as a list.)***

- 1. On profession of faith or restored. \_\_\_\_\_
- 2. From other United Methodist churches. \_\_\_\_\_
- 3. From other non-United Methodist churches. \_\_\_\_\_

**Total Full Members Received:** \_\_\_\_\_

C. List those who have been removed from the professing membership since the last report. ***(Attach as a list.)***

- 4. By action of the Charge Conference. \_\_\_\_\_
- 5. By trial court, or by withdrawal. \_\_\_\_\_
- 6. By transfer to other United Methodist churches. \_\_\_\_\_
- 7. By transfer to other non-United Methodist churches. \_\_\_\_\_
- 8. By death. \_\_\_\_\_

**Total Full Members Removed:** \_\_\_\_\_

**II. Total Full Members at 2017 Charge Conference:**

***This number should reflect changes made in IV below***

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

**IV. Names of Persons Being Recommended for Removal at this Charge Conference:**  
(2<sup>nd</sup> year reading)

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

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



## 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](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 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](http://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.**

**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.

## Committee Nominations

**Name of Church:** \_\_\_\_\_

You **may** use this page to list your Nominations or submit your own Nomination List  
(If your church is using the Leadership Team Model, please submit your Leadership Structure List)

*The Local Church elects church officers (leadership team) which are then voted on at Charge Conference as required by the Book of Discipline. Include all your committees with all committee members. Each church should submit a Committee Nominations Report with your Charge Conference Report. Reminder: A CHARGE can have as many Lay Members to Annual Conference as it has clergy appointed to the **charge** (including Deacons).*

*NOTE: This does not replace your Local Church Leadership Form. We must have your Local Church Leadership with contact information included.*

<b>Administrative (Church) Council</b>	<b>Finance</b>	<b>Trustees</b>
Chair:	Chair:	Chair:

<b>Staff-Parish Relations</b>	<b>Nominations Committee</b>	<b>Lay Member &amp; Alt Lay Member to Annual Conference</b>
Chair:	Chair:	Lay: Alt:

<b>Other:</b>	<b>Other:</b>	<b>Other:</b>

## Report of the Trustees

**Churches with 11 – 50 in average attendance**

*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
<b>Church Buildings</b>				
<b>Church Buildings</b>				
<b>Parsonages</b>				
<b>Other</b>				
<b>Other</b>				

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)

Type	Amount	Insurance Carrier	Policy Number

7. Each church 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 church office. If changes are made to the policy, **a copy must be submitted to the district office.**

8. An annual accessibility audit for church properties shall be conducted and place on file in the church office (§2533.6).

(Accessibility Audit Form may be found at: <http://www.gcfa.org/forms>)

9. If needed, have you developed an accessibility plan and placed on file in the church office?  Yes  No

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

Item	Date Received	Amount	Where Invested	Income

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

\_\_\_\_\_ Trustee Chair (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date

**Safe Sanctuary Policy**

We \_\_\_\_\_ *(Trustee Chair signature)* and \_\_\_\_\_ *(Pastor signature)* have also verified that the current Safe Sanctuary Policy has been reviewed and is on file in the church office.  
*Note: If changes have been made to current policy, a copy must be submitted to district office with this report.*

Signed on this date: \_\_\_\_\_

## 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

## 2017 Report of the Finance Committee

Churches with 11 - 50 in average attendance

Church \_\_\_\_\_ Charge \_\_\_\_\_

District \_\_\_\_\_ Conference \_\_\_\_\_

Period beginning (prior Charge Conf.) \_\_\_\_\_ and ending (current Charge Conf.) \_\_\_\_\_

Employer Identification Number (EIN) \_\_\_\_\_

### Handling and Reporting of Church Funds

- 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) Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge?  Yes  No If not, why not?
- c) Will your church pay 100% of their Tithes and District apportionments in 2017?  Yes  No If not, why not? \_\_\_\_\_
- d) What bank(s) have been designated by the Church Council as a depository (§258.4d)?  
\_\_\_\_\_  
\_\_\_\_\_
- e) Are all accounts in the name of the church?  Yes  No  
If not, why not?
- f) **Church must have a Financial Control Policy on file.** Policy must be reviewed annually and signed by your pastor and finance chairperson. If any changes are made, a copy will need to be submitted to district office with this report.
- g) Are the church offerings counted by a counting committee of at least 2 (two) unrelated individuals? (§258.4a)?  
 Yes  No List names: \_\_\_\_\_  
\_\_\_\_\_
- h) Are financial officers of the church bonded or properly insured (§258.4b)?  Yes  No If not, why not?

We \_\_\_\_\_ (Finance Chair signature) and \_\_\_\_\_ (Pastor signature) have read this report and also verify that the current Financial Control Policy has been reviewed and is on file in the church office. (If changes have been made to current policy, a copy must be submitted to district office with this report.)

We also agree that, if applicable, an Accountable Reimbursable Policy has been reviewed and is on file in the church office.

Note: If changes have been made to current policy, a copy must be submitted to district office with this report.

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

Finance Chair (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# 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.