

2023 Charge Conference Instruction Form



Charge Conference is a celebration of your congregation's ministry, an annual business meeting, and the connecting link between the local church and the general Church. The primary responsibilities of the charge conference are to review and evaluate the total mission and ministry of the church, receive reports, and adopt objectives and goals recommended by the church council that are in keeping with the objectives of the United Methodist Church.

All completed forms and attachments (fully approved by the congregation's board) are due to District Offices by close of business on **Monday, October 2, 2023 and early submission is greatly appreciated.**

Submit your packet to your assigned District Superintendent supervision region, regardless of the district in which the church is located. This will help with filing of packets and scheduling of Charge Conference.

Your District Superintendent, District Office, and/or Circuit Elder will be working with you to schedule your Charge Conference, which may be held as an individual church, together as part of a charge, or as a regional cluster of several churches. The DS, a Circuit Elder, or an assigned Elder will preside.

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 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.

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.

The Safe Gatherings 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.

Make a copy of the packet and distribute each report to the person who will complete it, with a clear deadline well ahead of the Board/Council meeting.

A checklist of Charge Conference documents and attachments is included to help you track the different reports.

Submitting your packet for the District Charge Conference:

Contents of the Charge Conference packet must be approved by the Church Council/Administrative Board/Governing Body **before submitting to the District Office**.

Schedule and advertise a Board/Council meeting prior to the date your packet is due in the district office. All reports should be presented to the Board/Council at this meeting. The Board/Council will vote to *receive the reports and to recommend the packet to the Charge Conference for final approval.*

During the Board/Council meeting, the recording secretary will complete the 2023 Board Recommendation for Charge Conference (page 2 in the packet).

Following the meeting, mail, email, or deliver **ONE (1) copy** of the Charge Conference packet for each church to your District Superintendent's office. Remember to print a copy for the church files. EMAIL submission is strongly recommended.

If mailed or delivered, 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.

Planning Your 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 wish to do this.
- Have a table and two chairs available for the District Superintendent (DS) or Circuit Elder (CE) and Recording Secretary. Make sure a Recording Secretary is present. The Minutes Form 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."

For Churches assigned to meet as part of a regional "Cluster Charge Conference"

- Charge Conferences this year will be held in a variety of ways. They may be held as an individual church, together as part of a charge, or as a regional cluster of several churches. The District Superintendent will assign each church to a particular method.
- Cluster Charge Conferences - Some churches in a region might be assigned by the district officer to hold their charge conference as part of a regional "cluster." This was a Arkansas Conference tradition a few years ago. The clusters may simply be based on regional affinity or on the administrative "circuits" that each District Superintendent uses as a part of district administration. District offices will be calendaring which type of charge conference and who will be presiding (DS, circuit elder or assigned elder) for each church.

Hosting a "Cluster Charge Conference"

- It is recommended that the host church organize a time of hospitality for the churches that gathered, with light refreshments and a time of connectional fellowship.
- The business of the gathered Charge Conferences will usually be handled via a consent calendar..
- As an extension of this year's Annual Conference theme, "**Come to the Table**," each church will have a few minutes to share about ministry in their local church. We ask that lay leadership share on behalf of the congregation, not the clergy.
- When nominations are presented, they will all be voted as a unified slate, unless there are nominations from the floor. Please have copies of the nominations for your members present. Pastors should read the Book of Discipline to make sure that their committees are within the guidelines.
- If there are any individual issues that a church needs to deal with privately, the DS should be notified of the issues, in advance, and what might be expected. If necessary, a church will be in extended charge conference at the close of the Cluster Charge Conference, or a called session of the Charge Conference may be held at a later date.

2023 Charge Conference Minutes

The following church/charge held an annual Charge Conference.

_____ United Methodist Church's Charge Conference was held on _____, 2023 at _____ (place).

The Charge Conference was chaired by _____.

Recording Secretary to initial each item indicating the governing board has reviewed and recommends the Charge Conference Packet.

Items that require a vote to approve:			Approved by Governing Board	CC Approved for Minutes
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) for all appointed or assigned pastors				
Lay Servants (attach list if needed)	Initial Year Approval	Renewal		
Name	<input type="checkbox"/>	<input type="checkbox"/>		
Name	<input type="checkbox"/>	<input type="checkbox"/>		
Name	<input type="checkbox"/>	<input type="checkbox"/>		
Certified Lay Speakers (attach list if needed) Name	<input type="checkbox"/>	<input type="checkbox"/>		
Candidates for Ministry - Form 104 Name	<input type="checkbox"/>	<input type="checkbox"/>		
Nominations Committee <input type="checkbox"/> Approval of the slate of officers (slate must be in packet) <input type="checkbox"/> Any revisions (including nominations from the floor of the conference) _____ <input type="checkbox"/> List of all committees				
Required Written Reports:				
<input type="checkbox"/> Pastor's Written Report (all appointed/assigned pastors) <input type="checkbox"/> Retired Clergy Report(s) (if applicable) <input type="checkbox"/> Signed Finance Report <input type="checkbox"/> Signed Trustee Report <input type="checkbox"/> Signed Policy on Misconduct of Sexual Nature		<input type="checkbox"/> 200,000 More Reasons' Report <input type="checkbox"/> Culture of Call <input type="checkbox"/> Updated Local Church Leadership List (provided by District)		
Required Policies to Submit:				
<input type="checkbox"/> Safe Gatherings Policy <input type="checkbox"/> Accountable Reimbursement Policy (if applicable) <input type="checkbox"/> Accessibility Audit and Plan (if applicable)		<input type="checkbox"/> Current Insurance Declarations Page <input type="checkbox"/> Financial Control Policy		

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

Recording Secretary (print) _____
Recording Secretary Signature _____
DISTRICT OFFICE USE
The Charge Conference approved the submitted packet on _____ at _____.
District Superintendent Signature _____

2023 Charge Conference Packet Checklist

This page is provided for your use in preparation for sending the packet to the District Office before your charge conference.

All completed forms (with attachments) are due to the district office by **Monday, October 2, 2023**.

- Prepare Charge Conference Minutes
- Pastor's Membership Report
- Signed Pastor's Compensation Page
- Signed Report of the Lay Servant
- Ministry Candidates (Form 104)
- Nominations** *(use either the Traditional Structure Form or the Simplified Structure form, or you may supply your own forms with contact info for each leader)*
- Lay Member to Annual Conference Form
- Church Governing Structure Form *(or you may supply your own nominations form with contact info for each leader)*
- Nominations Form completed with names and contact info
- Signed Report of the Trustees
- Policy Statement on Sexual Misconduct with signatures of officers, volunteers, and staff
- Signed Finance Report
- Pastor's Written Report
- 200,000 More Reasons Report
- Signed Retired Clergy Report *(only those not appointed)*
- Culture of Call

Required Policies and Documents to be submitted with this packet:

- Local Church Current Insurance Declarations Page for each policy
- UPDATED** Local Church Leadership List *(This document shows your current leadership specific to your church generated by our database and emailed from your district office. Please mark through any leaders rotating off and write in or type the new leader below their name. Please use any color other than black. PLEASE NOTE: This is the document the district office uses to enter your church's leadership into our database. **Your nomination list and Local Church Leadership should match.**)*
- Local Church Financial Policy *(to accompany signature page from this packet)*
- Local Church Safe Gatherings Policy *(to accompany signature page from this packet)*
- Local Church Accountable Reimbursement Policy *(if applicable)*

2023 Pastor's Membership Report

This report is done yearly and is dated from the prior year's Charge Conference date to the current year's Charge Conference date.

Church _____

Period beginning November 17, 2022, and ending (current Charge Conference date) _____, 2023.

A. Membership at 2022 Charge Conference <i>(Revised, if applicable, following a membership audit conducted since the prior year's charge conference. Please note any changes to the reported prior year number on an attached membership audit page.)</i>		A
B. New Members <i>(Attach a list by each category)</i>		
Received into professing membership since the last charge conference		
1. New Profession of faith or restored	1	
2. Transferred from other United Methodist churches	2	
3. Transferred from other non-United Methodist churches	3	
<i>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.</i>	Total Members Received (Lines 1+2+3) =	B
C. Removed from Membership <i>(Attach as a list by each category)</i>		
4. By action of the Charge Conference. <i>(number of names in F)</i>	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 <i>(Please include name and date of death)</i>	8	
Total Professing Members Removed (Lines 4+5+6+7+8)=		C
D. Membership at 2023 Charge Conference (A + B - C)=		D
E. Names of Persons Filed with Charge Conference for Next Year's Removal <i>First-year reading (Attach additional page if needed)</i>		
F. Names of Persons Recommended for Removal at this Charge Conference <i>Second-year reading - record the number in C4 above) Note that the Discipline requires these to be considered <u>individually!</u> (Attach list)</i>		
G. Have Membership Books Been Audited? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If not, why not?</i>		

2024-2025 Pastor's Compensation Form

Pastor _____ Church _____ Date _____

For Period of: July 1, 2024 through June 30, 2025 or _____ - _____

	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Current: July 2023 - June 2024	New: July 2024 - June 2025
Payment	Church Contribution to Pastor Compensation (Salary from Church)	1		
	Equitable Compensation or other Conference Support <i>Compensation support received from the Annual Conference</i>	2		
	Cash Allowances <i>paid directly to pastor without documentation required (non-accountable plans not already included in line 1)</i>	3		
	Utilities and Appurtenances <i>Amount paid to pastor for utilities and other housing-related expenses under designation by the church. See IRS Publication 517 for more information.</i>	4		
	TOTAL OR GROSS CASH PAYMENT Add Lines 1-4	5		
Deductions	Flexible Spending Plan <i>This is an 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.</i>	6		
	UMPIP Contribution - <i>This is a voluntary amount elected by the pastor to be paid into UMPIP. FOR CHURCH MATCH, FULL-TIME PASTORS MUST CONTRIBUTE AT LEAST 1% OF COMPENSATION (LINE 5 + HOUSING).</i>	7		
	UMPIP Contribution - <i>Is this tax-deferred?</i>	7b	Yes No	Yes No
	403B Contribution to Other than UMPIP <i>This is a contribution to an IRA held with a bank or investment firm. There must be a voluntary compensation reduction agreement on file with the church, and you may elect it to be tax-deferred.</i>	8		
	Total Payroll Deductions Add lines 6-8	9		
Net	Net Compensation Paid to Pastor Subtract Line 9 from Line 5	10		
Total	TOTAL CASH COMPENSATION Transfer from Line 5	11		
Housing	Parsonage Provided	A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Date of (S)PPRC chairperson parsonage inspection	B	DATE:	
	Housing Allowance <i>May only be used in lieu of parsonage</i>	C		
Budget for Reimburse	Accountable Reimbursement Plan (optional) <i>This budget is not considered a part of compensation. It is only paid out via voucher, with receipts required, and represents the maximum available. Pension for full-time is not paid on this amount.</i> Written Reimbursement Policy Must Be Agreed Upon and On File at Church	D		
Other Benefits	Does the church provide group health insurance for the staff in which the pastor participates?	E	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	How many weeks of vacation time will the pastor receive this year? <i>(p.319, 2022 Arkansas Conference Journal)</i>	F	weeks	weeks

***For all full-time pastors, the church will be responsible for a pension benefit of 14% of total comp (line 11) plus housing and will be billed directly by the conference office. 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 at this level until the end of the conference year. (§624.1)

Pastor Signature _____ Treasurer Signature _____

S(P)PRC Chair Signature _____ District Superintendent Signature _____

For District Office Use Only
Date entered in database _____
Pension billing share for multiple point charges _____

2024-2025 Pastor's Compensation Form Instructions

The compensation form matches the conference appointive and fiscal year of July 1 - June 30. The new annual pastor's compensation will be applied to begin July 1. If a congregation seeks to increase compensation for January - June, it should complete an additional compensation form using annualized amounts, indicate the appropriate effective dates, and include the additional form in the Charge Conference Packet for approval. Contact your DS for questions about clergy compensation.

Payment

- **Church Contribution to Pastor Compensation (Line 1)** – 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) or housing allowance.
- **Equitable Compensation or other Conference Support (Line 2)** – List all funds received from the Conference for the support of the salary for the pastor.
- **Cash Allowances (Line 3)** – List any amount paid to the pastor for non-accountable cash allowances. This may include, but is not limited to car or travel allowance, discretionary funds, and/or expense accounts.
- **Utilities and Appurtenances (Line 4)** – 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 <https://www.gcfa.org/services/legal-services/gcfa-tax-packet/>.

Deductions

- **Flexible Spending Plan (Line 6)** – 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 (Line 7)** – 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 14% matching contribution.
- **UMPIP Contribution Tax Deferred (Line 7b)** – 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 (Line 8)** – 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.

Housing

- **Parsonage Provided (Line A)** – If your church provides a parsonage, answer "Yes" otherwise, answer "No."
- **Date of Parsonage Inspection (Line B)** – 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 (Line C)** – 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 of these funds. This amount may be reported on box 14 of the pastor's W2. **This amount is paid in addition to the amount on Line 11.**

Reimbursements

- **Accountable Reimbursement (Line D)** – A budgeted fund established to reimburse the pastor for expenses. Pension is not paid on this amount, and it is not considered a part of compensation. This optional arrangement 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 <https://www.gcfa.org/services/legal-services/gcfa-tax-packet/>.

Other Benefits

- **Does the Church Provide Group Insurance for You (Line E)** – Please write yes or no if the church provides group insurance for the staff for the calendar year in which YOU participate.
- The Conference Clergy Vacation Policy is on p. 319 of the 2022 Arkansas Conference Journal.

Minimum Compensation for Full-Time Clergy (p.212, 2022 Arkansas Conference Journal)

Minimum compensation for full-time clergy (Local Pastors, Elders, and Deacons) 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 or Associate Member \$47,280	Local Pastor \$46,230
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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 or Associate Member \$35,280	Local Pastor \$34,230
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**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.

Candidate Name (please print)	Charge	Date
<p><u>For Continuing Candidates:</u> 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:</p>		
<p><input type="checkbox"/> Order of Deacons <input type="checkbox"/> Order of Elders <input type="checkbox"/> License as Local Pastor (currently appointed Local Pastors do not need to complete this form)</p>		
<p><u>For New Candidates:</u> 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:</p>		
<p><input type="checkbox"/> Order of Deacons Track <input type="checkbox"/> Order of Elders Track <input type="checkbox"/> License as Local Pastor Track</p>		
CHARGE CONFERENCE RECOMMENDATION (or equivalent body)		
<p>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)</p>		
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, and 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?	
<p>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.</p>		
<i>Signature of authorized elder, district superintendent, or bishop</i>		<i>Date</i>
Conference: ARKANSAS Conference		<i>District</i>
<p><i>This Declaration of Candidacy for Ordained Ministry should be sent to the district office for the candidate's file. BOM Handbook, Chapter 3, BOM Registrars AR Form 104/2020M</i></p>		

Nominations

Effective January 1, 2024

2024 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 the 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(s) and Alternate Lay Member(s) to Annual Conference

for _____ (charge/church) is/are as follows:

Annual Conference Lay Member and Alternate (one Lay Member per appointed clergy/assigned lay pastor)

	NAME	EMAIL	PHONE	ADDRESS
Lay Member				
Alternate				

Additional Lay Members and Alternates for additional appointed clergy (add 2nd page if needed)

Lay Member				
Lay Member				
Alternate				
Alternate				

2024 Church Governing Structure

Church

Choose 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 the next page and skip the Simplified Structure Page 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 the Church Council, Trustees, Finance, and Staff/Pastor-Parish Relations Committee. Some congregations operate on a variation of this model approved by the DS.

Skip the Traditional Structure page and continue to the Simplified Structure Page to 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. The DS must also approve variants of the standard Simplified Structure system.

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

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

You may also submit your own Nominations list, but it must include the information below at a minimum.

2024 Nominations - Traditional Structure

Church

Church Council / Administrative Board			
COUNCIL CHAIR NAME	EMAIL	PHONE	ADDRESS

Membership includes the administrative committee chairs listed below plus these AT-LARGE committee members - contact information not needed

Class of 2024		Class of 2025		Class of 2026	

Finance Committee			
FINANCE CHAIR NAME	EMAIL	PHONE	ADDRESS

List names of committee members below - contact information not needed

Class of 2024		Class of 2025		Class of 2026	

Board of Trustees <i>(formally elected at the first meeting in January)</i>			
TRUSTEE CHAIR NAME	EMAIL	PHONE	ADDRESS

List names of committee members below - contact information not needed

Class of 2024		Class of 2025		Class of 2026	

Staff-Parish Relations Committee			
SPRC CHAIR NAME	EMAIL	PHONE	ADDRESS

List names of committee members below - contact information not needed. SPRC also includes the Lay Leader and a Lay Member to Annual Conference

Class of 2024		Class of 2025		Class of 2026	

Nominations Committee <i>(Pastor is Chair; lay leader is voting member)</i>			

List names of committee members below - contact information not needed

Class of 2024		Class of 2025		Class of 2026	

Treasurer			
NAME	EMAIL	PHONE	ADDRESS

Lay Leader <i>(Voting member of Council, Finance, SPRC, Nominations)</i>			
NAME	EMAIL	PHONE	ADDRESS

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

DS approval is required to use a Simplified Structure Governance under ¶247.2

2024 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. Elect 6-9 persons and indicate which member is serving as Chair and other officers. The board must include at least 3 laymen or 3 laywomen. The Lay Leader and Lay Member of Annual Conference may also serve as part of the 9 elected members or be counted as additional, bringing the board's total to 11. It is recommended for alignment purposes that the CHAIR serve as the SPPR Contact and Trustees Chair. By Discipline, the Trustee Chair and other Trustee officers are elected by the Board at their first meeting in January.

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		NAME	PHONE NUMBER	EMAIL	Indicate Board Chairperson and Vice-Chair
Class of 2024	1				
	2				
	3				
Class of 2025	4				
	5				
	6				
Class of 2026	7				
	8				
	9				

Ex Officio Members MAY be elected or assigned (without vote) - These Ex Officio positions are not required to be on the board

United Women in Faith (UMW) Rep.	
UM Men Rep.	
UM Youth Rep. <small>(Shall not be a Trustee if under 18 years old)</small>	

CHURCH OFFICERS

(One individual can serve multiple officer roles, and all officers are usually members of one of the three rotating classes above)

BOARD CHAIR NAME	EMAIL	PHONE	ADDRESS
LAY LEADER NAME	EMAIL	PHONE	ADDRESS
TREASURER NAME	EMAIL	PHONE	ADDRESS
SPPR CONTACT NAME	EMAIL	PHONE	ADDRESS
TRUSTEE CHAIR NAME	EMAIL	PHONE	ADDRESS
<i>Elected after Jan 1</i>			

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		
Class of 2024	Class of 2025	Class of 2026

2023 Pastor's Written Report

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

Pastor Name

Charge/Church

Date

2023 Report of the Trustees

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

Church _____ **Charge** _____ **District** _____

Period beginning November 17, 2022 and ending (*current Charge Conference date*) _____, 2023.

1. Is the local church incorporated (§2529.1)? Yes No
2. Name(s) in which title to each piece of property is recorded, as shown by civil land records (§2538, 2536). Does each deed contain a Trust Clause (§2503)? (*Attach list if needed*)

	Property 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			

3. Who is the custodian of deeds/other legal papers?
 4. 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.*)
 5. Do you have a long-term plan for the maintenance and replacement of facilities and equipment? Yes No
 6. 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?
7. Has an accessibility audit for church properties been conducted and placed on file in the church office (§2533.6) and submitted to the District Office? Yes No

If not, what are your plans for creating accessibility? *Accessibility Audit Form may be found at: <http://www.gcfa.org/forms>*

2023 Report of the Trustees

Page 2 of 4

8. Insurance (¶2533.2, 2550.7). Name of insurance company(s), type of coverage, and expiration date(s) for church property and/or parsonage, and **attach a copy of all insurance declaration pages**.

Insurance Company	Coverage Type	Expiration Date

9. Provide a detailed list of endowments, income-producing and permanent funds. *(Attach list if needed)*

Item	Date Received	Amount	Where Invested	Income

Trustee Chair Signature

Printed Name

Date

2023 Report of the Trustees

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Safe Gatherings Policy

The Arkansas Annual Conference has contracted with Safe Gatherings, Inc (<https://safegatherings.com>) to be responsible for all background checks, reference checks, training, and maintaining documentation for the Conference, as well as for local churches. All clergy and lay persons working with Protected Persons at District or Conference events must be Conference Safe Gatherings Certified.

In order for children, youth, and vulnerable adults to participate in District and Conference events, their local congregations are required to upload a copy of their local church’s Safe Gatherings policy, which must be approved by the local church Board of Trustees, and must include, at a minimum, provisions comparable to those in this policy, to the Safe Gatherings dashboard provided no later than October 31, 2022, and annually thereafter.

Each local congregation is encouraged in the strongest terms to implement a Safe Gatherings policy. It is recommended that all policies include at least:

- Additional Safe Gatherings requirements as deemed appropriate by the local congregation
- Appropriate supervision of children, youth, and adults
- Guidelines for reporting reasonably suspected maltreatment
- Media response plan
- Selection of a Safe Gatherings Coordinator. It is strongly recommended that this individual not be a pastor. The congregation should provide the Conference Safe Gatherings Coordinator and District Office with the name and contact information of the local coordinator.
- Guidelines on youth volunteers within the local church setting
- Policy approval by the local church Board of Trustees with an annual review and renewal date

Does the congregation’s policy meet or exceed the Conference Safe Gatherings recommendations at <https://arumc.org/our-resources/safe-gatherings/>?

- YES
- NO

Submission of Safe Gatherings Policy to the Conference

Choose one:

- A copy is on file on the Conference Safe Gatherings Online Dashboard.
- Our congregation is not participating in the Safe Gatherings program, and therefore, we have included a copy of our policy with this Charge Conference Packet

The Safe Gatherings Policy has been reviewed (and revised, if necessary) and approved and submitted to the conference.

<i>Trustee Chair Signature</i>	<i>Printed Name</i>	<i>Date</i>
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<i>Pastor Signature</i>	<i>Printed Name</i>	<i>Date</i>
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2023 Report of the Trustees

Page 4 of 4

UMC Insurance Requirements

The Book of Discipline requires local church trustees to annually review and report on the adequacy of local church property and liability insurance coverage “to ensure that the church, its properties, and its personnel are properly protected against risks.”

Minimum Insurance Requirements are regularly updated by the General Council on Finance and Administration.

[Minimum Requirements as of December 2021](#)

Minimum Requirements (as applicable) includes:

- Commercial Property and Liability Package
- Directors and Officers/Employment Practices Liability
- Umbrella/Excess Liability
- Workers Compensation/Employers Liability Insurance
- Commercial Auto Liability

Attach Insurance Declaration(s)

Include a copy of your most current declaration page for each insurance policy. Do not include the entire policy, ONLY the declarations page is needed.

2023 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, updated June 2022)

I. Statement of Policy

The _____ United Methodist Church affirms the **2016 Book of Resolution #2044**, Sexual Abuse Within the Ministerial Relationship, and #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, physical, or digitally or electronically engaged, 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. The church shall act 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/pariah 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 concerning a child under age 18 indicating sexual abuse of that child is **required** to report the abuse to the proper authorities.

Information for clarity

Persons covered by this policy: Church employees, persons seeking employment, volunteers, teachers, all clergy assigned or appointed, and members of the congregation. Sexual misconduct is a chargeable offense for both members and church professionals. It is the abuse of power and authority. Includes but is not limited to sexual harassment, sexual abuse, the use or possession of pornography, and any form of criminal sexual conduct. Sexual harassment is "any unwanted sexual comment, advance, or demand, either verbal, physical or electronically communicated, that is reasonably perceived by the recipient as demeaning, intimidating or coercive. It is unwanted sexual or gender-directed behavior which alters the conditions of employment, volunteer work, or worship experiences by creating a hostile environment that can include unwanted sexual jokes, repeated advance, unwanted touching, displays, or comments which insult, degrade, or sexually exploit any person of any age. A complaint is a written, dated, and signed statement. This policy covers all persons employed by the Arkansas Annual Conference, including but not limited to the Bishop, members of the Cabinet, conference and district staff, and retired clergy (local pastors, deacons, elders). Local congregations are strongly encouraged to adopt the policy and to train the members of the congregation so that it will not be necessary to apply it.

2023 Report of the Finance Committee

Page 1 of 3

Church _____ **Charge** _____ **District** _____

Period beginning November 17, 2022 and ending (*current Charge Conference date*) _____, 2023.

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

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) Is the Finance Committee fulfilling its responsibility to make plans to raise sufficient funds to meet the budget adopted by the Church Council (§258.4)? Yes No

c) Does the Financial Secretary/Treasurer regularly report to the Church Council on the giving trends in the church/charge? Yes No

If not, then how are giving trends reported?

III. The Handling of Church Funds

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

If not, how are the Committee on Finance and the Church Council informed on financial matters?

b) Will your church pay 100% of their Conference Tithe this year? Yes No

If not, what is your plan to pay the Tithe this next year?

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

2023 Report of the Finance Committee

Page 2 of 3

- d)** Are the church offerings counted by a counting committee of at least 2 (two) unrelated individuals? (§258.4a)?
 Yes No

Please list names:

- e)** Are all funds deposited promptly in accordance with procedures developed by the Finance Committee (§258.4a,d)?
 Yes No

- f)** Are financial officers of the church bonded or insured (§258.4b)? Yes No

If no, why not?

- g)** Have the financial records of the church and all its organizations been audited (or financially reviewed) for the prior fiscal year (§258.4d)? Yes No

1. Who conducted the audit or a financial review?

2. When will you conduct an audit or financial review?

3. Were there any recommendations or exceptions? Yes No

4. If there were recommendations or exceptions, how has the church addressed them?

- h)** Were all pastors and staff issued W 2's and not 1099's? Yes No

Finance Chair Signature

Printed Name

Date

2023 Report of the Finance Committee

Page 3 of 3

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 district office.

<i>Finance Chair Signature</i>	<i>Printed Name</i>	<i>Date</i>
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<i>Pastor Signature</i>	<i>Printed Name</i>	<i>Date</i>
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Include a copy of your Financial Control Policy

Accountable Reimbursement Policy (if applicable)

Required only when compensation packages include accountable reimbursement (Line D in the Compensation Form)

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 district office.

See <https://www.gcfa.org/services/legal-services/gcfa-tax-packet/> for information and IRS requirements concerning accountable reimbursement policies.

<i>Finance Chair Signature</i>	<i>Printed Name</i>	<i>Date</i>
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<i>Pastor Signature</i>	<i>Printed Name</i>	<i>Date</i>
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Include a copy of your Accountable Reimbursement policy (if utilized in your clergy compensation report)

2023 Culture of Call

Church _____

District _____

Pastor _____

Building A Culture of Call: Contact Information for Leader of Age Level Ministries

Please help the Culture of Call office update our databases. Use the link below to share the contact person (the paid staff person or the volunteer in charge) of the children's and youth ministries at your local church.

<https://forms.gle/addxfsgMjNUzVuGK6>

List persons discerning or exploring a call to lay or ordained ministry:

Name and Email Address	Age Generation	Potential Service (if known) <i>Mark all that apply</i>	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"/> Adult under age 25 <input type="checkbox"/> Adult age 25 - 35 <input type="checkbox"/> Adult age 36 - 45 <input type="checkbox"/> Adult over age 45	<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"/> Adult under age 25 <input type="checkbox"/> Adult age 25 - 35 <input type="checkbox"/> Adult age 36 - 45 <input type="checkbox"/> Adult over age 45	<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) <i>Mark all that apply</i>	Certified Candidate by dCOM
Name _____ Email _____	<input type="checkbox"/> High School _____ Grad Date <input type="checkbox"/> Adult under age 25 <input type="checkbox"/> Adult age 25 - 35 <input type="checkbox"/> Adult age 36 - 45 <input type="checkbox"/> Adult over age 45	<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"/> Adult under age 25 <input type="checkbox"/> Adult age 25 - 35 <input type="checkbox"/> Adult age 36 - 45 <input type="checkbox"/> Adult over age 45	<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

2023 Report of Retired Clergy to the Charge Conference

Name	Email		
Address	City	State	Zip
Cell Phone	Home Phone		

The Church in which your Charge Conference Membership is held:

¶ 357.5 All retired clergy members who are not appointed as pastors of a charge, after consultation with the pastor and the district superintendent, shall have a seat in the charge conference and all the privileges of membership in the church where they elect to hold such membership except as outlined in the Discipline. They shall report to the charge conference and the pastor all marriages performed, baptisms administered, and other pastoral functions. If they reside outside the bounds of the annual conference where membership is held, they shall forward annually to the charge conference where membership is held a report of their Christian and ministerial conduct, signed by the district superintendent or the pastor of the affiliate charge conference where they reside.

Charge/Church	
Church City	State
Current Pastor	

Report of Activities

(from 2022 Charge Conference to 2023 Charge Conference)

A. Number of Worship Services Conducted:	
B. Number of Marriages Performed:	
C. Number of Baptisms Conducted <i>(if Applicable)</i> :	
D. Number of Communion Services Celebrated <i>(if Applicable)</i> :	
E. Notes and Other Activities Related to the Ministerial Office:	

Signature	Date
-----------	------

*Send a copy to the appointed pastor of your church.
The Pastor will include it with the Charge Conference packet.*

Please keep a copy for your files.

200,000 More Reasons Report - 2023

Page 1 of 2

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 no specific designation as a 200,000 More Reasons ministry; if you are providing or supporting a ministry, it counts!

Church _____

No changes to 200K More Reasons Ministries

Are you reporting a new ministry this year that started after 2020? Yes No

Stopped providing a related ministry in the past year? Yes No

Which ministry and why? _____

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 of going hungry. (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Food Pantry for the community | <input type="checkbox"/> Commodities distribution |
| <input type="checkbox"/> Food Pantry at a school | <input type="checkbox"/> Afterschool snack program or distribution |
| <input type="checkbox"/> Backpack/Bag of food for the weekend | <input type="checkbox"/> Meal served at the church |
| <input type="checkbox"/> Blessing Box/Little Free Pantry | <input type="checkbox"/> Meal served away from the church |
| <input type="checkbox"/> Other <i>Emergency</i> food distribution | <input type="checkbox"/> Cooking classes or Cooking Matters |
| <input type="checkbox"/> Food collection for own or a local pantry | <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"/> Healthy eating or dieting | |
| <input type="checkbox"/> Other _____ | |

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

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input type="checkbox"/> LAY
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input type="checkbox"/> LAY
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP

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"/> Book distribution |
| <input type="checkbox"/> Little Free Library or similar | <input type="checkbox"/> Imagination Library support or assistance with signup |
| <input type="checkbox"/> After school tutoring or homework help <i>offsite</i> | <input type="checkbox"/> Partner in Education with local school |
| <input type="checkbox"/> Summer literacy program | <input type="checkbox"/> Project Transformation Host, Volunteer or Support |
| <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"/> Other _____ | |

200,000 More Reasons Report - 2023

Page 2 of 2

LITERACY (cont.)

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

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input type="checkbox"/> LAY
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input type="checkbox"/> LAY
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP

STABILITY

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

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

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

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input type="checkbox"/> LAY
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input type="checkbox"/> LAY
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP

Tell us a story about your ministry particularly stories of how your ministry impacts low-income/at-risk children and their families. *(attach page if you need more space)*

2023 CERTIFIED LAY SERVANT ANNUAL REPORT TO THE CHARGE CONFERENCE *Page 1 of 2*

<input type="checkbox"/> Initial Application	<input type="checkbox"/> Request for Renewal
Name <i>(please print)</i>	Telephone
Address	City/State/Zip
Email	Name of District
Name of Church	

SECTION II: STATUS OF THE LAY SERVANT

Choose one:

<input type="checkbox"/>	Requesting Initial Certification as a Certified Lay Servant
<input type="checkbox"/>	Requesting Renewal as a Certified Lay Servant (An advanced class must be completed at least every three (3) years.)
<input type="checkbox"/>	Requesting Renewal as a Certified Lay Speaker (Approval must be granted from the Conference Committee on Lay Servant Ministry and approved courses must be complete in the following areas: Spiritual Gifts, Leading Public Prayer, Leading Worship, UM Polity, UM History, Preaching)

Please complete the following information. Attach an additional sheet if needed.
 Approved classes are listed in the LSM Course Catalog or approved in advance by the district coordinator.

COURSE TYPE	COURSE (Name of book)	DATE COMPLETED	LOCATION	FACILITATOR
BASIC	Introduction to Lay Servant Ministries			
ADVANCED				
ADVANCED				
ADVANCED				

SECTION III: REQUEST OF THE LAY SERVANT

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

Lay Servant signature	Date
------------------------------	-------------

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.

Pastor signature	Date
-------------------------	-------------

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.

Church Council signature	Date
---------------------------------	-------------

2023 CERTIFIED LAY SERVANT ANNUAL REPORT TO THE CHARGE CONFERENCE *Page 2 of 2*

Name:

SECTION VI: MINISTRIES BY THE LAY SERVANT

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

volunteering in a care-giving institution such as a hospital or nursing home; or caring for a shut-in

providing one-on-one caring

membership/evangelism visitation

serving in caring/outreach projects (food pantry, prison ministry, etc)

other caring activities (*please list*)

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

serving as a member of A committee, board, commission, council, task force, etc.

volunteering at a community agency

leading at my local church

leading beyond my local church

leading in my District Conference Jurisdiction General Church level

other leading activities (*please list*)

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

bringing message in _____ worship services

serving as worship leader in _____ services

delivering _____ devotional messages

teaching _____ classes

sharing my faith story _____ times

other speaking activities (*please list*)

During the past year I have participated in the following additional opportunities for ministry (*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 list those areas below.

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

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

Note: District directors are encouraged to respond to any comment within this section.