

2025 Charge Conference Packet

Below is a listing of the various reports due for Charge Conference. **All required and applicable Charge Conference reports are due on Friday, October 3, 2025.**

Forms listed immediately under the **Form/Report** header are **required** to be completed by every church. Forms under the "if applicable..." header are **required, if applicable**, to also be completed by the **October 3, 2025**, due date.

Please contact your District Administrator if you have any questions.

Required/To be Completed By:

Membership & Senior Pastor Report

To be completed by: Membership & Senior Pastor Report

- First-year Reading - Members for Removal - 1st-year reading list
- Second-year Reading - Members for Removal - 2nd-year reading list

Compensation Form

Each appointed or assigned pastor must submit a signed compensation form/VOTE Required

Report of the Trustees

To be completed by: Trustee Chair

- Environmental Impact Evaluation 8a —If you answered yes, please provide a copy of the evaluation conducted.
- Environmental Impact Plan 8b – If you answered yes, please provide a copy of the renovation/development plan.

UMC Annual Accessibility Audit (Part of the Trustee Report) – At the 2025 Arkansas Annual Conference, a motion was passed and approved mandating the completion of the Annual Accessibility Audit each year as part of your Charge Conference Report.

Policy on Misconduct Statement – Nothing to submit. Please review the statement.

"Unlike recent years, the 2025 Charge Conference Packet does not contain the familiar "Policy on Misconduct of a Sexual Nature" document to be filled out and signed by your church clergy and staff. This is because we are currently working to update the recommended policy to properly align with the new 2020/2024 Book of Discipline and to more accurately reflect newer additions and changes to the 2020/2024 Book of Resolutions. Church leaders and pastors will be notified when the updated policy is ready to be used, but until then, your last signed policy will be understood to remain in effect."

Report of the Finance Committee

To be completed by Finance Chair

Lay Member to Annual Conference

To be completed by the Committee on Nominations

Nominations (Traditional or Simplified Structure)

To be completed by the Committee on Nominations

200,000 More Reasons

Annual Report

Required - Submit after your Charge Conference:

Charge Conference Minutes

To be completed by Recording Secretary

Additional Required Backup Documents:

Insurance Declaration Page

Provide a copy of the DECLARATION page ONLY - **Do not submit the full binder.**

Safe Gatherings Review Guarantee

Requires Trustee Chair/Pastor review and Signature Guarantee

Safe Gatherings Policy

Please provide a copy of your policy if it is not on file with the Safe Gatherings dashboard.

Financial Control Review Guarantee

Requires Finance Chair/Pastor review and Signature Guarantee

Financial Control Policy

Please provide a copy if not on file in the district office, or if policy has been revised.

Submit these reports, if applicable:

Accountable Reimbursement

Requires Finance Chair/Pastor Signature Guarantee (Acct Reimb. is not considered part of the compensation package; instead, it is considered a budget item and is not figured into clergy pension.)

Associate / Deacon Pastor Report

Each appointed or assigned pastor should upload the pastor's report (Senior Pastor Report can be found on the Membership Report)

[AR104a - Charge Conference Recommendation](#)

SPRC Completes Online (This is for new or continuing candidates only. Local pastors do not need to complete it.)

Certified Lay Servant Annual Report

Lay Servant (new or renewing)

Certified Lay Speaker Annual Report

Lay Speaker (new or renewing)

Certified Lay Minister Annual Report

Lay Minister (new or renewing)

Report of the Retired Clergy

One form for each Retired Clergy person

2025 Charge Conference Minutes

The following church/charge held an annual Charge Conference.

United Methodist Church's Charge Conference

was held on .

The Charge Conference was chaired by .

Chairperson's Email:

Items that Require a Vote to Approve

The church's governing board must approve and recommend the charge conference packet before the charge conference.

Pastor's Membership Report

☐ Approved ☐ Rejected

Including names for removal from the church's membership roll read aloud at the charge conference (must be read aloud for two years before removal)

Pastor's Compensation Forms for all appointed or assigned pastors

☐ Approved ☐ Rejected

Lay Servants

Lay Servant Name: ☐ Approved ☐ Rejected

Lay Servant Name: ☐ Approved ☐ Rejected

Lay Servant Name: ☐ Approved ☐ Rejected

Certified Lay Speaker Name: ☐ Approved ☐ Rejected

Certified Lay Minister Name: ☐ Approved ☐ Rejected

Nominations Committee (Check all that apply)

- ☐ Approval of the slate of officers
- ☐ Approval of list of all committees
- ☐ Approval of lay/alternate member(s) to annual conference
- ☐ Rejected

Any revisions (including nominations from the floor of the charge conference):

Required Reports (Check all that apply)

Approved and Submitted

- ☐ Pastor's Membership & Senior Pastor Report
- ☐ Pastor(s) Compensation Form(s)
- ☐ Report of the Trustees
- ☐ Policy Statement on Sexual Misconduct

- ☐ Report of the Finance Committee
- ☐ Vital Faith Communities
- ☐ Report of the Retired Clergy (if applicable)
- ☐ 200,000 More Reasons Annual Report

Other Required Reports & Policies to Submit (Check all that apply)

Approved and Submitted

- ☐ Accountable Reimbursement Policy (if applicable)
- ☐ Current Insurance Declarations Page
- ☐ Safe Gatherings Policy
- ☐ Financial Control Policy
- ☐ Associate Pastor/Deacon Report(s)
- ☐ Accessibility Audit and Plan

List any reports above that were rejected and provide the reason why it was rejected:

The Church Council/Administrative Board/governing board of the pastoral charge approves of the submitted recommendations and reports (unless rejected as indicated above), and hereby recommend these submissions to the Charge Conference for adoption.

By typing my name below, I, the recording secretary, acknowledge that I have recorded the minutes of the governing board's approval and of the charge conference.

Recording Secretary:

Recording Secretary:



Report of the Pastor

The report of the pastor shall include the names of all persons involved in the changes in membership and other items as outlined in the 2020/2024 *Book of Discipline* (¶¶ 234, 340). This report should cover as fully as possible the work of the pastor. Care should be taken not to duplicate the reports of the Church Council, committees, organizations, and officers of the charge.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of witness or evangelism ministries.

For the period beginning

, and Ending

DATE OF PRIOR CHARGE CONFERENCE

DATE OF CURRENT CHARGE CONFERENCE

1. List those who have been received into baptized membership since the last report.

2. List those who have been received into professing membership since the last report.

a. On profession of faith or restored.

b. From other United Methodist churches.

c. From other non-United Methodist churches.

3. Names of persons filed with Charge Conference for next year's removal:
(First Year Reading)

☐ I am uploading a list of all members being entered this year as a First-year reading for removal, rather than listing them here.

4. List those who have been removed from the professing membership since the last report.

(Second year reading - Note: The Discipline requires these to be considered and read aloud individually!)

a. By action of the Charge Conference, or trial court, or by withdrawal.

☐ I am uploading a list of all members being removed by the Second-year reading, rather than listing them here.

b. By transfer to other United Methodist churches.

c. By transfer to other non-United Methodist churches.

d. By death.

5. Have the membership records and rolls been audited (§231)?

☐ Yes ☐ No

If not, why not?

6. The Pastor shall give a report on the state of the church and an account of pastoral ministry as it relates to (§ 340): providing support, guidance, and training to the lay membership in the church; ministering within the congregation and to the world; and administering the temporal affairs of the congregation. Include as a part of the report a statement outlining the pastor's program of continuing education and spiritual growth for the past year and plans for the year to come (§ 349).

State of the Church:

☐ I acknowledge that the name entered below represents an e-signature for the person indicated, along with their full knowledge and consent.

Signed:

Date:

PASTOR'S FULL NAME

This form was completed by:

2026-2027 Pastor's Compensation Form



Pastor _____ Church _____ Date _____
 For Period of: July 1, 2026 through June 30, 2027 or _____ - _____

<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			Current: July 2025 - June 2026	New: July 2026 - June 2027
Payment	Church Contribution to Pastor Compensation (<i>Salary from Church</i>)	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. It may NOT be used for health insurance premiums. It is a before-tax payroll deduction 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. FULL-TIME CLERGY MUST CONTRIBUTE AT LEAST 4% OF COMPENSATION (LINE 5 + HOUSING) TO RECEIVE FULL CHURCH MATCH.</i>	7		
	UMPIP Contribution <i>Is this tax-deferred?</i>	7b	<input type="checkbox"/> Yes <input type="checkbox"/> 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's 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. Written Reimbursement Policy Must Be Agreed Upon and on File at Church</i>	D		
Other Benefits	If the church provides group health insurance for the staff in which the pastor participates, enter the cost to the church for the clergy's employer-provided insurance.	E		
	How many weeks of vacation time will the pastor receive this year? <small>(p. 246, 2024 Arkansas Conference Journal)</small>	F	weeks	weeks

For all full-time pastors, the church will be responsible for a pension benefit of approximately 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 (¶1623.1).

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 _____	

2026-2027 Pastor's Compensation Form Instructions

The compensation form matches the conference's appointive and fiscal year of July 1 - June 30. The new annual pastor's compensation will be applied to begin on 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 allowances, 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 housing-related non-consumable expenditures. More information on this topic can be found in [IRS Publication 517](#) or by visiting <https://www.qcfa.org/forms-and-assets>.

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 4% of plan compensation (Line 5 plus housing) must be contributed to receive a 4% matching contribution.
- **UMPIP Contribution Tax Deferred (Line 7b)** – If the contribution from the prior line is contributed on a tax-deferred basis, then answer "Yes" on line 7b. If the contribution is being made after tax, answer "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 W-2. **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 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.qcfa.org/services/legal-services/qcfa-tax-packet/>.

Other Benefits

- **Does the Church Provide Group Insurance for You (Line E)** – Enter the dollar amount that the church pays 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. 246 of the 2024 Arkansas Conference Journal](#).

Minimum Compensation for Full-Time Clergy (*Equitable Compensation Commission Report, 2025 Arkansas Conference Journal*)

The Annual Conference sets the minimum compensation for full-time clergy (Local Pastors, Elders, and Deacons), 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 \$49,780	Provisional or Associate Member \$48,699	Local Pastor \$47,617
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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 \$37,420	Provisional or Associate Member \$36,338	Local Pastor \$35,257
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Report of the Trustees

The trustees are amenable to the Charge Conference and as such are required to make an annual report (¶2550). Additional reports should be made as requested by the Charge Conference or Church Council or equivalent. Numbers in parentheses refer to paragraphs in the 2020/2024 Book of Discipline. Copies of this report should be filed with the recording secretary, pastor, district superintendent and the board of trustees.

Amboy Church Central District GARDNER MEMORIAL AMBOY Charge Arkansas Conference

For the period beginning [] , and Ending [] DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

1. Organization for the present conference year was effective [Date] by electing the following officers (no less than three, and up to nine persons):

	Name	Term Expires
Chair	[]	[]
Vice Chair	[]	[]
Secretary	[]	[]
Treasurer	[]	[]
Member	[]	[]
Member	[]	[]
Member	[]	[]
Member	[]	[]
Member	[]	[]

2.a. Is the local church incorporated (¶2529.1a)? [] Yes [] No If "Yes," List the record locator/account number given to the organization by the state: []

2.b. Who is the custodian of deeds and other legal papers? []

2.c. Where are they kept? []

3.a. Name or names in which title to each piece of property is recorded, as shown by civil land records (¶¶2536, 2538):

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

4. Does each deed contain trust clause (¶2503)? [] Yes [] No

5. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate? [] Yes [] No

6.a. Insurance (§§2533.2, 2550.7)

Church Buildings

Replacement Value: \$ Amount of Coverage: \$

Type of Coverage: Company:

Restricted by Coinsurance ☐ Yes ☐ No Amount: \$ Expires:

Parsonages

Replacement Value: \$ Amount of Coverage: \$

Type of Coverage: Company:

Restricted by Coinsurance ☐ Yes ☐ No Amount: \$ Expires:

Church Furnishings and Equipment

Replacement Value: \$ Amount of Coverage: \$

Type of Coverage: Company:

Restricted by Coinsurance ☐ Yes ☐ No Amount: \$ Expires:

Parsonage Furnishings and Equipment

Replacement Value: \$ Amount of Coverage: \$

Type of Coverage: Company:

Restricted by Coinsurance ☐ Yes ☐ No Amount: \$ Expires:

Vehicle(s)

Replacement Value: \$ Amount of Coverage: \$

Type of Coverage: Company:

Restricted by Coinsurance ☐ Yes ☐ No Amount: \$ Expires:

General Liability

Amount of Coverage: \$

Type of Coverage: Company:

Restricted by Coinsurance ☐ Yes ☐ No Amount: \$ Expires:

Worker's Compensation

Company:

Restricted by Coinsurance ☐ Yes ☐ No Amount: \$ Expires:

Directors and Officers/Errors and Omissions/Crime

Amount of Coverage: \$

Type of Coverage: Company:

Professional Liability Coverage (Including Sexual Misconduct)

Amount of Coverage: \$

Type of Coverage: Company:

6.b. Have the buildings been inspected for fire and other safety hazards within the past year? ☐ Yes ☐ No

6.c. Have you assessed the replacement value within the last 5 year? ☐ Yes ☐ No

6.d. Who performed the assessment?

6.e. Does the church have a Misconduct Prevention Policy, such as Safe Sanctuaries? ☐ Yes ☐ No

Note: It is recommended that the Misconduct Prevention Policy be reviewed every couple of years. Provide the date last reviewed:

6.f. Is the amount of insurance adequate?

☐ Yes ☐ No

(to determine the adequacy of coverage, please use the GCFA Insurance Worksheet found at <https://www.gcfa.org/resource/umc-minimum-insurance-requirements>)

7.a. Has an annual accessibility audit for church properties been conducted (§2533.6)?

☐ Yes ☐ No

(an example accessibility audit form may be found at: <http://www.gcfa.org/forms-and-resources>)

7.b. If needed, have you developed an accessibility plan?

☐ Yes ☐ No

8.a. Has an annual evaluation been conducted in relation to the church buildings, grounds, and facilities showing the impact on their ability to be carbon neutral and/or have net zero greenhouse gas emissions? (§2550.11)

☐ Yes ☐ No

8.b. If needed, have you developed a plan/timeline for the renovation and development to achieve this?

☐ Yes ☐ No

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

Item 1:	<input type="text"/>	Date Received:	<input type="text"/>
Amount: \$	<input type="text"/>	Where Invested:	<input type="text"/>
		Income: \$	<input type="text"/>
Item 2:	<input type="text"/>	Date Received:	<input type="text"/>
Amount: \$	<input type="text"/>	Where Invested:	<input type="text"/>
		Income: \$	<input type="text"/>
Is Used for:	<input type="text"/>		
Item 3:	<input type="text"/>	Date Received:	<input type="text"/>
Amount: \$	<input type="text"/>	Where Invested:	<input type="text"/>
		Income: \$	<input type="text"/>
Is Used for:	<input type="text"/>		

Give a statement "clarifying the manner in which these investments made a positive contribution toward the realization of the goals outlined in the Social Principles of the church and showing the investments are socially responsible..." §2533.5 and §2550.9:

☐ I acknowledge that the name entered below represents an e-signature for the person indicated, along with their full knowledge and consent.

Signed:

Date:

CHAIR OF TRUSTEES

Is Used for:

This form was completed by:

ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES ([¶2533.6](#))

Church _____ District _____

	Y	N	Guidelines (see key on p. 4 for scoring instructions & B, S, G info.)	Explain "NO" Answers
GETTING INTO THE CHURCH				
1- B			Clearly visible signs mark <u>or</u> direct people to accessible entrances	
2- B			1+ marked ADA parking spaces are on level ground near entrance	
3- G			Wheelchair users don't have to go behind parked cars, cross traffic	
4- S			At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces: _____)	
5- B			Accessible parking spaces are 8' wide with adjacent 5' access aisle	
6- S			At least one accessible space is van accessible: 11' wide with clearly marked adjacent 5' access aisle (or 8' space with 8' access aisle)	
7- B			36" wide curb cuts (curb ramps) are provided close to parking	
8- B			Route (sidewalk) from accessible parking to accessible building entrance is smooth, flat, and at least 36" wide (width: _____)	
9- B			Entrance is level <u>or</u> has exterior ramp with non-slip surface and minimum width of 36" between handrails (width: _____)	
10- S			Ramp has max. incline of 1:12 (length: _____ rise: _____ ratio: _____) with no more than 30' between level landings, <u>or entrance is level</u>	
11- S			34-38" handrails are on both sides of exterior ramp/ stairs, lower ramp railing is no higher than 4" above deck, <u>or entrance is level</u>	
12- B			There is a 60"x 60" level platform at entry door (size: _____) with space (~ 18") on pull side of door <u>or automatic door opener used</u>	
13- G			Automatic door opener available, <u>or attended doorbell for assist</u>	
14- B			Entrance door is 36" wide; threshold no more than beveled ½" high	
GETTING AROUND THE CHURCH				
15- B			Signs in entrances/ halls direct visitors and help them locate rooms	
16- B			Corridors are at least 36" wide and have non-glare floor surface	
17- B			Objects that protrude more than 4" from the wall have a lower edge no higher than 27" above the floor, or a barrier such as a planter or guard rail, to allow detection with a cane	
18- B			Multi-level buildings provide access to all common/ most program areas via elevator, lift and/ or ramp(s), <u>or building is on one level</u>	
19- B			Interior doorways have a minimum of 32" clearance and thresholds are level or are no more than ½" high and beveled	
20- S			Door handles to ADA bathrooms/ common areas are easy to grasp, operate with one hand (e.g. lever style) using less than 6 lbs. force	
21- S			Carpet pile is even, no more than ½" thick, with no or firm padding; floor mats have non-slip backing and are stable	
22- G			Fire alarm controls and extinguishers are no more than 48" (h: _____) from floor; visual and auditory fire alarms are in place	
23- B			At least one marked ADA unisex/ family restroom (<u>or one stall in male & female restrooms</u>) is accessible from each floor; has ~60"x 60" turning space with 33 – 36" high wall-mounted grab bar next to toilet extending 54" from back wall; toilet height 17 – 19" (h: _____)	
24- S			27" sink clearance from floor (h: _____), w/ easy to operate controls (lever style, automatic, etc.), hot water & drain pipes are covered	
25- B			Soap dispenser and paper towels are mounted no higher than 48" (h: _____) <u>or placed on counter for access</u>	
26- B			Bottom edge of at least one mirror is 40" or lower (h: _____)	

	Y	N	Description / Guidelines <i>(see page 4 for scoring instructions)</i>	Explain “NO” Answers
27- B			Drinking fountain is no higher than 36” with easy hand controls and wheelchair clearance, <u>or</u> paper cups are provided	
28- B			Interior stairs/ ramps have handrails on both sides, <u>or all one level</u>	
29- S			Top/bottom step edges & ramp level changes marked, <u>or one level</u>	
SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA				
30- B			At least 1-2 level pew cuts/spaces for wheelchair users are available	
31- S			Wheelchair spaces are 33”x48” forward or 33”x60” side approach (size: _____), distributed throughout the room for choice in seating, with view of pulpit/ screen when others stand	
32- G			Chancel area and choir loft are accessible, e.g. with ramp or lift	
33- S			Handrail(s) provided for steps to the chancel, <u>or chancel is level</u>	
34- B			At least one aisle in each space is 36” wide or more (w: _____)	
35- B			Fellowship - e.g. potlucks, coffee hour- is offered in accessible space	
36- B			In fellowship area and classrooms at least one table has minimum of 27” clearance on the underside, and a maximum height of 34”	
37- B			1-2 sturdy chairs have armrests, seats ~18” from floor, & no wheels	
COMMUNICATIONS AND ENVIRONMENT				
38- S			Members are sensitized about need to minimize use of fragrances	
39- G			Soaps, cleaning products and other chemicals are fragrance free; candles are unscented and non-petroleum-based	
40- S			Projected words (e.g. song lyrics) use large font and good contrast	
41- B			Large print bulletin, song lyrics, & scriptures provided <i>on request</i>	
42- S			Braille <u>or</u> electronic documents provided <i>upon advanced request</i>	
43- B			Microphone used by all speakers or comments are repeated at mic.	
44- S			Assisted listening system (FM and/or loop) & receivers are available	
45- G			ASL sign language interpreter is provided <i>upon advanced request</i>	
46- S			Print/ e-mailed copies of sermon provided <i>upon advanced request</i>	
47- G			Captions are provided / turned on for videos and other media	
ATTITUDES				
48- B			Accessibility measures and who to contact for questions described in bulletin, website, maps, Find-A-Church site, <u>and/or</u> signage	
49- B			Pastor(s), ushers, greeters, and leaders have learned and practice appropriate disability etiquette and hospitality	
50- S			Signs, websites, <u>and/or</u> bulletin boards offer evidence that people with visible and hidden disabilities are welcome and included in the life of the congregation, e.g. through support group info., photos	
51- B			Disruptions are accepted and incorporated into worship	
52- B			Qualified service animals (e.g. guide dogs) are welcome within the church building(s) including the sanctuary and fellowship hall	
53- B			Congregation works to use inclusive, person-first language in worship, e.g. people are invited to “rise in body or in spirit”	
54- S			Classes and programs are adapted <i>as needed</i> to facilitate active participation of children and adults with disabilities	
55- B			Disability Awareness Sunday ¶265.4 observed during past 1-2 years	
56- S			Gifts of persons with disabilities are identified and used in service, worship, and leadership roles, and to help to improve access	
57- B			Needs of people on special diets are considered when food is offered, including gluten-free & alcohol-free communion elements	
58- S			Transportation offered plus valet parking <u>or</u> parking lot assistance	
59- S			“Buddy” system offered for individuals needing 1:1 support	

GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR		Target Date
1.		
2		
3.		
4.		
YES _____ NO _____ Request consultation from Conference Disability Concerns Committee		
Comments (continue on additional pages if needed):		
Signature of Pastor:		Date
Signature of Trustees Chairperson:		Date
Signature of District Superintendent:		Date

Date Form Completed _____ Charge Conference Date _____

PLEASE PRINT NAMES AND PROVIDE PHONE NUMBER OR E-MAIL ADDRESS:

Form completed by _____ Contact info _____

Contact person for church _____ Contact info _____

PLEASE NOTE:

- This form is for use on existing buildings only; refer to current [ADA standards](#) and state regulations for construction or major remodeling projects.
- The survey should be completed by a team including a member of the trustees, and people with construction, architecture and/or rehabilitation backgrounds. Include persons with disabilities and family members, especially someone who uses a wheelchair and someone with low vision.
- Interview persons with disabilities and family members of children and adults with disabilities to learn how welcoming your congregation is and to help set priorities.
- This is not an all-inclusive listing of ADA guidelines or appropriate accommodations, but rather represents basic first steps that a church may take to begin to implement accessibility measures.
- Resources are available through your [conference Disability Concerns Committee](#) (¶1653) and through the Disability Ministry Committee of the UMC at umcdmc.org to help you plan and carry out improvements.

Scoring Instructions:

1. Based on your findings, circle or highlight the letter in the **Yes** column or mark the **No** column for each audit item. Focus on your main accessible entrance and Sunday morning activities, especially worship. If the intent of the item is met in a different way, e.g., greeters are posted on Sundays to open doors and provide directions (#13 and 15), mark it **Yes**. If you will fix the issue very soon, mark **Yes**. If an item occurs at least 85% of the time, e.g., microphone use in worship and meetings, score it **Yes**. If only part of a multi-question item is met, mark that item as **No** unless alternatives are given, as designated by "or." If a system is in place to provide services, e.g. "buddy" companions or e-mailed bulletin for Braille users, mark **Yes** even if no one is using it. See [Guidance for Completing the Accessibility Audit](https://umcdmc.org) at umcdmc.org for further clarification.
2. Add the number of **Yes** responses in each badge category (**Copper**, **Bronze**, **Silver**, and **Gold**).
3. Compute the percentage of **Yes** responses in that badge category.
4. In order to receive a badge at the designated level, the church needs to score at least 85% at that level and any lower levels, i.e., the church cannot receive **Silver** if the **Bronze** level is not met.

	Copper	Bronze	Silver	Gold
1. & 2. # of Yes's	___/59	___/32	___/20	___/7 + ^s = ___
3. Percentage	%	%	%	%
4. Score earns badge? Criteria:	Yes No 50% of <i>all</i> items	Yes No 85% of B items	Yes No 85% of B & S items	Yes* No 85% B, S & G items

Honorable Mention – Copper (Partial accommodations) – The church has completed the Annual Audit and set at least two specific goals for the coming year. While not physically accessible, the church strives to be disability-inclusive, make the changes they can, and make their ministries accessible in alternative ways. (*Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches.*)

B = Bronze (Basic accessibility and accommodations) – The church is welcoming and offers basic amenities needed for a disabled person to participate, e.g., a place to park, a way to get into the building and sanctuary, a bathroom that is usable, etc. Most items at this level are low cost and easily provided. (*Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches.*)

S = Silver (Satisfactory accessibility and accommodations) – The church has many accessible features and offers accommodations for persons with diverse disabilities including hearing loss and limited vision. While some areas are not yet fully accessible and inclusive, the congregation is working towards full accessibility. (*Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches.*)

G = Gold (Great accessibility and accommodations) – The congregation exceeds ADA and strives to provide accessible space and accommodations. The church welcomes persons with disabilities through intentional measures and ongoing need-based improvements. This church could host conference events per ¶716.2 of the *Book of Discipline*. (**Verified by this Annual Accessibility Audit for United Methodist Churches and a virtual or in-person site visit.* ^s*Additional measures you have taken may count as bonus Gold points to reach 85% or more. You must apply for this level. Contact your conference Disability Concerns Committee or check the link below for further instructions.*)

For all levels, check with your [annual conference Disability Concerns committee](#) or see the [DMC website Accessibility Resources](#) for instructions on how to access your badge.



Report of the Finance Committee

The report of the Finance Committee shall be made on this form, or one revised and adapted by the Annual Conference. Numbers in parentheses refer to paragraphs of *The 2020/2024 Book of Discipline*.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of the committee on finance

Church _____

Charge _____

District _____

Annual Conference _____

For the period beginning _____

and ending _____

DATE OF PRIOR CHARGE CONFERENCE

DATE OF CURRENT CHARGE CONFERENCE

I. ORGANIZATION

1.a. Has the committee been organized according to *The 2020/2024 Book of Discipline* (§258.4)? ☐ Yes ☐ No

b. Names of officers?

Chairperson _____ Vice Chairperson _____

Treasurer(s) _____ Financial Secretary _____

II. BUDGET AND COMMITMENT PLAN

2.a. Has the committee submitted to the Church Council, or its equivalent, a complete budget for the ensuing year? ☐ Yes ☐ No

If not, why not?

b. Did the committee give the Church Council an opportunity to request financial support for recommended ministries (§258.4)? ☐ Yes ☐ No

If not, why not?

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

☐ Monthly ☐ Quarterly ☐ Semi-annually ☐ Annually ☐ No, we do not send reports

4. Is giving by individual participants in the local church regularly reviewed? ☐ Yes ☐ No;

If not, why not?

5. What are the plans for raising sufficient income to meet the budget adopted by the Church Council (§258.4)?

6. 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?

III. THE HANDLING OF CHURCH FUNDS

7. 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, why not?

8. Are all benevolences and other connectional funds remitted monthly to the conference treasurer (§258.4b)?

☐ Yes ☐ No

If not, why not?

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

b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit? ☐ Yes ☐ No

If not, why not?

c. Are all accounts in the name of the church? ☐ Yes ☐ No

If not, why not?

10.a. Has the committee established written financial policies to document the internal controls of the local church (§258.4d)? (*Attach as a supplement.*) ☐ Yes ☐ No

b. Have these policies been reviewed by the committee and found to be adequate and effective (§258.4d)?

☐ Yes ☐ No

11. Are the church offerings counted by a counting committee in accordance with the mandates of *The Discipline* (§258.4a)? ☐ Yes ☐ No

If not, why not?

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance (¶258.4a, d)? ☐ Yes ☐ No

If not, why not?

13. Are financial officers of the church bonded (¶258.4b)? ☐ Yes ☐ No

If not, why not?

14.a. Have the financial records of the church and all its organizations been audited for the prior fiscal year (¶258.4c)? ☐ Yes ☐ No

b. If not, why not?

c. Were there any recommendations or exceptions? ☐ Yes ☐ No

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

Signed _____

Printed Name: _____

Date: _____

SEND COPIES TO:

1. The recording secretary
2. Pastor
3. District Superintendent
4. Chairperson of the committee on finance
5. Conference treasurer office
6. Charge conference of which you are a member and an affiliate member
7. Board of trustees
8. Bishop of the area in which you serve

Report of the Finance Committee 2025

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.

Election of Lay Member/Alternate to Annual Conference

Effective January 1

From ¶33, 2020/2024 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 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.
- **A church or charge is allowed one lay member(s) and alternate lay member(s) per each appointed clergy to Annual Conference.**
- 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.
- 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 that they can 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 inform district office of any changes.
- A church and/or charge in "to be supplied" status has a vote and must elect a Lay Member to Annual Conference.

Please list Lay and Alternate name(s) below, then proceed to the Local Church Leadership function in this application to enter their name, position, and contact information into your church's leadership records.

Reminder: the church or charge is allowed ONE Lay Member per each appointed/assigned Clergy.

Lay Member: **Email:**

Lay Member: Email:

Lay Member: Email:

Alternate: **Email:**

Alternate: Email:

Alternate: Email:

Nominations Report

Our church uses:

- ☒ Traditional Structure
☐ Simplified Structure

2026 Nominations - Traditional Structure

Please list the names of those in the elected positions below, then proceed to the Local Church Leadership function in this application to enter their name, position, and contact information into your church's leadership records.

Church Council/Administrative Board

Chair:

Membership consists of the chairs of the administrative committees (finance, trustee, SPRC, & nominations) along with the at-large committee members listed below.

Class of 2026

Name:

Name:

Name:

Class of 2027

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Finance Committee

Chair:

List Name of the Committee Members below.

Class of 2026

Name:

Name:

Name:

Class of 2027

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Board of Trustees

The chair of the board of trustees is officially elected during the first meeting in January. After the election, please ensure that you send the chair's name and contact information to your district office.

Chair:

List Name of the Committee Members below.

Class of 2026

Name:

Name:

Name:

Class of 2027

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Staff-Parish Relations Committee

Chair:

List Name of the Committee Members below.

Additionally, the Lay Leader and a Lay Member to Annual Conference are voting members alongside the committee members mentioned below.

Class of 2026

Name:

Name:

Name:

Class of 2027

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Nominations Committee

The senior pastor serves as the chairperson of the nominating committee. Additionally, the lay leader is a voting member alongside the committee members mentioned below.

Class of 2026

Name:

Name:

Name:

Class of 2027

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Lay Leader

The Lay Leader serves as a voting member of the council, finance, SPRC & nominations committees.

Name:

Treasurer

Name:

Approval from the District Superintendent is necessary to move to the Simplified Structure. Additionally, the DS must also authorize any variations of the standard Simplified Structure system.

The congregation requests approval from the District Superintendent to shift from a traditional structure to a simplified alternative structure. ☐ Yes ☐ No

Nominations Report

Our church uses:

- ☐ Traditional Structure
- ☒ Simplified Structure

2026 Nominations - Simplified Structure

The use of this Simplified Structure is based on ¶247.2 of the 2020/2024 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 SPRC Contact and Trustees Chair. By Discipline, the Trustee Chair and other Trustee officers are elected by the Board at their first meeting in January.

Please list the names of those in the elected positions below, then proceed to the Local Church Leadership function in this application to enter their name, position, and contact information into your church's leadership records.

Class of 2026

1) Name:

1) Officer Position (Check all that apply.)

- ☐ Board Chairperson
- ☐ Vice-Chairperson
- ☐ Trustee Contact Person
- ☐ Finance Contact Person
- ☐ SPRC Contact Person

2) Name:

2) Officer Position (Check all that apply.)

- ☐ Board Chairperson
- ☐ Vice-Chairperson
- ☐ Trustee Contact Person
- ☐ Finance Contact Person
- ☐ SPRC Contact Person

3) Name:

3) Officer Position (Check all that apply.)

- ☐ Board Chairperson
- ☐ Vice-Chairperson
- ☐ Trustee Contact Person
- ☐ Finance Contact Person
- ☐ SPRC Contact Person

Class of 2027

1) Name:

1) Officer Position (Check all that apply.)

- ☐ Board Chairperson

- ☐ Vice-Chairperson
- ☐ Trustee Contact Person
- ☐ Finance Contact Person
- ☐ SPRC Contact Person

2) Name:

2) Officer Position (Check all that apply.)

- ☐ Board Chairperson
- ☐ Vice-Chairperson
- ☐ Trustee Contact Person
- ☐ Finance Contact Person
- ☐ SPRC Contact Person

3) Name:

3) Officer Position (Check all that apply.)

- ☐ Board Chairperson
- ☐ Vice-Chairperson
- ☐ Trustee Contact Person
- ☐ Finance Contact Person
- ☐ SPRC Contact Person

Class of 2028

1) Name:

1) Officer Position (Check all that apply.)

- ☐ Board Chairperson
- ☐ Vice-Chairperson
- ☐ Trustee Contact Person
- ☐ Finance Contact Person
- ☐ SPRC Contact Person

2) Name:

2) Officer Position (Check all that apply.)

- ☐ Board Chairperson
- ☐ Vice-Chairperson
- ☐ Trustee Contact Person
- ☐ Finance Contact Person
- ☐ SPRC Contact Person

3) Name:

3) Officer Position (Check all that apply.)

- ☐ Board Chairperson
- ☐ Vice-Chairperson
- ☐ Trustee Contact Person
- ☐ Finance Contact Person
- ☐ SPRC Contact Person

Ex-Officio Members (No vote)

Ex-Officio members may be elected or assigned, and are not required to be on the board.

United Women in Faith (UWF)
Representative:
(formerly United Methodist Women)

United Methodist Men (UMM)
Representative:

United Methodist Youth (UMY)
Representative:
(If under 18, UMY representative shall not be a trustee.)

Other Church Officers

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

Lay Leader:

Treasurer:

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.

The senior pastor serves as the chairperson of the nominating committee. Additionally, the lay leader is a voting member alongside the committee members mentioned below.

Class of 2026

Name:

Name:

Name:

Class of 2027

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:



200,000 More Reasons Report - 2025

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!

☐ Our church does not have a feeding and literacy ministry that includes children.

Is your church reporting a new ministry this year, that started this year? ☐ Yes ☐ No

Did your church stop providing a related ministry in the past year? ☐ Yes ☐ No

Which ministry did your church stop providing in the past year? Why did the ministry stop?

NUTRITION

Please list the types of ministries that 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:

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

Other:

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

1) Name of Ministry: Began:
Contact Person: ☐ Clergy ☐ Laity
Email: Phone Number:

2) Name of Ministry: Began:

Contact Person: ☐ Clergy ☐ Laity

Email: Phone Number:

LITERACY

Please list the types of ministries that 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:

- ☐ After school tutoring or homework help onsite at church
- ☐ Little Free Library or similar
- ☐ After school tutoring or homework help offsite
- ☐ Summer literacy program
- ☐ Members serve as reading tutors at a local school
- ☐ Book club for young readers ages 0-18
- ☐ Reading time as a group or individually with kids as part of a feeding ministry
- ☐ Book distribution
- ☐ Imagination Library support or assistance with signup
- ☐ Partner in Education with local school
- ☐ Project Transformation Host, Volunteer or Support

Other:

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

1) Name of Ministry: Began:

Contact Person: ☐ Clergy ☐ Laity

Email: Phone Number:

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
- ☐ Work related skills development (job, interviewing, etc.)
- ☐ Parenting, marriage, or financial skills development
- ☐ Child fostering or adoption programs

Other mental health ministries:

Other physical health ministries:

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

1) Name of Ministry: Began:

Contact Person: ☐ Clergy ☐ Laity

Email: Phone Number:

Tell us a story from this past year about your ministry, particularly stories of how your ministry impacts low-income/at-risk children and their families:

Have you attended a One More Question Training event?

☐ Yes ☐ No

Are you interested in learning more about or attending a One More Question Training?

☐ Yes ☐ No

Safe Gatherings Policy Reivew

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

_____ **Charge**
Arkansas Conference

<https://safegatherings.com>

The Arkansas Annual Conference has contracted with Safe Gatherings, Inc to be responsible for all background checks, reference checks, training, and maintaining documentation for the Conference, as well as for local churches. All appointed clergy, assigned laity and any lay persons working with protected persons at district or conference sponsored events must be 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.

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

- ☐ A copy is on file on the Conference Safe Gatherings Online Dashboard.
- ☐ We are not participating in the Safe Gatherings program, instead, see attached policy.

Required Signatures

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

Name: _____ **Trustee Chair**

Email: _____ **Date:** _____/_____/_____

Name: _____ **Pastor**

Email: _____ **Date:** _____/_____/_____

Financial Control Review Guarantee

Church

District

Charge
Arkansas Conference

The Financial Control Policy has been reviewed (and revised, if necessary) and approved.

Submission of Financial Control Policy

- ☐ A copy is on file in the church office and district office. (If not, please upload)
- ☐ The Financial Control Policy has been revised. (Please upload revised copy)

Required Signatures

The Financial Control Policy has been reviewed (and revised, if necessary), approved and submitted to the district office.

Name: _____

Email: _____

Finance Chair

Date: _____, _____

Name: _____

Email: _____

Pastor

Date: _____, _____



Accountable Reimbursement Policy

Please complete one form for each appointed pastor receiving Accountable Reimbursement, *only if applicable*.

Church

District

Charge
Arkansas Conference

Required only when compensation packages include accountable reimbursement (Line D in the Compensation Form).
The Accountable Reimbursement Policy has been reviewed (and revised, if necessary) and approved.

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

Submission of Accountable Reimbursement Policy

- ☐ A copy of the Accountable Reimbursement Policy (for this pastor) which has been signed by both the pastor and Finance Chair, is on file in the church office and district office.
- ☐ A copy of the Accountable Reimbursement Policy for this pastor has been uploaded.

Name:

Email:

Finance Chair

AR104a Charge Conference Recommendation

CHARGE CONFERENCE RECOMMENDATION FORM

The United Methodist Church of Arkansas

DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY

Candidate Name *

Candidate email address *

Authorized Elder, District Superintendent, or Bishop

Charge Conference Name

Date of Charge Conference Meeting

Type of Report *

- ☐ New Candidate
- ☐ Continuing Candidate

District *

- ☐ Central
- ☐ Northeast
- ☐ Northwest
- ☐ South

CHARGE CONFERENCE RECOMMENDATION

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.

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? *

- ☐ yes
- ☐ no
- ☐ not sure

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? *

☐

yes

☐ no

☐ not sure

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? *

☐ yes

☐ no

☐ not sure

Believing that the above is called of God and is a suitable candidate for ordained ministry in The United Methodist Church, this Charge Conference recommends the above for certification as a candidate by the District Committee on Ordained Ministry. In making this recommendation, we attest to the fact that the declared candidate has been a member or affiliate member of The United Methodist Church for at least two years, has graduated from an accredited high school or received a certificate of equivalency, and has received by written ballot a two-thirds vote of the charge conference.

Approve by Authorized Elder, District Superintendent or Bishop *

Approver's Email *

This site is protected by reCAPTCHA Enterprise and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

**CERTIFIED LAY SERVANT
ANNUAL REPORT TO THE CHARGE CONFERENCE**

Initial Application or Request for Renewal



Report for year ending _____

SECTION I: DATA ON THE LAY SERVANT

Name (Mrs. ___ Ms. ___ Mr. ___) _____

Address _____ City/State/Zip _____

Telephone _____ E-mail _____

Name of District _____

Name of Church _____

Church Address _____ City/State/Zip _____

Church Telephone _____

SECTION II: STATUS OF THE LAY SERVANT

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

1. What year did you complete your Basic Course? _____

2. What year did you complete your Advanced Course? _____

3. What was the title of your Advanced Course? _____

___ **For renewal** as a Certified Lay Servant

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

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

SECTION III: REQUEST OF THE LAY SERVANT

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

Date _____ Lay Servant _____

SECTION IV: RECOMMENDATION OF THE PASTOR

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

Date _____ Pastor _____

SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council/charge conference of _____ (church/charge)
recommends the above person begin/renew as a Certified Lay Servant for the ensuing year.

Date _____ Church Council Chair or District Superintendent _____

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

SECTION VI: MINISTRIES BY THE LAY SERVANT

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

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

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

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

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

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

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):

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 you have for improving Lay Servant Ministries in your District or Conference:

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

NOTICE: After this form is completed and signed by those listed above, the Recording Secretary of the Church Council or Charge Conference is requested to reproduce **THREE** copies: (1)Lay Servant, (2)District Director of Lay Servant Ministries, (3)District Superintendent. The Recording Secretary of the Church Council or Charge Conference keeps the **ORIGINAL**. **(Revised April 2014)**

(Please be sure to indicate which question you are answering.)

LAY SPEAKER ANNUAL REPORT TO THE CHARGE CONFERENCE

Initial Application or Request for Renewal



Report for year ending _____

SECTION I: DATA ON THE LAY SPEAKER

Name (Mrs. ___ Ms. ___ Mr. ___) _____
Address _____ City/State/Zip _____
Telephone _____ E-mail _____
Name of District _____
Name of Church _____
Church Address _____ City/State/Zip _____
Church Telephone _____

SECTION II: STATUS OF THE LAY SPEAKER

___ **For initial application** as a Lay Speaker

1. Are you currently a Certified Lay Servant? ___ Yes ___ No
2. What year did you complete your Basic Course? _____
3. What year did you complete your Advanced Course for certification as a lay servant? _____
4. What was the title of your Advanced Course? _____
5. Which of the following required Lay Speaking courses have been completed?
___ Leading Worship ___ Leading Prayer ___ Discovering Spiritual Gifts
___ Preaching ___ United Methodist Heritage ___ United Methodist Polity

(Upon completion of the required course work, the Lay Speaker candidate will be examined by the district committee on Lay Servant Ministries and recommended to the conference committee on Lay Servant Ministries to be considered for certification.)

___ **For renewal** as a Lay Speaker

1. What year did you first become certified as a Lay Speaker? _____
2. Date of last review of Lay Speaker status: _____ Approved: ___ Yes ___ No
3. What year did you complete your last Advanced Course? _____
4. What was the title of your last Advanced Course? _____

SECTION III: REQUEST OF THE LAY SPEAKER

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

Date _____ Lay Servant _____

SECTION IV: RECOMMENDATION OF THE PASTOR

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

Date _____ Pastor _____

SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council/charge conference of _____ (church/charge)
recommends the above person begin/renew as a Lay Speaker for the ensuing year.

Date _____ Church Council Chair or District Superintendent _____

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

SECTION VI: MINISTRIES BY THE LAY SPEAKER

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

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

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

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

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

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

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):

SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER

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 SPEAKER

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 you have for improving Lay Servant Ministries in your District or Conference:

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

NOTICE: After this form is completed and signed by those listed above, the Recording Secretary of the Charge Conference is requested to reproduce THREE copies: (1)Lay Speaker, (2)District Director of Lay Servant Ministries, (3)District Superintendent. The Recording Secretary of the Charge Conference keeps the ORIGINAL. **(Revised September 2016)**

(Please be sure to indicate which question you are answering.)

CERTIFIED LAY MINISTER ANNUAL REPORT TO THE CHARGE CONFERENCE

Initial Application or Request for Renewal



Report for year ending _____

SECTION I: DATA ON THE CERTIFIED LAY MINISTER

Name (Mrs. ___ Ms. ___ Mr. ___) _____
Address _____ City/State/Zip _____
Telephone _____ E-mail _____
Name of District _____
Name of Church _____
Church Address _____ City/State/Zip _____
Church Telephone _____

SECTION II: STATUS OF THE CERTIFIED LAY MINISTER

___ **For initial application** as a Certified Lay Minister

1. Are you currently a Certified Lay Servant? ___ Yes ___ No
2. What year did you complete your Basic Course? _____
3. What year did you complete your Advanced Course for certification as a lay servant? _____
4. What was the title of your Advanced Course? _____
5. Which of the following required Lay Speaking courses have been completed?
___ Module 1: Call and Covenant for Ministry ___ Module 2: The Practice of Ministry
___ Module 3: Organization for Ministry ___ Module 4: Connection for Ministry

(Upon completion of the required course work and after completion of appropriate screening and assessment, the CLM candidate requests a letter of recommendation from his/her District Superintendent. The CLM candidate then applies in writing and appears before, the district committee on ordained ministry for interview and recommendation for certification.)

___ **For recertification** as a Certified Lay Minister

1. What year did you first become certified as a Lay Minister? _____
2. Date of last review of CLM status: _____ Approved: ___ Yes ___ No
3. What year did you complete your last approved continuing education event? _____
4. What was the title of your last approved continuing education event? _____

(Upon completion of the required course work and after completion of appropriate screening and assessment, the CLM candidate requests a letter of recommendation from his/her District Superintendent. The CLM candidate then applies in writing and appears before, the district committee on ordained ministry for interview and recommendation for certification.)

SECTION III: REQUEST OF THE CERTIFIED LAY MINISTER

I request a recommendation from my pastor and church council or charge conference to become or continue as a Certified Lay Minister.

For those not currently under assignment:

___ I request a ministry review by my church council/charge conference where my membership is held. *(every two years)*

For those currently under assignment:

___ I request a ministry review by the church council/charge conference where I am assigned. *(every two years)*

Date _____ Certified Lay Servant/Certified Lay Minister _____

SECTION IV: RECOMMENDATION OF THE PASTOR (for initial application)

I recommend concurrence with the request of this person to become or continue as a Certified Lay Minister.

Date _____ Pastor _____

SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council/charge conference of _____ (church/charge) recommends the above person become or continue as a Certified Lay Minister.

Date _____ Church Council Chair _____

SECTION VI: MINISTRIES OF THE CERTIFIED LAY MINISTER

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

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

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

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

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

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

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):

SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE CERTIFIED LAY MINISTER

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 CERTIFIED LAY MINISTER

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.)

(Please be sure to indicate which question you are answering.)



Retired Clergy Report to the Charge Conference

Name of Clergy:

Address:

City, State, Zip:

Home Phone:

Cell Phone:

Email:

Clergy Status:

Charge Conference Membership:

1. Number of Funerals

2. Number of Preaching Engagements

3. Number of Weddings

4. Number of Baptisms

Narrative Report: (in a couple of paragraphs, please summarize your year of ministry)

I am available for pulpit supply, if needed:

- ☐ Yes, please add me to the district supply list
- ☐ No, I am no longer able to fill a pulpit

☐ I acknowledge that the name entered below represents an e-signature for the person indicated, along with their full knowledge and consent.

Signed:

Date:

RETIRED CLERGY PERSON

This form was completed by: