

2026 Charge Conference Checklist

Required Documents

- ☐ **Membership Report & Senior Pastor Report** *(To be completed by the Membership Secretary & Senior Pastor / VOTE Required)*
 - ☐ Provide a list of names to be read (1st year) (if applicable)
 - ☐ Provide a list of names to be read (2nd year) (if applicable)
 - ☐ Deaths listed (include date if possible)
- ☐ **Compensation Form** *(Each appointed or assigned pastor must submit a signed compensation form / VOTE Required)*
 - ☐ Does **Comp LINE 11** meet Minimum Comp (see instructions page of compensation for amount. NOTE: Accountable reimbursement does not count toward minimum compensation.)
 - ☐ Signatures of Pastor/ SPRC/Treasurer are included on the comp record.
- ☐ **Report of the Trustees** *(to be completed by the Trustees Chair)*
 - ☐ Accessibility Audit *(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.)*
 - ☐ Insurance Declaration Page
 - ☐ Safe Gathering Policy *(Requires the Trustee Chair/Pastor to review annually, sign, and provide a copy of the current policy.)*
- ☐ **Report of Finance** *(Requires the Finance Chair/Pastor to review annually, sign, and provide a copy of the current policy.)*
 - ☐ Financial Policy
- ☐ **Lay Member to Annual Conference** *(To be completed by the Committee on Nominations. A charge is allowed ONE Lay Member to Annual Conference per clergy appointment or assignment. It is recommended that you add several alternates to your list for Charge Conference approval. Replacing a Lay Member to Annual Conference requires a called charge conference. This is of special importance during delegation election years.)*
 - ☐ Name included on both Lay and Alternate.
- ☐ **Nominations** *(Select from Traditional or Simplified Structure / Committee on Nominations / VOTE Required)*
 - ☐ Blanks must be filled in with name/position
- ☐ **200K Reasons Report** *(annual report)*

Local Church Leadership

- ☐ The Local Church Leadership Form has been provided. *(Your nominations must match the Local Church Leadership form.)*

Other Reports that may be included in your Charge Conference Report

- ☐ Associate Pastor Report (required if appointed)
- ☐ Deacon Pastor Report (required if appointed)
- ☐ Retired Clergy - if applicable
- ☐ Cert Lay Servant/Lay Speaker/Lay Minister Forms - if applicable
- ☐ AR104a Candidacy Chg Conf Recommendation Form can be found on the conference website under Forms and Documents for BOM. This is for new or continuing candidates. **(Local pastors do not complete.)**

YOUR CHARGE CONFERENCE REPORT - FINAL CHECK

REQUIRED List of items you will need to provide

- Signed Compensation Form
- UMC Annual Accessibility Audit
- Insurance Declaration
- Safe Gatherings Policy
- Financial Policy

IF APPLICABLE List of Items you will need to provide

- ____ Membership: First Year Reading - Membership (if applicable)
- ____ Membership: Second Year Reading - Membership (if applicable)
- ____ Trustees: Environmental Impact Evaluation (if applicable)
- ____ Trustees: Environmental Impact Plan (if applicable)
- ____ Pastor's Accountable Reimbursement Plan (if applicable)
- ____ AR104a - Charge Conference Recommendation (if applicable)
- ____ Certified Lay Servant/Speaker/Minister Form (if applicable)
- ____ Retired Clergy Form (if applicable)
- ____ Additional Documents provided that will need Charge Conference approval (endowment funds documents, agreements, etc)

Notes:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.



Membership & Sr. Pastor Report

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.

Church

District

Charge

Arkansas Conference

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 (Include date of 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 (§ 350).

**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:

2027-2028 Pastor's Compensation Form



Pastor

Church

Date

For Period of: July 1, 2027 through June 30, 2028 or _____ - _____

☐ Full-time ☐ Part-time			Current: July 2026 - June 2027	New: July 2027 - June 2028
Payment	Church Contribution to Pastor Compensation (Salary from Church)	1		
	Equitable Compensation or other Conference Support Compensation support received from the Annual Conference	2		
	Cash Allowances paid directly to pastor without documentation required (non-accountable plans not already included in line 1)	3		
	Utilities and Appurtenances Amount paid to pastor for utilities and other housing-related expenses under designation by the church. See IRS Publication 517 for more information.	4		
	TOTAL OR GROSS CASH PAYMENT Add Lines 1-4	5		
Deductions	Flexible Spending Plan This is 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.	6		
	UMPIP Contribution 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.	7		
	UMPIP Contribution Is this tax-deferred?	7b	☐ Yes ☐ No	
	403B Contribution to Other than UMPIP 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.	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	☐ Yes ☐ No	
	Date of (S)PPRC chairperson's parsonage inspection	B	DATE:	
	Housing Allowance May only be used in lieu of parsonage	C		
Budget for Reimburse	Accountable Reimbursement Plan (optional) 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	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? (p. 246, 2024 Arkansas Conference Journal)	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 (¶623.1).

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	_____

2027-2028 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.

**Church
District**

**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
 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:

Date Received:

Amount: \$

Where Invested:

Income: \$

How Income is Used for Ministry:

Item 2:

Date Received:

Amount: \$

Where Invested:

Income: \$

How Income is Used for Ministry:

Item 3:

Date Received:

Amount: \$

Where Invested:

Income: \$

How Income is Used for Ministry:

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

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 (¶653) 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 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 + ⁵ = ___
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. ⁵Additional 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.

Policy Against Misconduct of a Sexual Nature

The Arkansas Conference of the United Methodist Church

Section I - Introductory Statements of General Application

The Arkansas Annual Conference of the United Methodist Church, Inc. (referenced herein as “this Conference”) affirms section 3351 of *The Book of Resolutions of the United Methodist Church, 2020/2024* (referenced herein as *The Book of Resolutions*, which states that:

“Sexual misconduct in church and ministry settings impedes the mission of Jesus Christ. Ministerial leaders have the responsibility not only to avoid actions and words that hurt others, but also to protect the vulnerable against actions or words that cause harm... In the safety and sanctity of the church’s settings, we as church leaders, both clergy and lay, paid and volunteer, must be held to the highest standard of conduct as we lead, provide guidance and support, and work with children, youth, and adults in ministry settings. Sexual misconduct in any form is a violation of the membership and ordination vows we take as laity and clergy in The United Methodist Church.”

This Conference affirms that all human beings 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*. Therefore, this Conference supports equity among all persons, regardless of ethnicity, socioeconomic status, or gender. We affirm the statement in *The Book of Discipline of the United Methodist Church, 2020/2024* (referenced herein as *The Book of Discipline*) paragraph 162.M, which states, “Recognizing the inherent worth and dignity of all people, we condemn sexual harassment, abuse, and assault and consider them grave violations of the established behavioral norms within the church as well as our larger society.”

Theological Foundation

All persons are created by God in God’s image (Genesis 1:26-27) and are of equal value in Christ. Jesus was sent into the world so that all persons may experience reconciliation and whole relationships with God and each other (2 Corinthians 5:18-19). We are called to live in a right relationship with God, with one another, and with ourselves. This calling to live in the fullness of our God-created humanity requires that we sustain a vital relationship with God, which should overflow into protecting one another and treating each other with dignity and respect. *The Book of Discipline* states: “We affirm

human sexuality as a sacred gift and acknowledge that sexual intimacy contributes to fostering the emotional, spiritual, and physical well-being of individuals and to nurturing healthy sexual relationships that are grounded in love, care, and respect.”

Definitions¹

Sexual harassment includes unwelcome and inappropriate sexual remarks, gender-based remarks, or physical advances made in workplaces, professional settings, or social situations.

Sexual abuse or molestation entails unwanted sexual activity perpetrated through the use of force or threats, or by taking advantage of those who are unable to give consent or those in vulnerable situations with unequal power.

Sexual assault includes all threats and forms of forcible sexual contact or bodily harm, including rape.

Sexual misconduct is a form of misconduct of a sexual nature that uses sexualized verbal comments or visuals, unwelcome touching and advances, use of sexualized materials including pornography, stalking, or misuse of the pastoral or ministerial position using sexualized conduct to take advantage of the vulnerability of another.

Sexual misconduct, sexual harassment, and sexual abuse are listed as chargeable offenses within the meaning of ¶ 2702 of *The Book of Discipline*.

Section II - Policy Related to Misconduct by Clergy or Laity Serving in a Ministerial Role of Leadership

Statement of Purpose

This Conference’s clergy members and persons serving in a ministerial role of leadership (pastor, educator, counselor, youth leader or other position of leadership²) are in a position of sacred trust, responsibility, and power that affords opportunities for unique relationships of grace, care, and discipleship. Sexual abuse, sexual harassment, or sexual misconduct by any person serving in a ministerial role of leadership violates this trust and constitutes an abuse of the clergy’s or ministry leader’s power and position. This Conference prohibits any sexual abuse, sexual harassment, and sexual misconduct which is repugnant for ministers of the gospel. This section of the policy provides a

¹ *The Book of Discipline of the United Methodist Church, 2020/2024*, ¶162.M; *Do No More Harm*, The General Commission on the Status and Role of Women of the United Methodist Church ([Link to "Do No More Harm" publication](#)).

² See *The United Methodist Book of Resolutions, 2020/2024*, page 364-65.

method for reporting any sexual abuse, sexual harassment, or sexual misconduct alleged to have been committed by a clergy member or ministry leader of this Conference, in alignment with *The Book of Discipline's* procedures for investigating, handling, and resolving complaints of sexual abuse, sexual harassment, and sexual misconduct against or involving a clergy member.

We particularly deplore the sexual exploitation of children, youth, and vulnerable adults and recognize that any sexual abuse is especially heinous and damaging when it occurs in the context of the church. We urge clergy, congregations, and local church boards of trustees to adopt clear policies and practices to prevent and address instances of sexual harassment. These policies and practices should include reference to required training for all clergy, church staff and persons serving in a role of ministerial leadership (e.g., Safe Gatherings or another Conference-approved program), printed guidelines on what constitutes sexual harassment, a safe and confidential reporting method, and a clear process for resolving grievance complaints. Even unsubstantiated reports of assault or abuse must be investigated immediately. Furthermore, we urge pastors and congregations to comply fully with all applicable legal statutes governing such matters and to be aware of their legal obligations as mandated reporters.

Policy Statement

Sexual harassment, gender harassment, sexual abuse, and sexual misconduct within the life of the Church interfere with its moral mission. This Conference prohibits and will not tolerate behaviors that are sinful, demeaning, abusive, or wrong. This Conference commits itself to the fair and expedient investigation of any complaint of sexual harassment, gender harassment, sexual abuse, or sexual misconduct by persons having a position within the Conference to include, but which is not limited to, elders, deacons, licensed local pastors, lay supply, certified lay ministers, and Conference, District, and local church leadership and staff, and will act in accordance with *The Book of Discipline* and applicable law. In addition, it is this Conference's intent to create an atmosphere of hospitality for all persons that is free from this type of sinful conduct and encourages respect, equality, and kinship in Christ.

Procedure for Reporting Complaints

To create this atmosphere of hospitality for all persons, this Conference adopts the following procedure for the reporting of sexual misconduct.

This Conference shall comply with applicable law regarding mandatory reporting of any purported sexual harassment, sexual abuse, or sexual misconduct by any clergy.

In addition, any conduct violating the policy statement listed above must be reported immediately to the Presiding Bishop or any District Superintendent of this Conference. A District Superintendent who receives a report of sexual harassment, gender harassment, sexual abuse, or sexual misconduct shall immediately provide a copy of that report to the Presiding Bishop.

All staff, leaders, and volunteers are required to immediately report their awareness or knowledge of any sexual harassment, gender harassment, sexual abuse, or sexual misconduct to the Presiding Bishop or any District Superintendent of this Conference.

Section III - Sexual and Gender Harassment of Clergy by Laypersons

This policy is in response to the mandate found in paragraph 605.9 of *The Book of Discipline*, which states, “The annual conference shall adopt a comprehensive policy for handling sexual and gender harassment of clergy when laypersons are the perpetrators.”

The Conference affirms its commitment to providing a safe and respectful environment for all clergy and laypersons within the life of the church. This policy seeks to address instances of sexual and gender harassment, as well as other forms of misconduct, when the perpetrators are laypersons. It establishes clear procedures for handling reports, providing support for the accuser, the accused, and the community, and ensuring proper investigation and resolution.

Statement of Purpose

The purpose of this section of the policy is to prevent and address sexual and gender harassment of clergy by laypersons. The policy outlines procedures for reporting such incidents, provides guidelines for supporting those affected, ensures proper investigation, and aims for reconciliation and healing in accordance with Christian principles.

Policy Statement

The Conference condemns all forms of sexual and gender harassment, abuse, and misconduct. Such behaviors are incompatible with the values of the church and constitute a betrayal of the trust placed in laypersons and clergy.

We commit to providing a comprehensive approach for handling such allegations; ensuring fairness and justice for both the clergy and layperson; offering care and support for both the clergy and the layperson, as well as the congregation; and following appropriate procedures in accordance with local law and *The Book of Discipline*.

Procedure for Reporting Complaints

Any clergy member who experiences sexual or gender harassment, abuse, or misconduct by a layperson should immediately report the incident to the appropriate local law enforcement (in the case of alleged criminal acts), local church authority (e.g., Church Council Chair, Staff-Parish Relations Chair, and/or Senior Pastor, when applicable), and to the District Superintendent.

Once a report is made, the Staff-Parish Relations Chair and District Superintendent will ensure immediate safety and protection for the clergy member and any other persons affected. The District Superintendent or appropriate leadership will begin the investigation in accordance with the procedures outlined below.

Support for the Individuals Involved

The local church and the conference shall offer pastoral care and counseling services for the clergy member who has been affected by the harassment. Emotional, psychological, and spiritual care will be made available to ensure the well-being of the clergy member. The *Book of Discipline* provides for additional means of support during the complaint process.

The conference is also committed to offering pastoral care to the layperson accused of misconduct, recognizing their inherent dignity while ensuring accountability. Counseling and mediation services will be offered as needed. *The Book of Discipline* provides for additional means of support during the complaint process.

The congregation may experience distress or division following such an incident. This Conference will make pastoral care available for the congregation, working toward unity and support for all members.

Investigation and Resolution

The District Superintendent will initiate an investigation promptly after receiving a report. The investigation will be thorough, fair, and impartial, adhering to the principles outlined in *The Book of Discipline* paragraphs 2701, 2702, and any other applicable paragraphs. The investigation may make use of the *Do No More Harm* resource, developed by the General Commission on the Status and Role of Women of the UMC, as appropriate. Both the clergy person and layperson will have the opportunity to present their accounts of the incident in an environment that maintains the dignity of both parties.

The outcome of the investigation may include: reconciliation efforts, where safe and appropriate, which involve the clergyperson, the layperson, and the church leadership; discipline of the layperson in accordance with church policies and civil law, if necessary; recommendations for further actions, such as counseling, mediation, or legal measures.

Section IV - Concluding Statements of General Application

Non-Retaliation for Reporting

This Conference shall not retaliate against any person who reports any sexual harassment, gender harassment, sexual abuse, or sexual misconduct.

General Policies Regarding Investigations

All investigations and remedial measures shall be conducted in accordance with the pertinent provisions of *the Book of Discipline*. Nothing contained in this policy shall be construed to in any way alter any requirement of *The Book of Discipline*. All complaints or reports of conduct that violate this policy shall be promptly and thoroughly investigated in accordance with local law and *The Book of Discipline*. The *Do No More Harm* resource, developed by the General Commission on the Status and Role of Women of the UMC, is recommended as a guideline and source of information regarding the process. All investigations shall be consistent with fair process as set forth in ¶ 2701 of *The Book of Discipline* and the Decisions of The Judicial Council of the United Methodist Church.

Confidentiality

While this Conference cannot guarantee confidentiality, it will make every effort to maintain confidentiality by disclosing information concerning the complaint or the investigation only on a “need to know” basis and as necessary to promote God’s call for justice, reconciliation, and healing.

Mediation and Reconciliation

Where appropriate, this Conference may utilize mediation agencies and appropriate support teams as resources to facilitate reconciliation and healing. Where appropriate, the conference encourages reconciliation through mediation. However, if the severity of the misconduct warrants it, mediation may not be appropriate, and the church leadership will take appropriate corrective action.

Follow-Up and Accountability

Once the investigation is concluded and resolutions are made, follow-up will be conducted to ensure the continued safety of all parties and the healing of the affected



individuals. Accountability mechanisms will also be in place to prevent such misconduct from recurring.

Conclusion

The Arkansas Conference is committed to fostering an environment of mutual respect, care, and healing for both clergy and laity. By addressing sexual and gender harassment, sexual abuse, and sexual misconduct with thoroughness, compassion, and justice, we aim to honor the dignity of all persons and reflect the love of Christ in our actions.

Approved by: Board of Ordained Ministry

Date: February 23, 2026



Policy Against Misconduct of a Sexual Nature Signature Form

Adopted by the Church Council/Administrative Board of:

Church Name (include City) _____

Approved on _____, 20____

This policy **shall** be read by the Board/Council, Pastor(s), and staff, adopted by the local church, and signed by the Pastor (s), all staff, and volunteers in the children, youth, and vulnerable adult ministry areas. A complete copy of the policy with signatures has been placed on file in the church office.

Signature	Signature	Signature



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 committee on finance.

Church
District

Charge
Arkansas 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

1.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?

2.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)?

Additional bank:

Additional bank:

Additional bank:

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

If not, why not?

9.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)? (If yes, please upload a copy.) ☐ Yes ☐ No

10.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

14.b. If not, why not?

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

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

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

Signed:



Date:

FINANCE COMMITTEE CHAIRPERSON

This form was completed by:

Election of Lay Member/Alternate to Annual Conference

Effective January 1

**Church
District**

**Charge
Arkansas Conference**

From ¶133, 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: _____

This form was completed by: _____

Nominations Report

Church
District

Charge
Arkansas Conference

Our church uses:

☒ Traditional Structure

2027 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 2027

Name:

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Name:

Class of 2029

Name:

Name:

Name:

Name:

Finance Committee

Chair:

List Name of the Committee Members below.

Class of 2027

Name:

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Name:

Class of 2029

Name:

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 2027

Name:

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Name:

Class of 2029

Name:

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 2027

Name:

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Name:

Class of 2029

Name:

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 2027

Name:

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Name:

Class of 2029

Name:

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

This form was completed by:

Nominations Report

Church
District

Charge
Arkansas Conference

Our church uses:

☒ Simplified Structure

2027 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 2027

1) Name:

1) Officer Position (Check all that apply.)

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

2) Name:

2) Officer Position (Check all that apply.)

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

3) Name:

3) Officer Position (Check all that apply.)

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

☐ SPRC Contact Person

Other:

4) Name:

4) Officer Position (Check all that apply.)

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

Other:

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

Other:

2) Name:

2) Officer Position (Check all that apply.)

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

Other:

3) Name:

3) Officer Position (Check all that apply.)

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

Other:

4) Name:

4) Officer Position (Check all that apply.)

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

Other:

Class of 2029

1) Name:

1) Officer Position (Check all that apply.)

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

Other:

2) Name:

2) Officer Position (Check all that apply.)

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

Other:

3) Name:

3) Officer Position (Check all that apply.)

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

Other:

4) Name:

4) Officer Position (Check all that apply.)

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

Other:

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 2027

Name:

Name:

Name:

Name:

Class of 2028

Name:

Name:

Name:

Name:

Class of 2029

Name:

Name:

Name:

Name:

This form was completed by:

200,000 More Reasons Report - 2026

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
District

Charge
Arkansas Conference

☐ 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: Year

^^

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

This form was completed by:

2026 Charge Conference Minutes

**Church
District**

**Charge
Arkansas Conference**

The following church/charge held an annual Charge Conference.

United Methodist Church's Charge Conference

was held on at .

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:

Additional Motions or Notes:

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:



Certified Lay Servant Annual Charge Conference Report & Renewal Request

Report for year ending _____

PART 1: CONTACT INFORMATION OF CERTIFIED LAY SERVANT

Name _____

Email _____ Best Phone _____

Address _____ City/State/Zip _____

Church Name _____ District _____

PART 2: ANNUAL REPORT OF MINISTRY BY THE LAY SERVANT

1. During this year, I have participated in these **leading** ministry opportunities:

- ☐ served as a member or chairperson of a committee, board/council, task force, etc.
 - ☐ at my local church (Please list) _____
 - ☐ beyond my local church:
 - ☐ in my district (Please list) _____
 - ☐ in the conference (Please list) _____
 - ☐ in the jurisdiction or general church (Please list) _____
- ☐ Additional leading activities (Please list) _____

2. During this year, I have participated in these **communicating** ministry opportunities:

- ☐ Taught classes (Please list) _____
- ☐ Served as a leader/liturgist in worship (# of times) _____
- ☐ Preached in worship services (List where & # of times) _____
- ☐ Gave devotional messages (List where & # of times) _____
- ☐ Additional communication activities (Please list) _____

3. During the year, I have participated in these **caring** ministry opportunities:

- ☐ Provided one-on-one caring at a hospital, care facility, to a homebound member
- ☐ Volunteered at a school, hospital, care facility
- ☐ Served in care-giving/outreach activities (food pantry, prison ministry, etc.)
- ☐ In membership/evangelism visitation
- ☐ Served as a volunteer in a community board/agency (Please list) _____
- ☐ Additional caring activities (Please list) _____

PART 3: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

In addition to the above ministry opportunities, what activities have you engaged in and/or what books have you read or used during the past year to help develop your devotional life, improve your understanding of the Bible, improve your understanding of The United Methodist Church, and improve your skills in leading, communicating, and caring ministries? _____

PART 4: FEEDBACK BY THE LAY SERVANT

Have you had adequate opportunity to serve as a lay servant (caring, communicating, leading ministries) this year? ☐ Yes ☐ No (If no, please explain.) _____

What additional training or support do you need? _____

What recommendations do you have for improving lay servant ministries in your district? _____

PART 5: COURSE INFORMATION

Please list advanced courses beginning with the most recent. (Use "additional space" found on page 3 if needed.)

Book Title	Location	Date
Example: Each One a Minister	Grand Ave UMC in Hot Springs	10/18/2025

PART 6: REQUEST OF THE CERTIFIED LAY SERVANT

I request the recommendation of my pastor and my Church Council/Church Conference to continue as a Certified Lay Servant.

Date _____ Signature of Lay Servant _____

PART 7: RECOMMENDATION OF THE PASTOR

I recommend this lay member to continue as a Certified Lay Servant.

Date _____ Signature of Pastor _____

PART 8: CHURCH COUNCIL or CHURCH CONFERENCE RECOMMENDATION

The Church Council/Church Conference of _____ United Methodist Church recommends this lay member to continue as a Certified Lay Servant.

Date _____ Signature of Church Council Chair _____

PART 9: ACTION BY THE DISTRICT COMMITTEE ON LAY SERVANT MINISTRIES

The District Committee on Lay Servant Ministries has reviewed this lay servant's qualifications and is

☐ approved ☐ not approved.

Date _____ Signature of the District Director of Lay Servant Ministries _____

ADDITIONAL ADVANCED CLASS LIST AND WRITING SPACE

Please provide a list of all advanced classes completed since the last report date, including the title of the book, the date, and the class location. Also, be sure to indicate which part of any questions you are answering from above.

Please Note: The original completed form, including all signatures, is to remain at the local church. A copy is to be submitted with the charge conference documents. Additional copies are to be distributed to the Lay Servant and the District Director of Lay Servant Ministries.



Certified Lay Speaker Annual **Charge Conference Report & Renewal Request**



Report for year ending _____

PART 1: CONTACT INFORMATION OF CERTIFIED LAY SPEAKER

Name _____

Email _____ Best Phone _____

Address _____ City/State/Zip _____

Church Name _____ District _____

PART 2: ANNUAL REPORT OF MINISTRY BY THE LAY SPEAKER

1. During this year, I have participated in these **leading** ministry opportunities:

- ☐ served as a member or chairperson of a committee, board/council, task force, etc.
 - ☐ at my local church (Please list) _____
 - ☐ beyond my local church:
 - ☐ in my district (Please list) _____
 - ☐ in the conference (Please list) _____
 - ☐ in the jurisdiction or general church (Please list) _____
- ☐ Additional leading activities (Please list) _____

2. During this year, I have participated in these **communicating** ministry opportunities:

- ☐ Taught classes (Please list) _____
- ☐ Served as a leader/liturgist in worship (# of times) _____
- ☐ Preached in worship services (List where & # of times) _____
- ☐ Gave devotional messages (List where & # of times) _____
- ☐ Additional communication activities (Please list) _____

3. During the year, I have participated in these **caring** ministry opportunities:

- ☐ Provided one-on-one caring at a hospital, care facility, to a homebound member
- ☐ Volunteered at a school, hospital, care facility
- ☐ Served in care-giving/outreach activities (food pantry, prison ministry, etc.)
- ☐ In membership/evangelism visitation
- ☐ Served as a volunteer in a community board/agency (Please list) _____
- ☐ Additional caring activities (Please list) _____

PART 3: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER

In addition to the above ministry opportunities, what activities have you engaged in and/or what books have you read or used during the past year to help develop your devotional life, improve your understanding of the Bible, improve your understanding of The United Methodist Church, and improve your skills in leading, communicating, and caring ministries? _____

PART 4: FEEDBACK BY THE LAY SPEAKER

Have you had adequate opportunity to serve as a lay speaker (caring, communicating, leading ministries) this year? ☐ Yes ☐ No (If no, please explain.) _____

What additional training or support do you need? _____

What recommendations do you have for improving lay servant ministries in your district? _____

PART 5: COURSE INFORMATION

Please list advanced courses beginning with the most recent. (Use "additional space" found on page 3 if needed.)

Book Title	Location	Date
Example: Each One a Minister	Grand Ave UMC in Hot Springs	10/18/2025

PART 6: REQUEST OF THE CERTIFIED LAY SPEAKER FOR RENEWAL

I request the recommendation of my pastor and my Church Council/Church Conference to continue as a Certified Lay Speaker.

Date _____ Signature of Lay Speaker _____

PART 7: RECOMMENDATION OF THE PASTOR

I recommend this lay member to continue as a Certified Lay Speaker.

Date _____ Signature of Pastor _____

PART 8: CHURCH COUNCIL or CHURCH CONFERENCE RECOMMENDATION

The Church Council/Church Conference of _____ United Methodist Church recommends this lay member to continue as a Certified Lay Speaker.

Date _____ Signature of Church Council Chair _____

PART 9 (OPTIONAL): DISTRICT SUPERINTENDENT RECOMMENDATION FOR RENEWAL

I recommend this Certified Lay Speaker to continue as a Certified Lay Speaker.

Date _____ Signature of District Superintendent _____

PART 10: ACTION BY THE DISTRICT COMMITTEE ON LAY SPEAKER MINISTRIES

The District Committee on Lay Servant Ministries has met with this lay speaker, heard their sermon, and reviewed their application. Renewal is ☐ approved ☐ not approved.

Date _____ Signature of District Director of Lay Servant Ministries _____

PART 11: ACTION BY THE CONFERENCE COMMITTEE ON LAY SERVANT MINISTRIES

The applicant has been approved as a Certified Lay Speaker.

Date _____ Signature of Conference Director of Lay Servant Ministries _____

ADDITIONAL ADVANCED CLASS LIST & WRITING SPACE

Please provide a list of all advanced classes completed since the last report, including the title of the book, the date, and the class location. Also, be sure to indicate which part of any questions you are answering from above.

Please Note: The original completed form, including all signatures, is to remain at the local church. A copy is to be submitted with the charge conference documents. Additional copies are to be distributed to the Lay Speaker and the District Director of Lay Servant Ministries.



Certified Lay Minister Annual Charge Conference Report & Renewal Request



Report for year ending _____

PART 1: CONTACT INFORMATION OF CERTIFIED LAY SERVANT

Name _____

Email _____ Best Phone _____

Address _____ City/State/Zip _____

Church Name _____ District _____

PART 2: ANNUAL REPORT OF MINISTRY BY THE CERTIFIED LAY MINISTER

1. During this year, I have participated in these **leading** ministry opportunities:

☐ served as a member or chairperson of a committee, board/council, task force, etc.

☐ at my local church (Please list) _____

☐ beyond my local church:

☐ in my district (Please list) _____

☐ in the conference (Please list) _____

☐ in the jurisdiction or general church (Please list) _____

☐ Additional leading activities (Please list) _____

2. During this year, I have participated in these **communicating** ministry opportunities:

☐ Taught classes (Please list) _____

☐ Served as a leader/liturgist in worship (# of times) _____

☐ Preached in worship services (List where & # of times) _____

☐ Gave devotional messages (List where & # of times) _____

☐ Additional communication activities (Please list) _____

3. During the year, I have participated in these **caring** ministry opportunities:

☐ Provided one-on-one care at a hospital, care facility, to a homebound member

☐ Volunteered at a school, hospital, care facility

☐ Served in care-giving/outreach activities (food pantry, prison ministry, etc.)

☐ In membership/evangelism visitation

☐ Served as a volunteer in a community board/agency (Please list) _____

☐ Additional caring activities (Please list) _____

PART 3: PERSONAL AND SPIRITUAL GROWTH BY THE CERTIFIED LAY MINISTER

In addition to the above ministry opportunities, what activities have you engaged in and/or what books have you read or used during the past year to help develop your devotional life, improve your understanding of the Bible, improve your understanding of The United Methodist Church, and improve your skills in leading, communicating, and caring ministries? _____

PART 4: FEEDBACK BY THE CERTIFIED LAY MINISTER

Have you had adequate opportunity to serve as a lay servant (caring, communicating, leading ministries) this year? ☐ Yes ☐ No (If no, please explain.) _____

What additional training or support do you need? _____

What recommendations do you have for improving lay servant ministries in your district? _____

PART 5: COURSE INFORMATION

Please list advanced courses and/or continuing education beginning with the most recent.

Use "additional space" found on page 3 if needed.

Book or Course Title	Location	Date
Example: Each One a Minister	Grand Ave UMC in Hot Springs	10/18/2025

☐ By checking this box, I confirm that annual reports have been submitted through the church conference and the Conference Committee on Lay Ministries, providing evidence of satisfactory performance as a CLM.

PART 6: ACTION BY THE LOCAL CHURCH or SUPERVISORY BOARD of MINISTRY SETTING FOR RENEWAL

The Committee on Pastor/Staff Parish Relations, church council, church conference, or supervisory board of the ministry setting where assigned, has completed a ministry review. *See attached.*

Date _____ Signature of Chairperson _____

PART 7: RECOMMENDATION OF DISTRICT SUPERINTENDENT FOR RENEWAL

The District Superintendent recommends this CLM for renewal. *See attached.*

Date _____ Signature of District Superintendent _____

PART 8: ACTION BY THE DISTRICT COMMITTEE ON ORDAINED MINISTRY FOR RENEWAL

The District Committee on Ordained Ministry (dCOM) has interviewed the applicant.

The dCOM ☐ recommends ☐ does not recommend the applicant for renewal as a Certified Lay Minister.

Date _____ Signature of District Committee on Ordained Ministry Chair _____

PART 9: ACTION BY THE CONFERENCE COMMITTEE ON LAY SERVANT MINISTRIES FOR RENEWAL

The Conference Committee on Lay Servant Ministries has received all recommendations, including those from the dCOM, and the required documentation for the Certified Lay Minister.

The renewal request is ☐ approved ☐ not approved.

Date _____ Signature of Conference Director of Lay Servant Ministries _____

ADDITIONAL ADVANCED CLASS LIST AND WRITING SPACE

Please provide a list of all advanced classes completed since the last report date, including the title of the book, the date, and the class location. Also, be sure to indicate which part of any questions you are answering from above.

Annual Report / Renewal Note: The original completed form, including all required signatures, is to remain at the local church. A copy is to be submitted with the church conference documents. Additional copies are to be distributed to the Certified Lay Minister and the Conference Director of Lay Servant Ministries.



Retired Clergy Report to the Charge Conference

Name of Clergy:

Church:

Address:

City, State, Zip:

Home Phone:

Cell Phone:

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: