

Sample Charge or Church Conference Agenda

Opening

- Introduction of the Presiding Elder Church Council Chair
- Prayer Pastor or Lay Person
- Ministry Reflection: Ministry Leader
Share at least one ministry that has made a difference in your community.

Ministry Recommendations

- Candidates for Ministry ?
Form: Recommendations to the District Committee on Ordained Ministry
- Lay Servant Ministry ?
Form: Recommendations to the District Committee on Lay Servant Ministries
- Certified Lay Ministry ?
Form: Recommendations to the District Superintendent
- 2018 Lay Church Officers..... Pastor
Form: Lay Leadership Nominations
- Recognition of Lay Ministry Leaders Lay Leader

The Practical Stewardship of Our Ministry

- Membership Report Membership Secretary
- Prayer for the Saints Pastor
- Pastoral Compensation Package S/PPRC Chair
Forms: 2018 Compensation Report, Housing Allowance Exclusion, Accountable Reimbursement
- Submission of Required Annual Reports..... Trustee Chair, Finance Chair
Forms: 2017 Trustees Legal & Property, Safe Sanctuaries Policy

Vision & Goals

- Pastor's Report Pastor
A five-minute report on the progress of 2017 goals, projection of 2018 goals, for making disciples.
- Breakthrough Goals Leadership Team/Church or Ad Council Chair
Form: 2018 Breakthrough Goals

Closing

- Closing Prayer..... Pastor, Lay Person, or Presiding Elder

Note that if you entered your information online last year, some of the information will automatically fill in the online form for this year, so it may not be necessary to complete all of these worksheets. Please check the online form before completing these worksheets.

Worksheet for Basic Church Information:

Denomination/Conference

Name for Church: _____

Name your Church Uses

Internally or in Your Community: _____

Legal Church Name: _____

Charge Name: _____

District: _____

GCFA Number: _____

Employer Identification

Number (EIN or FEIN): _____

County: _____

Location: _____

Mailing Address: _____

Church Phone: _____

Church Fax: _____

Church Email: _____

Church Website URL: _____

Worksheet for Features of Your Church

Describe your church/what would you like people to know about your church? (max 249 characters):

Primary Worship Services

Service times (during the school year)

Day of Week	Time	Worship Style	Primary Language	Child Care

Yes__ No__ Do your service times change for the summer? (if no, you do not need to complete the table below)

Service times (during the school year)

Day of Week	Time	Worship Style	Primary Language	Child Care

Sunday or Church School is offered for the following age groups:

- Preschool
- Elementary School
- Middle School
- High School
- Young Adult
- Adult
- Older Adult

Primary ethnicity of worship and church school:

- African American/Black
- Asian/Pacific Islander
- Caucasian/European
- Multicultural/Global
- Native American
- Spanish/Hispanic/Latino

Welcoming/Hospitality:

- Is your church wheelchair accessible?
- Is there assistance for the physically impaired? (elevators, wheelchairs, railings)
- Is there assistance for the hearing impaired? (amplification devices, sign language)
- Is there assistance for the sight impaired? (Large text or braille bibles and hymnals)

Primary Outreach Ministries:

- Clothing Closet or Free Store
- Food Pantry
- Free Community Meal or Soup Kitchen
- Recovery Ministry
 - o Type of: _____
- Support Groups
 - o Type of: _____
- Prison Ministry
 - o ___Kairos Prison Ministry ___Horizon Prison Initiative Other: _____
- Transportation Ministry
- Preschool or Child Care Center
- Other: _____

Worksheet for Lay Leadership Nominations for 2018 Church Officers

(All church officers must be members of the local church)

Offices required by Discipline	Name
1. Ad Board/Council/Leadership Team Chair	_____
2. Finance Chair	_____
3. Lay Leader	_____
4. Lay Member to Annual Conference	_____
5. Lay Member Alternate to Annual Conference	_____
6. SP/PPRC Chair	_____
7. Treasurer	_____
8. Trustees Chair	_____

Other church officers:	Name
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____

Worksheet for Ministry Recommendations:

(Must be recommended from church where membership is held)

Recommendations to the District Committee on Ordained Ministry:

Candidate(s) for Certification (¶ 311.2, ¶ 247.9, 312)

Certifications: _____

Continuations: _____

Candidate(s) for Church-related Vocations (¶ 247.10)

New Applications: _____

Renewals: _____

Recommendations to the District Committee on Lay Servant Ministries:

Certified Lay Servants (¶ 247.11 & 266-269)

New Applications: _____

Renewals: _____

Removals: _____

Lay Speakers (¶ 247.11 & 266-269)

New Applications: _____

Renewals: _____

Removals: _____

Recommendations to the District Superintendent:

Certified Lay Minister (westohioumc.org/CLM)

New Applications: _____

Renewals: _____

Removals: _____

Worksheet for Membership Report (¶ 230.2)

Please list those members whose names are being read for the first or second time.

Names of members being read for the first time:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Names of members being read for the second time and being removed by charge conference action:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Worksheet for 2018 Pastor Compensation Report

Please copy this page and complete a **separate compensation report for each pastor** under Episcopal appointment or district superintendent assignment to this church.

Pastor Name: _____

1. COMPENSATION INFORMATION – Cash Salary approved at your Church/Charge Conference

a. TOTAL COMPENSATION Received by this Pastor from all churches: \$ _____

b. Amount paid by THIS CHURCH \$ _____

Additional churches are contributing to the Pastor's Salary Yes No

Names of any additional churches:

c. Amount paid by Equitable Compensation \$ _____

2. HOUSING ARRANGEMENTS

a. Does this pastor live in a parsonage provided by this church? Yes No

b. Housing Allowance - cash amount church pays to pastor instead of a parsonage \$ _____

3. BENEFITS AND OTHER INFORMATION

a. Accountable Reimbursement
(a signed policy resolution must be on file in the local church office) \$ _____

b. Pastor is enrolled in the United Methodist Church pension program Yes No

c. Pastor is enrolled in the West Ohio Conference health insurance Yes No

If yes, Pastor is enrolled in which type of health insurance plan:
 Single Family of Two Family of Three or More

If no, a waiver must be printed, signed and mailed to the conference office.

d. Housing Exclusion Resolution Amount Adopted by Church/Charge Conference
(a signed exclusion resolution must be on file in the local church office) \$ _____

e. What position does this pastor hold?

Associate Pastor Lead Pastor – Main Campus Lead Pastor – Satellite Campus
 Pastor Specialized Ministry

f. Is Pastor enrolled in Course of Study? Yes No N/A

g. If yes, has the Pastor completed the Course of Study? Yes No

4. 2017 COMPENSATION

During 2017, has this pastor been paid in accordance with the compensation reported on the 2016 charge conference form or more recent Statement of Benefits? Yes No

Resolution for 2018 Parsonage or Housing Allowance Exclusion

Instructions

What is the purpose of this form? The Internal Revenue Code Section 107 has a provision that allows ministers of the Gospel to exclude from their reportable income some costs of living in a parsonage or their own home. The church uses the Parsonage or Housing Allowance Exclusion form.

Does this cost the church anything? No. The pastor's salary is not increased or decreased as a result of the resolution. It merely *designates* a portion of the pastor's salary as being excluded from the amount of compensation the church reports to the IRS on the pastor's W-2.

When should this form be filled out? At least annually and whenever there is a change in pastors. It must be done before the pastor incurs the expenses. The exclusion cannot be made retroactive.

How much should the exclusion be? The pastor establishes the amount in consultation with the Pastor/Parish Relations Committee. For a church-owned parsonage, the amount should not exceed the fair rental value of the parsonage or house. A rule of thumb for the annual fair rental value" is to take 5% - 8% of the market value of the parsonage or house. If a housing allowance is paid to the pastor, the exclusion should include the amount of the allowance as well as other anticipated expenses.

What is included in the exclusion? Any expenses the pastor may incur in living in the parsonage or home. The following is a partial listing and not meant to be inclusive of all items that may be excluded.

1. Rent or principal payments, cost of buying a home, and down payments, if paid by the pastor.
2. Real estate taxes and mortgage interest for the home, if paid by the pastor.
3. Insurance on a home, if paid by the pastor.
4. Improvements, repairs, and upkeep of the home and/or contents. New roof, room addition, carpet, garage, etc.
5. Furnishings and appliances: dish washer, vacuum sweeper, TV, VCR, DVD, piano, computer for personal use, washer, dryer, sewing machine, cookware, dishes etc.
6. Decorator items: drapes, throw rugs, pictures, knick knacks, painting, wallpapering, bedspreads, sheets, towels, etc.
7. Utilities: heat, electric, cable TV, etc. (ONLY IF PAID BY THE PASTOR)
8. Misc: anything that maintains the home and its contents that you have not included in repairs or decorator items: cleaning supplies for the home, brooms, light bulbs, expense to run the lawnmower, landscaping tools etc.

These may be excluded even if they become the pastor's personal property, as long as they are paid from money received as salary. Major appliances such as refrigerators and ranges purchased with church funds may not be excluded.

DO NOT INCLUDE THE FOLLOWING: Maid (or any labor hired for maintenance such a lawn care), groceries, personal toiletries, CD's etc. **What if I have other questions?** Speak with the District Superintendent or the Conference Treasurer's office.

Resolution for 2018 Parsonage or Housing Allowance Exclusion

WHEREAS this church provides a parsonage or housing allowance as part of the compensation of our regularly appointed or assigned minister of the Gospel, and;

WHEREAS the cost of providing the parsonage or housing allowance with utilities and/or furnishings may be excluded from gross income the Internal Revenue revised rule 599,359-51-52 and Section 107;

THEREFORE BE IT RESOLVED that _____ United Methodist Church will designate \$ _____ of the pastor's salary as parsonage/housing allowance. This amount is to be excluded from the reported taxable income.

This resolution is effective during calendar year for 2018.

Approved at the Charge or Church Conference or Administrative Board, Church Council, or Leadership Team meeting on _____ (date).

Required Signatures:

_____ Date: _____

Chair, Administrative Board/Church Council/Leadership Team

Please Print Name _____

I accept full responsibility for maintaining and keeping available for any requirements of the Internal Revenue Service all supporting leases, mortgages, tax bills, utility bills, repair or maintenance bills and any other documentation necessary to document that portion of the above estimate that I shall claim as actually expended for housing or furnishings.

_____ Date: _____

Pastor

Please Print Name _____

Distribution: This signed document is to be kept on file at the local church and one copy provided to the pastor. You are not required to provide the conference with a copy, nor are you required to provide your district office a copy, unless requested by your district office.

2018 Accountable Reimbursement Policy

The following resolution was duly adopted by the Administrative Board/Church Council/Leadership Team (or Charge Conference) of the _____ United Methodist Church at a meeting held on _____.

Under Internal Revenue Code Section 62(a)(2)(A) gross income does not include reimbursed business expenses or adequately accounted business expense allowances for employees. Internal Revenue Service Regulation 1.162-17(b) provides that an employee need not report on his tax return expenses paid or incurred by him solely for the benefit of his employer for which he is required to account and does account to his employer and which are charged directly or indirectly to the employer. Further, I.R.S. Regulation 1.274-5(e)(4) provides that an adequate accounting means the submission to the employer of an account book, diary, statement of expense, or similar record maintained by the employee in which the information (as to each element of expenditure amount, time and place, business purpose, and business relationship) is recorded at or near the time of the expenditure, together with supporting documentary evidence, in a manner that conforms to all the adequate records requirements as set forth in the regulations.

Therefore, the _____ United Methodist Church hereby establishes an accountable reimbursement policy pursuant to I.R.S. Regulations upon the following terms and conditions:

1. Expenses deemed ordinary and necessary shall be made solely for the benefit of the church and shall be paid directly, whenever possible by the _____ United Methodist Church, or indirectly and reimbursed to the person or entity who does pay the expense. Ordinary expenses include, but are not limited to: automobiles, office supplies, postage, computer supplies, books, subscriptions, professional dues, vestments, continuing education, lodging and meals while traveling and entertainment related to church business.
2. The church must be given an adequate accounting of the expense, which means that there shall be submitted a statement of expense, account book diary, or other similar record showing the amount, date, place, business purpose, and business relationship involved. Appropriate documents, cash receipts, canceled checks, credit card sales slips, and contemporaneous records for those non-receipt expenses less than \$25.00 must be attached to a monthly expense report. Both the minister/staff person and the church shall retain copies of the documentary evidence and expense report. Voucher information need not include data that would violate pastoral confidences.
3. Reimbursements or advances must be paid out of budgeted church funds and not by reducing the compensation of a minister/staff person. Budgeted amounts not spent must **not** be paid as a salary bonus or other personal compensation in any fiscal year. *If such payments are made, the entire amount of the accountable reimbursement policy account will be taxable income to the pastor/staff person.*
4. The church may pay amounts in advance of the minister/staff person's actual expenditure on either an as needed basis or by standard monthly expense allowance. However, an adequate accounting of the advances by expense report must be made in the month following an expenditure. Any excess advance must be returned to the church before additional needed or allowance amounts are provided to the minister/staff person.

5. It is understood by the various parties that all elements of this resolution must be carefully followed to prevent the church salary-paying unit from being required by regulation to list total payments for the following items on I.R.S. W-2 as includable compensation. The primary responsibility of expense reporting is the minister/staff person to the church payroll person.
6. The Staff/Parish or Pastor/Parish Relations Committee (SP/PPRC) is responsible for approving vouchers submitted by the pastor. The local church treasurer is responsible for paying approved vouchers.
7. By previous or concurrent resolution, duly adopted by the Administrative Board/Church Council/Leadership Team (or Charge Conference) of the _____ United Methodist Church at a meeting held on _____, 2017, the following ordinary and necessary expenses as suggested for the employment needs of the minister/staff person, are included in this accountable reimbursement policy from January 1, 2018 to December 31, 2018.

2018 Accountable Reimbursement Total \$ _____

Attested to this ____ day, _____, 2017, the foregoing resolution is hereby accepted.

REQUIRED SIGNATURES:

 Chair, Administrative Board/Church Council/Leadership Team

 Treasurer, Church or Charge

 Pastor

Distribution: This signed document is to be kept on file at the local church and does not need to be sent to the district office unless requested by your district office.

Worksheet for 2018 Breakthrough Goals

Passionate Worship

Average weekly worship attendance for all worship services _____

Radical Hospitality

Total professions of faith for year _____

Total baptisms for year _____

Intentional Faith Development

Average number small groups weekly _____

Average number attendees in all small groups weekly _____

Percentage of weekly worship attendees in small groups _____

Risk-Taking Mission & Service

Average number members in mission/outreach each week _____

Extravagant Generosity

Average weekly giving toward annual budget _____

Percentage paid towards conference and district apportionments _____

Additional giving:

Missions _____

Fundraisers in support of annual budget _____

Capital _____

Memorials, endowments, bequests _____

Advance Specials _____

Comments/Clarifications

Additional data categories you would find helpful:

Minutes of Church or Charge Conference:

Church Name: _____

Date of Conference: _____

Which did you hold? Charge Conference Church Conference

Location of Conference: _____

Presiding Elder: _____

Number Members Present: _____

Record of Ministry Recommendations

Ministry:	Moved by:	Seconded by:	Yes Votes	No Votes
<i>Certification of Candidates for Ordained Ministry</i>				
<i>Continuation of Candidates for Ordained Ministry</i>				
<i>Begin or Renew Certified Lay Servants</i>				
<i>Begin or Renew Lay Speakers</i>				
<i>Begin or Renew Certified Lay Ministers</i>				
<i>Nominated Lay Officers of the Church or Charge</i>				
<i>Other:</i>				

Record of the Practical Stewardship of Our Ministry

Report:	Moved by:	Seconded by:	Yes Votes	No Votes
<i>Membership Report</i>				
<i>2017 Trustees Legal & Property Report</i>				
<i>Safe Sanctuaries Policy</i>				
<i>Other:</i>				

2018 Compensation (Repeat compensation information for each pastor.)

PASTOR: _____

Cash Compensation: \$ _____ Housing Allowance: \$ _____

Housing Exclusion: \$ _____ Accountable Reimbursement: \$ _____

Motion to Approve Cash Compensation:

Moved by: _____ For (S)PRC Vote: ____ Yes _____ No

Motion to Approve Housing Allowance

Moved by: _____ For (S)PRC Vote: ____ Yes _____ No

Motion to Approve Housing Exclusion

Moved by: _____ For (S)PRC Vote: ____ Yes _____ No

Motion to approve Accountable Reimbursement

Moved by: _____ For (S)PRC Vote: ____ Yes _____ No

Record of Vision & Goals

2018 Breakthrough Goals

Motion to approve 2018 Breakthrough Goals:

Moved by: _____ Seconded by: _____

Vote: _____ Yes _____ No

Other Business Cared For:

Submitted by _____, Recording Secretary for Charge Conference

Church/Charge Conference Signatures:

(All signatures must be included and apply to all pages of this form)

Lead Pastor Printed Name *Date:* _____

Signature

Ad Board/Council/Leadership Team Chair Printed Name *Date:* _____

Signature

SP/PPRC Chair Printed Name (church or charge) *Date:* _____

Signature

Treasurer Printed Name (church or charge) *Date:* _____

Signature

Presiding Elder Printed Name *Date:* _____

Signature

District Superintendent Printed Name *Date:* _____

Signature