Church Reporting Checklist and Instruction Packet

Due for Church Conference		Submit, Print for Ch. Conf.	Submit, Optional to Print	Submit, Do not duplicate	Instruction Packet Page #
1.	Minutes of last regular Church Conference and any special church conference held during the year	✓			
2.	Report, Nominations (see Church Conference Instruction Packet)	✓			2
3.	Clergy Compensation Report	✓			5
4.	Report of the Trustees with Insurance Information	✓			2
5.	Report of the Pastor including Membership Audit and Pastor's Written Report	✓			3
6.	Lay Servant Report(s)		✓		4
7.	Certified Lay Minister (CLM) Report		✓		4
8.	Deacon's Report		✓		4
9.	Additional Resolutions for Church Conference		✓		
10.	Directory of Officials			✓	2
11.	Clergy Housing Allowance Exclusion Resolution			✓	
12.	Annual Parsonage Evaluation			✓	3
13.	Treasurer's Reports: 2015 (year-to-date)			✓	4
14.	Church Profile/Church Advisory for Appointment Making			✓	3
15.	Pastor Profile/Pastor Advisory for Appointment Making			✓	3
Due June 1st – (note, Fund Balance Report should be provided for Church Conference)					
Fund Balance Report (Annual Audit for 2014) ¶258.4d		✓			4
Treasurer's Reports: 2014 (submit with Fund Balance Report)				✓	4
Due January 15th					
Worker's Compensation Audit – Submit to Insurance Coordinator - GNJAC					4
Due January 31th					
Year End Statistical Reports (EZRA) – submit on-line					4
2016 Budget – submit to District Office				✓	
At the time of a new appointment					
Form I-9 – submit copy to District Office				✓	3

The United Methodist Church
of Greater New Jersey

Dear Friends,

This instruction packet has been provided to assist you in preparing for your up-coming church conference. The objectives for the conference are: to expand understanding and vision for serving in the mission field, to identify how congregations can equip and improve ministry for the coming year, and to care for the on-going ministry of the congregation which includes caring for Disciplinary requirements, reviewing progress on the church's purpose and goals, and affirming goals for the coming year. Please utilize the check list at the front of this packet to assist you in gathering needed reports. Your assistance in completing and submitting these by the deadline set by your District Superintendent is greatly appreciated as this time is needed to process and review all information prior to your conference.

General Instructions for Completing Church Conference Reports

The Church conference reports are designed to be completed and submitted electronically. Fields will expand as data is entered. Forms that require signatures need to be printed and signed. These should be scanned and submitted electronically. All forms requiring a signature must be signed **prior** to submission.

The forms for this year have been revised so that they can be saved and updated for future years. **Please make sure to enter the year for each form**. Pastor's GCFA Identification Numbers are available either on last year's church conference forms or from your district office.

All of the information requested for submission to your district office is required by the Book of Discipline or needed to assist the on-going ministry of your congregation in the annual conference. To assist in your preparations, a comprehensive check list of reports and forms for the entire year is available on the conference website under church conference forms. You will see here the specific forms needed for your church conference.

Directory of Officials (*Completed by: Pastor as chair of Nominations)*

The Directory of Officials is used by the annual conference to develop data bases for e-mail communications, the Relay mailing list, and other communications with Local Church officers. **For new officers, please place an asterisk before their name. For persons whose contact information has changed (i.e., address, email, phone), place an asterisk only before the information to be changed.** Please make sure that the requested information (including e-mail) is as complete as possible. Churches with co-chairs for program committees, or additional committee chairs that would not fall under the NOW plan of organization should list those persons under "Other." This can also be used to list your church historian as per the 2015 Annual Conference action. If additional space is needed, please submit the names, requested contact information, and office held on a separate sheet. This report should not be duplicated for your church conference.

A nominations report should be generated including all officers and committees members for the local church, not just those tracked in the conference database. This is the place to list all persons who are serving the local church in a variety of ways. The Directory of Officials is not the same as the nominations committee report.

Trustees Report (*Completed by: Board of Trustees)*

The Annual Report of the Trustees should be for the current year. Therefore, officers and members should be those currently holding office (not those to be elected).

Each church has received a Master Certificate of Insurance with its policy at the beginning of the year. Please make a copy of this one page document and submit with your Trustees report. The space provided for other insurances are only for reporting insurance purchased apart from the conference plan.

The Book of Discipline ¶2533.6 requires an annual accessibility audit be conducted by the Board of Trustees. A suggested accessibility audit is available on the conference website under "Local Church Accessibility Survey." Do not submit the survey, however recommendations that emerge should be included as an addendum with the Annual Report of the Trustees.

Certified Safe Sanctuary Policies have been reviewed and approved through the district. If you are unsure whether your policy is certified, please call your district office.

The Book of Discipline requires that copies of Incorporation Papers be on file with the District. If previously submitted it is not necessary to do so again. If not, please submit with your Trustees Annual Report.

Parsonage Evaluation (*Completed by: Chair of S/PPRC and President of Trustees)*

All churches with parsonages must complete this annually (¶2533.4). Report should be submitted to the District office, but should not be duplicated for the entire church conference. Please make sure that the parsonage address is listed. Bedroom and bathroom location designations help to insure consistency from year to year (i.e. – bedroom 1 – upstairs front; bedroom 2 – upstairs back, etc.)

An accurate inventory of furnishings and church-owned appliances should be included. It is recommended that the inventory include date purchased (if known) to help for planning for future needs. For parsonage requirements, please refer to parsonage standards in the conference journal.

Report of the Pastor (*Completed by: Pastor and Membership Secretary)*

Only names are needed for Other Clergy Members. Addresses are already in the database. Certified Candidates are those who have been approved by the District Committee on Ministry. Do not list persons in process toward certification.

- Questions 1, 2 and 3: Please list names, not just numbers
- Question 5: Add additional page if more space is needed. Please make sure that all Disciplinary requirements have been met before listing names (see ¶228.2)
- Question 8: All pastors under appointment should provide a narrative report as a supplement (see ¶340)

Church Profile/Advisory Report (*Completed by: S/PPRC in consultation with the Pastor)*

The Church Profile/Advisory report should be completed and submitted by the deadline for all church conference forms. Should there be a need to update the profile or advisory sections after the conference, please update and submit to your District Superintendent immediately.

After the committee had completed its report and recommendation, list the names of those committee persons who participated in completing the advisory section of the report. Listing a name is considered the equivalent of an electronic signature.

Pastor Profile/Advisory Report (*Completed by: Pastor)*

The Profile/Advisory is to be completed and submitted prior to pastor's one-on-one meeting with their District Superintendent. Should there be a need to update the profile or advisory sections after the church conference, please update and submit to your District Superintendent immediately.

Additional Forms

Deacons (provisional and full member) will complete the Deacon's report instead of the Pastor's Profile.

Reports for ***Certified Lay Ministers*** and ***Lay Servants*** should be completed and signed prior to submission to the District Office. Only those who submit their reports for initial or continuing approval can be voted on. Questions concerning Lay Servant reports should be directed to the District Lay Servant Ministries Coordinator.

The Before-Tax and After-Tax Form and ***Billing Change Form*** are for those who are changing the amount designated for UMPIP. They should be completed and returned to the Board of Pensions and Health Benefits. Instructions are found on the forms themselves.

The ***I-9 Form*** is a federal requirement. Immigration and Naturalization Service requires an I-9 Form to be completed by all employees, including clergy. The completed form – available at the Conference website – is required to be signed by a church officer and kept in the church personnel files. A copy should also be given to the District office. This verification is required only at the time of hire or initial appointment to the church, not every year. When appointments change a new I-9 Form needs to be completed.

Information Regarding Financial Reports

Fund Balance Report (Annual Audit) should be completed by auditor or audit committee following the completion of their work. A Local Church Audit Guide is available at http://www.gcfa.org/gcfa/gcfa-resources if you need guidance. This report is due each year on June 1st for the previous year's financial information. When submitting your Fund Balance Report, please submit the year end ***treasurer's report*** that coincides with the audit (profit and loss statement). The audit must be approved by the church conference, however the financial statements do not need to be reproduced as they have already been submitted and approved by your church council (or the equivalent).

Year-to-Date Treasurer's Report should be submitted with your church conference reports. This should be a copy of the latest report that your treasurer presented to your church council. This report does not need to be printed in your church conference materials.

Instructions for ***Worker's Compensation Audit*** and ***Year End Statistical (EZRA)*** reporting will be available on the conference website at www.gnjumc.org.

INSTRUCTIONS FOR
2016 CLERGY COMPENSATION & EXPENSE REPORT
READ BEFORE COMPLETING FORM

Conference Relationship:

AF – Affiliate Member	OD – Deacon Member (Other Conf)	RD – Ret. Deacon in Full Connection
AM – Associate Member	OE – Elder (Other Conf)	RE – Retired Full Elder
DM – Diaconal Minister (1992)	OF – Full Member (Other Denomination)	RL – Retired Local Pastor
DR – Retired Diaconal Minister (1992)	OP – Provisional Member (Other Conf)	RO – Retired Full Mem. (Other Den.)
FD – Deacon in Full Connection	OR – Retired Elder of Other Conf	RP – Retired Provisional Member
FE – Elder in Full Connection	PE – Provisional Elder	SY – Supply Pastor
FL – Full Time Local Pastor	SP – Student Local Pastor	CP – Coordinating Pastor
PD – Provisional Deacon	PL – Part Time Local Pastor	LM – Certified Lay Minister
OA – Associate Member (Other Conf)	RA – Retired Associate Member	

Minimum Salary Full Member $42,562 Prov. Elder/Deacon, Assoc. Member $39,157 FT Local Pastor $37,029 (+ $300 per year of full-time service)

Health Insurance Premiums for 2016

	2015 Rates	**2016 Rates**
Employee Only	15,000	14, 000
Employee and Child(ren)	15,000	14, 000
Employee and Spouse	15,000	14, 000
Employee, Spouse and Children (Family)	15,000	14, 000

Clergy Housing

Definitions:

Housing Exclusion: Amount of cash salary prospectively designated by the church conference resolution to pay for housing expenses paid by clergy. The Exclusion Resolution is required by IRS Section 107 and approved by the charge conference/church council prior to when it takes effect. The following are excluded from income tax, but not from the clergy self-employment (SECA) contribution:

(1) Furnished parsonage (if provided)
(2) The portion of cash salary used for housing

Housing Allowance: Cash paid in lieu of providing a parsonage.

Housing Exclusion is included as part of minimum compensation.
Housing Allowance is not included as part of minimum compensation.

The Housing Exclusion is exempt from income tax and should include the Housing Allowance.

Please use the CLERGY HOUSING EXCLUSION RESOLUTION FOR 2016

Line by Line Instructions for Compensation and Expense Report

1. *Total Church Salary* – Amount of Clergy salary from church resources.
2. *GNJAC Equitable Compensation* Grant – approved by Grant process
3. *GNJAC Salary Supplement Grant* – approved by Grant process
4. *Taxable Cash Allowances* – Report non-vouchered expenses (i.e. church gives pastor an allowance and does not ask for an accounting of how it was spent, or does not require IRS documentation.
5. *Housing Allowance* – Cash paid to pastor to provide a domicile when a parsonage is not provided. (Pastor pays SECA tax).
6. *Total Salary* – Total Lines 1-5.

   Lines 7 through 11. Use to list the tax-sheltered portion of the salary reported on Line 6. They should not be reported in the W-2 Box 1 as taxable income. Refer to the individual line on the compensation report for the appropriate W-2 reporting box.

7. *Tax-deferred UMPIP* –This is an amount withheld from the pastor's salary and sent to the General Board of Pension and Health Benefits for investment in the Personal Investment Plan (UMPIP) on a tax-deferred basis. Contribution to UMPIP is strongly recommended and is the option of the pastor. **Per 2012 General Conference changes, pastors contributing at least 1% of Plan Compensation into UMPIP will gain an additional 1% match into CRSP**. Pastor must complete a **BEFORE-TAX AND AFTER-TAX CONTRIBUTIONS AGREEMENT**. Church must complete a **BILLING CHANGE FORM** for UMPIP if amount changes or pastor is in a new appointment. (both forms on Conference website)
8. *Other Tax-deferred* – This line is for retirement savings withheld from salary and paid to a plan other than UMPIP.
9. *Health Insurance Contribution* – 2% of salary required contribution for the Conference Health Insurance Plan (see attached explanation). Health insurance premium for a plan that is NOT the Conference Plan – report on line 15. For Clergy enrolled in the local church's Section 125 Plan. **Line 9 will be calculated upon entering a premium amount on line 21.** The church must have a written Plan Document and a new Plan Enrollment Form must be completed each year to designate the 2%. If the church does not have a Section 125 Premium Plan, enter 2% on line 14.
10. *Flexible Spending Account* – Reporting an amount on this form does not constitute a Flexible Spending Plan. This is an amount withheld from the pastor's salary and used by the church to reimburse medical or childcare expenses on a tax-exempt basis. **The maximum allowable amount is $2,550.** Do not use this line to report medical expenses that are not reimbursed under a qualified Section 125 plan - use line 15. The church's plan must have a written Plan Document and an Enrollment Form. A Plan Form is required to change the amount withheld per IRS rules. Professional assistance is recommended to set up Section 125 Flexible Spending Plans.
11. *Housing Exclusion* – List amount of salary designated from the 2016 CLERGY HOUSING EXCLUSION RESOLUTION –Section A or B. Amount listed is subject to SECA tax (paid by clergy).
12. *Total Tax Sheltered* – Line 12 is the total of Lines 7 through 11.

Lines 13 through 14: List the TAXABLE deductions portion of the salary reported on Line 1.

13. *Tax*-paid *UMPIP* – Report in W-2 Box 1 - This is an amount withheld from the pastor's salary and sent to the General Board of Pension and Health Benefits for investment in the Personal Investment Plan (UMPIP) on a tax-paid basis. Contribution to UMPIP is at the option of the pastor. Per 2012 General Conference changes, pastors contributing at least 1% of Plan Compensation into UMPIP will gain an additional 1% match into CRSP. Pastor must complete a **BEFORE-TAX AND AFTER-TAX CONTRIBUTIONS AGREEMENT**. Church must complete a **BILLING CHANGE FORM** for the UMPIP if amount changes or pastor is in a new appointment. (both forms on Conference website)

14. *Health Insurance Contribution* – **Report in W-2 Box 1 -** 2% of salary required contribution for the Conference Health Insurance Plan ONLY if the church hasn't established a Section 125 premium plan.
15. *Expenses paid directly by the local church (on behalf of the pastor) that are not included in lines 1-14* – **Report in W-2 Box 1 -** include reimbursement to the pastor for social security payments, auto expenses including auto insurance and lease payments, club memberships, children's scholarships, health insurance premium for a non-Conference health plan, etc. The details for these expenses must be outlined in a written agreement and submitted with the compensation report.
16. *Cash paid to clergy* – Line 6 minus Lines 7 through 10 and minus 13 & 14.
17. *Total Federal Taxable Salary* – Line 17 is the total of Lines 6 minus 12. This amount would be reported at year-end as taxable salary in Box 1 of Form W-2.
18. *Total Salary* – Line 18 is the sum of Line 12 plus Line 17. The resultant number must equal the figure reported on Line 6.
19. *Parsonage provided* – If the church normally provides a parsonage for the clergy person, enter the amount on line 18. In not, skip to Benefits (Non-Taxable).
20. *Parsonage Value for pension purposes* – If a parsonage is provided, multiply line 19 (salary) by 25%.

    Benefits (Non-Taxable) A. B. C. & D.
    Please enter an "X" if you are in any of the categories listed.
    If you enter "X" in Box A or C you are not eligible for CPP.
    If you enter "X" in Box B you are not eligible for CRSP or CPP.
    If you enter "X" in Box D (½- time or ¾-time) CPP will be $2,289 (Box 25), **for ¼-time manually enter $2,963.**

21. *Health Insurance Premium* – Show 2016 health insurance premium paid to the conference. By entering the premium on this line the 2% of salary will automatically calculate on line 9.
22. *Net Health Insurance* – Line 21 minus Line 9 or 14. This represents the cost of Health Insurance annual premium less the 2% of salary contribution by the pastor.
23. *Pension Plan Compensation* – Definition of compensation for Pension purposes. If a parsonage is provided, add the salary (Line 18) plus 25% of salary. Or, if a cash housing allowance is paid in lieu of providing a parsonage, the salary only (Line 18).
24. *Clergy Retirement Security Program (CRSP)* for FT, ¾, ½ time Clergy or United Methodist Personal Investment Plan (UMPIP) for ¼ time Clergy. Annual Premium that will be billed from the Conference to the church - multiply Line 23 by 0.125 (12.5%). Enter the resultant number.

    Pastors serving less-than-full-time that have waived out of CRSP, enter "0" in this Box.

    Retired Clergy and lay persons serving as Supply Pastor (SY) or Lay Minister (LM) do not receive contributions to CRSP or CPP. For those pastors, Lines 24 and (25 or 26) should be $0. If, however, your church has adopted the United Methodist Personal Investment Plan (UMPIP) plan for lay employees, please enter the annual contribution amount for the supply pastor on Line 24 and indicate that the contributions are for the UMPIP plan.
25. *Comprehensive Protection Plan (CPP)* – Annual Premium that will be billed from the Conference to the church. If the pastor is a Full Member, Provisional Member, Deacon in Full Connection or Associate Member, or Local Pastor serving a full time appointment, multiply Line 23 by 0.03 (3%). Enter the resultant number OR $4,040*, whichever is less. *Contributions are limited to 200% of DAC (134,666), which is $4,040. **Please Note: Part-time Local Pastors are not eligible for CPP.**
26. *CPP for Less than Full-Time* – If the pastor is a Full Member, Provisional Member, Deacon in Full Connection or Associate Member serving a ½-time or ¾ time appointment, enter $2,289. If the pastor is enrolled in Optional CPP as ¼-time enter $2,963.

27. *Other Benefits* – Indicate any other non-taxable benefits you are paying for this pastor. Non-Conference health insurance premiums are taxable – enter on line 15.
28. *Total Benefit Costs* – Line 28 is the total of lines 22 + 24 + (25 or 26) + 27.

Accountable Reimbursement Plans:

- An accountable reimbursement plan is not a salary reduction item (tax shelter). A reimbursement assumes that the employer (church) is paying for the employee's (pastor) business expenses out of its own funds. When an employer pays an employee for his/her business expenses through a salary reduction, it is the employee and not the employer that is paying for the expenses. Reimbursements paid through a salary reduction agreement would be taxable to the employee.
- In order for a reimbursement plan to be accountable, the employee must submit proper documentation of the expense in a timely manner (no more than 60 days after the expense).

29. *Travel Expense* – Show amount budgeted for reimbursed travel. Pastor must submit documentation of date, place, business purpose and mileage.
30. *Continuing Education* – Show amount budgeted for continuing education events. Pastor must submit documentation of date, place, and event.
31. *Other Business Expenses* – List amount budgeted for other business-related expenses.
32. *Total Reimbursed Business Expenses* – Line 32 is the total of Lines 29 through 31.

2% Salary Contribution to Health Insurance Mandated by Annual Conference Action

The resolution below was passed at the 2003 Annual Conference. It mandates a premium contribution of 2% of salary for each participant (clergy and lay employees) in the Conference Health Insurance Plan beginning January 1, 2004.

"RESOLVED that the GNJAC set as its goal to earmark $3 million over the next five years to be raised in an equitable way from both active and retired participants in the Healthcare Plan, and that the following recommendations be adopted to be effective on January 1, 2004:

a. That each active participant* in the Healthcare plan be required to contribute 2% of their cash salary** toward the cost of Healthcare (estimated to average out to $270,000/year) with these funds earmarked to be used exclusively for healthcare costs, with any surplus funds to be placed in a contingency funds for the higher costs expected in future years.
b. That the Centenary Fund suspend gifts to retirees to defray Medicare Part B costs, and that an amount equivalent to the contribution of the active participants (estimated to average out to $209,000/year) be returned to the annual conference, with these funds earmarked to be used exclusively for healthcare costs for annuitants, with any surplus funds to be placed in a contingency funds for the higher costs expected in future years."

* An "active participant" is anyone, pastor or lay employee, covered by the Conference Health Insurance Plan who is not Medicare-eligible

** A clergy couple covered under the "Family" plan will be assessed only one 2% contribution.

Setting up (or adding the amount to) a Section 125 Plan for the pastor(s) or employee(s) will allow the 2% salary contribution to be deducted PRE-TAX from the participant's salary as an eligible medical expense. You may use the **"Church Health Flexible Spending Account Employee Election Form" enclosed in this packet.**

Minimum Equitable Salaries for 2016

Years of Service Pastor	Clergy in Full Connection	Provisional and Associate Member	Full Time Local Pastor
0	$42,562	$39,157	$37,029
1	$42,862	$39,457	$37,329
2	$43,162	$39,757	$37,629
3	$43,462	$40,057	$37,929
4	$43,762	$40,357	$38,229
5	$44,062	$40,657	$38,529
6	$44,362	$40,957	$38,829
7	$44,662	$41,257	$39,129
8	$44,962	$41,557	$39,429
9	$45,262	$41,857	$39,729
10	$45,562	$42,157	$40,029
11	$45,862	$42,457	$40,329
12	$46,162	$42,757	$40,629
13	$46,462	$43,057	$40,929
14	$46,762	$43,357	$41,229
15	$47,062	$43,657	$41,529
16	$47,362	$43,957	$41,829
17	$47,662	$44,257	$42,129
18	$47,962	$44,557	$42,429
19	$48,262	$44,857	$42,729
20	$48,562	$45,157	$43,029

Each pastor's salary above the minimum equitable salary is determined by the local church or by the charge in consultation with the district superintendent.

There is a $300 minimum increment in the base salary of each year of full-time service up to 20 years.

Also required as basic compensation for the above persons:

A minimum accountable reimbursement of $2,500 to include: continuing education, travel and other professional ministerial expenses. For churches that that are receiving Equitable Compensation support, their accountable reimbursement expense line should not exceed $2,500.