

Church Conference Preparation Workshop

Skylands District

July 25, 2017

August 10, 2017



The United Methodist Church
of Greater New Jersey



¶247.3

The primary responsibilities of the charge conference in the annual meeting shall be to review and evaluate the total mission and ministry of the church, receive reports, and adopt objectives and goals recommended by the church council that are in keeping with the objectives of The United Methodist Church.

¶ 248. The Church Conference— To encourage broader participation by members of the church, the charge conference may be convened as the **church conference**, extending the vote to all professing members of the local church present at such meetings. The church conference shall be authorized by the district superintendent.



¶246.8 – 10

Notice of time and place of a regular or special session of the charge conference shall be given at least ten days in advance by two or more of the following (except as local laws may otherwise provide): from the pulpit of the church, in its weekly bulletin, in a local church publication, or by mail.

9.

A charge conference shall be conducted in the language of the majority, with adequate provision being made for translation.

10.

A joint charge conference for two or more pastoral charges may be held at the same time and place, as the district superintendent may determine.



Business Session Agenda

- Opening Prayer
- Election of Recording Secretary
- Approval of Minutes from previous Conference(s)
- Nominations and Lay Leadership Report: Election of Officers, Date for start of term
- Celebrate 2017 Goals and discuss at least one goal for 2018 based on Vitality statistics and Congregational Evaluation (submitted by September 2017)
- Report of the Pastor including membership actions (¶234)
 - Approval of Candidates for Ministry (if applicable)
 - Approval of Lay Servants/Certified Lay Ministers (if applicable)
- Pastoral Compensation Report and Housing Exclusion
- Report of the Trustees (¶2250)
- Fund Balance Report (¶245.4d) – previously submitted
- Other Business
- Adjourn

The United Methodist Church of Greater New Jersey

The forms will be unavailable on Friday July 21 due to site maintenance.

Welcome to the Arena Website!

Here you will be able to FILL OUT and SUBMIT your church conference forms.

LOGIN to access your reports.

Once you have completed and submitted the report you will be able to go back in and make changes. Just correct the items that need to be corrected and resubmit the form.

PLEASE NOTE:

YOU MUST SAVE THE REPORT YOU ARE WORKING ON BEFORE MOVING ON TO THE NEXT ONE! (you will lose all of your work if you do not hit the submit button before moving on to the next report)

The **SUBMIT** button also acts as a **SAVE** button.

You can save as you go by clicking submit then going back in to the form to continue filling it out.

Hit the submit button often so that you do not lose any of your work. Your work will not be saved unless you hit SUBMIT.

TO PRINT/SAVE REPORT:

Use the print function in your browser by pressing CTRL+P. Then you can either save the report as a pdf or print it.

FOR THE CHECKLIST OF REQUIRED ITEMS AND ADDITIONAL INFORMATION REGARDING CHURCH CONFERENCE PLEASE CLICK HERE
(<https://www.gnjumc.org/2017-church-conference/>)

You are not logged in. [Click here to log in.](#)



Nominations - ¶249

1. The pastor is the chair of the Committee on Nominations
2. Church shall elect a lay leader and a lay member to annual conference
 - a. Serve as ex-officio members on Church Council, S/PPRC, Finance Committee, Committee on Nominations (lay leader only)
 - b. Lay members to annual conference = number of appointed clergy
3. Three year terms for Nominations, Trustees, and S/PPRC
 - a. Members of Nominations may not succeed themselves
 - b. S/PPRC limited to two consecutive terms
 - c. No 2 persons from the same household shall serve together on either Nominations or S/PPRC
 - d. No family members of pastor or staff may serve on S/PPRC



Nominations – continued

4. All members of Nominations and Leadership Development Committee must be professing members – up to 9 members plus ex-officio
5. S/PPRC must be professing members – 5 – 9 members plus ex-officio
6. Church Council members must be professing members
7. All chairs are nominated and elected by the Charge/Church Conference except the Board of Trustees which self-organizes
8. Trustees – 2/3rds must be professing members – chair or representative of Trustees serving on Church Council must be a professing member – 3 – 9 members, recommended at least 1/3 are lay women
9. Directory of Officials ≠ Nominations Report

Nominations and Lay Leadership Report

Church Council Chair

Council Vice-Chair

Treasurer

Secretary

Finance Chair

Nurture Chair

Outreach Chair

Witness Chair

Chair – Team Vital

Lay Member to Annual Conference

Reserve Lay Member

Lay Leader

President, Board of Trustees

SPRC Chair

Pastor

Frank Asbury

Tommy Coke

Barb Heck

Willy Otterbein

Sue Wesley

Jake Albright

Hank Appenzeller

Annie H. Shaw

Chuck Wesley

Marge Matthews

Phil Embury

Rich Whatcoat

Rich Allen

Maud Jensen

Rev. Sarah Mallet

Staff Parish Relations Committee

2018

Anna Oliver

Ruth Ellis

Rosa Parks

2019

Maud Jensen

P. A. Taylor

Sam Wesley

2020

George Whitfield

Donna Reed

Walter Reed

1. **List the names** of those received into baptized membership since last report: (please separate each name with comma). For multiple appointments: Please designate church before listing persons.

2. **List the names** of those received into professing membership since the last report: (please separate each name with comma). For multiple appointments: Please designate church before listing persons.

...a) **On profession of faith or restored:**

...b) **From other United Methodist churches:**

...c) **from other non-United Methodist churches:**

3. **List the names** of those removed from the professing membership since the last report:

(please separate each name with comma). For multiple appointments: Please designate church before listing persons.

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

...b) **By transfer to other United Methodist churches:**

...c) **By transfer to other non-United Methodist churches:**

...d) **By death:**

4. **Have the membership records and rolls been audited (¶¶ 231,340)**

Yes

5. **Report of Members Absent from the Fellowship {The Discipline - 2012, ¶228.2b}**

(please separate each name with comma). For multiple appointments: Please designate church before listing persons.

...Year 1 (For enlistment):

0

...Year 2 (To be removed by Church Conference Action):

6. **As for membership lines 5A and 5B of the year-end reports, has the church adhered to the Book of Discipline?**

Yes

7. **Will the statistical year-end reports be completed on time for this year (January 31st) (¶606.7)?**

Yes

Candidates for Ministry:

1. Candidate shall have been approved by the S/PPRC and is recommended by them to the Church Conference
2. Initial approval requires a 2/3rds vote of the conference, and shall be done by a written ballot (please be prepared for this)
3. Please notify the District Superintendent prior to the conference for any new approvals.

Candidates previously approved and under the care of the DCOM should be listed on the report of the pastor, along with other clergy such as retired clergy and extension ministry clergy who relate to the charge.

Certified Lay Ministers and Certified Lay Servants/Speakers

1. Initial approval of Certified Lay Ministers is with S/PPRC (as with candidates for ministry)
2. Report should be completed and on file with the church – persons who do not complete a report are not requesting continuation
3. Lay Servants have individual access to the Arena Data Base to complete their own reports.

Date Effective: 1-Jan-18	2018 CLERGY COMPENSATION AND EXPENSE REPORT Greater New Jersey Conference				District: Skylands	
Clergy Name: Pastor Olive Oyle	Clergy Day Phone: 973-555-1234	Appointment Status: (circle one) Full-Time 3/4 1/2 1/4				
Conference Relationship: (circle one) (see legend on instruction page) AF AM DM DR FD FE FL PD OA OD OE OF OP OR PE SP PL RA RD RE RL RO RP SY CP						
Church Names and City (list city if not shown in name)						
Church A	First UMC	Church B	Church C #	Church D #		
Church A #	2074	Church B #	Church C #	Church D #		
PLEASE REVIEW INSTRUCTIONS AS A GUIDE WHEN COMPLETING THIS FORM.						
		Church A	Church B	Church C	Church D	TOTAL
1	Church Salary	48,000				48,000
2	GNJAC Equitable Compensation Grant					-
3	GNJAC Salary Supplement Grant					-
4	Taxable Cash Allowances (e.g. non-vouchered expenses, bonuses, etc.)					-
5	Housing Allowance					-
6	Total Salary -- Add Lines 1 through 5 for all churches	48,000	-	-	-	48,000
Tax Sheltered Salary Items (Do not report in W-2 Box 1)						
7	Tax-deferred UM Personal Investment Plan (UMPPIP) withheld from salary shown on line 6 (Report in W-2 Box 12, Code E)	1,800				1,800
8	Other Tax-deferred IRS Section 403(b) investment withheld from salary shown on line 6 (Report in W-2 Box 12, Code E)					-
9	Health Insurance Contribution (IRS Section 125) 2% withheld from salary shown on lines 1-3 NOTE: 2% will automatically calculate upon entering premium amount on line 21. (Report in W-2 Box 14)	960	-	-		960
10	Flexible Spending Account (if offered by the local church) contribution (IRS Section 125 Cafeteria Plan) withheld from salary on line 6 - Maximum allowable contribution is \$2,600 (Report in W-2 Box 14)					-
11	Housing Exclusion: Amount of line 6 paid to clergy for housing related expenses paid by pastor. Enter amount from A or B on 2018 CLERGY HOUSING EXCLUSION RESOLUTION form. (Report in W-2 Box 14)	4,500				4,500
12	Total Tax Sheltered Salary - Add Lines 7 through 11	7,260	-	-	-	7,260
Taxable Salary Items (Report in W-2 Box 1 - Lines 13, 14, 15)						
13	Tax-paid UM Personal Investment Plan (UMPPIP) withheld from salary shown on line 6					-
14	Health Insurance Contribution 2% withheld from salary shown on lines 1-3 ONLY if not deducted on line 9.					-
15	Expenses paid directly by the local church not included in lines 1-14 (See Instructions for examples)					-
16	Cash paid to clergy line 6 minus lines 7 8 9 10 13 & 14	45,240	-	-	-	45,240.00
17	Total Federal Taxable Salary line 6 minus 12	40,740	-	-	-	40,740.00
18	Total Salary = Lines 12 + 17 (Must equal line 6)	48,000	-	-	-	48,000.00
Minimum Salary Full Member \$44,200 Provisional, Assoc. Member \$40,650 FT Local Pastor \$38,450 (+ \$300 per year of full-time service)						

One Compensation Report per Clergy person

Pastor's Election

Amount reported on Housing Exclusion Report

	Church A	Church B	Church C	TOTAL
Parsonage or Housing Allowance				
19	Parsonage provided for clergy? If Yes-enter the value found on line 18 on this line (19) If No skip to Benefits (Non-Taxable)	48,000		
20	Parsonage value for pension purposes. If a Parsonage provided (Line 19 is YES), Multiply Line 19 times 0.25 (25%)	12,000	-	12,000
Benefits (Non-Taxable)				
A. If you are a SP or PL enter X here _____>				
B. If you are a DM DR OR RA RD RE RL RO RP SY CP enter X here _____>				
C. If you are less than full time as an OF enter X here _____>				
D. If you are serving 1/2 time as an AM FD FE PD OA OD OE OP PE enter X here _____>				
E. If you are serving 1/4 time as an AM FD FE PD OA OD OE OP PE enter X here _____>				
21	Health Insurance Premium for Conference Plan - rates are located on page one of the instructions (Do not deduct amounts on lines 9 or 14)	14,500		14,500
22	Net Health Insurance Line 21 minus line 9 or 14	13,540	-	13,540
23	Pension Plan Compensation Line 18 + Line 20 if a Parsonage provided OR Line 18 if parsonage is not provided.	60,000	-	60,000
24	Clergy Retirement Security Program (CRSP) for FT, 3/4, 1/2 time Clergy or UMPPIP - this applies to 1/4-time Clergy no longer eligible for CRSP-see instructions)- Line 23 times 0.125 (12.5%)	7,500	-	7,500
25	Comprehensive Protection Plan (CPP) for Full-Time & 3/4 time = Line 23 times 0.03 (3%) Not available for Part-time Local Pastor or Student Local Pastor	1,800	-	1,800
26	UMLife Options for Less than Full-Time (1/2 time only) Not available for Part-time Local Pastor or Student Local Pastor. See instructions.	-	-	-
27	Other non-taxable benefits (describe)			
28	Total Benefit Costs - Add Lines 22 + 24 + (25 or 26) + 27	22,840	-	22,840
Reimbursed Business Expenses (Non-Taxable) These are operating expenses of the church, not salary				
29	Travel Expense	2,500		2,500
30	Continuing Education			
31	Other Business Expenses			
32	Total Reimbursed Business Exp. - Lines 29 + 30 + 31	2,500	-	2,500

Re-enter salary from line 18

2018 Premium - \$14,500

Signatures required from:

Pastor

P/SPRC Chair

Church Council Chair

after approval by Church Council

Superintendent will sign after

approval by Church Conference

Signatures: The undersigned parties state that the information shown on this Report is true and correct. This report does not constitute an employment agreement and/or benefit plan between the Greater New Jersey Annual Conference and the clergy identified herein, but is only a report of the clergy's compensation and benefits paid by the clergy's charge or employing unit to or for the benefit of the clergy.

Clergy: _____ Date: _____
Church Council Chair: _____ Date: _____
Church Council Chair: _____ Date: _____
PPR Chair: _____ Date: _____
PPR Chair: _____ Date: _____
District Superintendent: _____ Date: _____

Distribute signed copies: Pastor, PPR Chair(s), Church Treasurer(s), and District Superintendent
District Superintendent checks, approves, & forwards copy to Conference Office (corrections, if necessary to be initialed by all above)

Date Effective:		2018 CLERGY COMPENSATION AND EXPENSE REPORT		District:		
1-Jan-18		Greater New Jersey Conference		Skylands		
Clergy Name:		Clergy Day Phone:		Appointment Status: (circle one)		
Rev. Charlie Brown		973-555-9876		Full-Time 3/4 1/2 1/3		
Conference Relationship: (circle one) (see legend on instruction page)						
AF AM DM DR FD FE FL PD OA OD OE OF OP OR PE SP PL RA RD RE RL RO RY SY OI						
Church Names and City (list city if not shown in name)						
Church A # 2075		Church B # 2076		Church C #		
Church A # Second UMC		Church B # Third UMC		Church C #		
PLEASE REVIEW INSTRUCTIONS AS A GUIDE WHEN COMPLETING THIS FORM.						
		Church A	Church B	Church C	Church D	TOTAL
1	Church Salary	11,000	11,000			22,000
2	GNJAC Equitable Compensation Grant					-
3	GNJAC Salary Supplement Grant					-
4	Taxable Cash Allowances (e.g. non-vouchered expenses, bonuses, etc.)					-
5	Housing Allowance					-
6	Total Salary - Add Lines 1 through 5 for all churches	11,000	11,000	-	-	22,000
SALARY COMPONENTS						
Tax Sheltered Salary Items (Do not report in W-2 Box 1)						
7	Tax-deferred UM Personal Investment Plan (UMPIP) withheld from salary shown on line 6 (Report in W-2 Box 12, Code E)	412	330			742
8	Other Tax-deferred (IRS Section 403(b) investment) withheld from salary shown on line 6 (Report in W-2 Box 12, Code E)					-
9	Health Insurance Contribution (IRS Section 125) 2% withheld from salary shown on lines 1-3. NOTE: 2% will automatically calculate upon entering premium amount on line 21. (Report in W-2 Box 14)					-
10	Flexible Spending Account (if offered by the local church) contribution (IRS Section 125 Cafeteria Plan) withheld from salary on line 6 - Maximum allowable contribution is \$2,600 (Report in W-2 Box 14)					-
11	Housing Exclusion: Amount of line 6 paid to clergy for housing related expenses paid by pastor. Enter amount from A or B on 2018 CLERGY HOUSING EXCLUSION RESOLUTION form. (Report in W-2 Box 14)	4,000				4,000
12	Total Tax Sheltered Salary - Add Lines 7 through 11	4,412	330	-	-	4,742
Taxable Salary Items (Report in W-2 Box 1 - Lines 13, 14, 15)						
13	Tax-paid UM Personal Investment Plan (UMPIP) withheld from salary shown on line 6					-
14	Health Insurance Contribution 2% withheld from salary shown on lines 1-3 ONLY if not deducted on line 9					-
15	Expenses paid directly by the local church not included in lines 1-14 (See instructions for examples)					-
16	Cash paid to clergy line 6 minus lines 7 8 9 10 13 & 14	10,588	10,670	-	-	21,258.00
17	Total Federal Taxable Salary line 6 minus line 12	6,588	10,670	-	-	17,258.00
18	Total Salary = Lines 12 + 17 (Must equal line 6)	11,000	11,000	-	-	22,000.00
Minimum Salary Full Member \$44,200 Provisional Assoc. Member \$40,650 FT Local Pastor \$38,450 (+ \$300 per year of full-time service)						

Split salary as per division of time

Pastor's Election

Reported on Housing Exclusion Form

		Church A	Church B	Church C	TOTAL
Parsonage or Housing Allowance					
19	Parsonage provided for clergy? If Yes-enter the value found on line 18 on this line (19) If No skip to Benefits (Non-Taxable)	11,000			
20	Parsonage value for pension purposes. If a Parsonage provided (Line 19 is YES), Multiply Line 19 times 0.25 (25%)	2,750	-	-	2,750
Benefits (Non-Taxable)					
A. If you are a SP or PL enter X here <input type="checkbox"/>					
B. If you are a DM DR OR RA RD RE RL RO RP SY CP enter X here <input type="checkbox"/>					
C. If you are less than full time as an OF enter X here <input type="checkbox"/>					
D. If you are serving 1/2 time as an AM FD FE PD OA OD OE OP PE enter X here <input type="checkbox"/>					
E. If you are serving 1/4 time as an AM FD FE PD OA OD OE OP PE enter X here <input type="checkbox"/>					
21	Health Insurance Premium for Conference Plan - rates are located on page one of the instructions (Do not deduct amounts on lines 9 or 14)				-
22	Net Health Insurance: Line 21 minus line 9 or 14	-	-	-	-
23	Pension Plan Compensation Line 18 + Line 20 If a Parsonage provided OR Line 18 if parsonage is not provided.	13,750	11,000	-	24,750
24	Clergy Retirement Security Program (CRSP) for FT, 3/4, 1/2 time Clergy or UMPIP - this applies to 1/4-time Clergy no longer eligible for CRSP-see instructions)- Line 23 times 0.125 (12.5%)	1,719	1,375	-	3,094
25	Comprehensive Protection Plan (CPP) for Full-Time & 3/4 time - Line 23 times 0.03 (3%) Not available for Part-time Local Pastor or Student Local Pastor	-	-	-	-
26	UMLife Options for Less than Full-Time (1/2 time only) Not available for Part-time Local Pastor or Student Local Pastor. See instructions.	-	-	-	-
27	Other non-taxable benefits (describe)				-
28	Total Benefit Costs - Add Lines 22 + 24 + (25 or 26) + 27	1,719	1,375	-	3,094
Reimbursed Business Expenses (Non-Taxable) These are operating expenses of the church, not salary					
29	Travel Expense				-
30	Continuing Education	1,250	1,250		2,500
31	Other Business Expenses				-
32	Total Reimbursed Business Exp. - Lines 29 + 30 + 31	1,250	1,250	-	2,500

Signatures: The undersigned parties state that the information shown on this Report is true and correct. This report does not constitute an employment agreement and/or benefit plan between the Greater New Jersey Annual Conference and the clergy identified herein, but is only a report of the clergy's compensation and benefits paid by the clergy's charge or employing unit to or for the benefit of the clergy.

Clergy: _____ Date: _____
Church Council Chair: _____ Date: _____
Church Council Chair: _____ Date: _____
PPR Chair: _____ Date: _____
PPR Chair: _____ Date: _____
District Superintendent: _____ Date: _____

Distribute signed copies: Pastor, PPR Chair(s), Church Treasurer(s), and District Superintendent
District Superintendent checks, approves, & forwards copy to Conference Office (corrections, if necessary to be initialed by all above)

2018 CLERGY HOUSING EXCLUSION RESOLUTION

WHEREAS, it is the policy of the Greater New Jersey Conference of The United Methodist Church that Administrative Boards/Councils and Church Conferences annually designate in an official resolution a portion of the clergy person's compensation as housing allowance; and whereas, Section 107 of the Internal Revenue Code provides that the rental value of a home furnished to or by a minister of the gospel, or, the amount of a cash housing or rental allowance paid to the minister is not included in his or her gross income reporting for income tax purposes.

*** Complete category A or B below, but NOT both ***

A. Church Provided Housing - Parsonage
THEREFORE, BE IT RESOLVED that The Reverend _____ is provided the rent-free use of housing and the value of the housing is excluded from income tax under Section 107. (Check yes on Line 18 of the 2018 Clergy Compensation Report)
BE IT FURTHER RESOLVED that the Administrative Board/Council or Church or Charge Conference of the _____ Charge hereby designates the amount of \$ _____ (Enter on Line 11 of the 2018 Clergy Compensation Report) for the year _____ as a housing exclusion for The Reverend _____, whose residence is located at _____.

B. Minister Provided Housing - No parsonage
THEREFORE, BE IT RESOLVED that in lieu of church provided housing, the charge or church will pay annually a cash housing allowance in the amount of \$ _____ (Enter on Line 5 of the 2018 Clergy Compensation Report), in addition to salary, to provide housing for the minister and family.
BE IT FURTHER RESOLVED that the Administrative Board/Council or Church or Charge Conference of the _____ Charge hereby designates the amount of \$ _____ (Set high enough to include the cash housing allowance above. Enter on Line 11 of the 2018 Clergy Compensation Report) for the year _____ as a housing exclusion for The Reverend _____, whose residence is located at _____.

Housing exclusion is meant to defray costs incurred by clergy which directly relates to providing a home for self and family including, as applicable, any and all of the following: rent, mortgage payments and interest, furnishings, insurance, real estate taxes, utilities, maintenance and upkeep, and any other expenses directly associated with the provision of housing. Allowable expenses do not include personal items such as food, clothing, entertainment, and domestic help.

The IRS rule of limitation on this benefit is the lesser amount of 1) the amount of the housing exclusion resolution as herein designated. 2) the amount actually spent for the provision of housing. 3) the fair market rental value of the home or parsonage plus all other related expenses in the particular neighborhood of the residence in question.

This resolution sets a "not to exceed" amount for actual housing expenses that clergy may expend from salary &/or cash housing allowance. Only the actual expenses may be excluded from income. Clergy must keep careful records such as actual invoices, which would substantiate the exclusion in an IRS audit. Clergy add the unexpended difference on his/her Form 1040. Those clergy who receive a cash housing allowance in lieu of a parsonage may set higher limits, but must follow the above IRS rules. Note: Clergy must include fair market rental value of their housing when paying Self-Employment Tax (S.E.C.A.) of 15.3%.

Date _____ District Superintendent or Designated Elder
Chair of Church Council/Admin. Board Secretary of Church Conference

Copies to: Pastor, D.S., Church Treasurer(s)

2018-Clergy-Housing-Exclusion-Resolution

Housing Exclusion for Church Provided Housing

- 1. Election is made by pastor
2. Pastor must keep all records for tax purposes
3. Excludes that amount of salary from Federal Income Tax
4. Includes amounts spent by the pastor for maintaining home and furnishings

Housing Provided by Pastor

- 1. Election is made by pastor
2. Pastor must keep all records for tax purposes
3. Excludes that amount of salary from Federal Income Tax
4. Includes all expenses including mortgage, taxes, utilities, maintenance, etc.

Even if pastor claims \$0, a form should be completed for each church

Minimum Equitable Salaries for 2018

Years of Service Pastor	Clergy in Full Connection	Provisional and Associate Member	Full Time Local Pastor
0	\$44,200	\$40,650	\$38,450
1	\$44,500	\$40,950	\$38,750
2	\$44,800	\$41,250	\$39,050
3	\$45,100	\$41,550	\$39,350
4	\$45,400	\$41,850	\$39,650
5	\$45,700	\$42,150	\$39,950
6	\$46,000	\$42,450	\$40,250
7	\$46,300	\$42,750	\$40,550
8	\$46,600	\$43,050	\$40,850
9	\$46,900	\$43,350	\$41,150
10	\$47,200	\$43,650	\$41,450
11	\$47,500	\$43,950	\$41,750
12	\$47,800	\$44,250	\$42,050
13	\$48,100	\$44,550	\$42,350
14	\$48,400	\$44,850	\$42,650
15	\$48,700	\$45,150	\$42,950

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. Please refer to Conference Journal for additional information.

There is a \$300 minimum increment in the base salary of each year of full-time service up to 15 years.

Also required as basic compensation for the above persons:

A minimum accountable reimbursement of at least \$2,500 to include: mileage for pastoral work, continuing education, and other professional ministerial expenses as allowed by IRS. For churches that are receiving Equitable Compensation support, their accountable reimbursement expense line should not exceed \$2,500.

Trustees Report

Organization for the current conference year became effective by electing the following officers:
(no less than three and up to nine persons)

Date of Election: 09/29/2016

1. President Name:

Jack Wesley

Year President's term expires

2018

2. Vice President Name:

Barb Heck

Year Vice President's term expires

2019

3. Secretary Name:

Frank Asbury

Year Secretary's term expires

2017

4. Treasurer Name:

Tom Coke

Year Treasurer's term expires

2018

5. Member(1) Name:

Sojourner Truth

Year Member(1) term expires

2019

6. Member(2) Name:

Rich Allen

Year Member(2) term expires

2018

7. Member(3) Name:

Bill McKendree

Year Member(3) term expires

2017

8. Member(4) Name:

Ruth Ellis

Year Member(4) term expires

2018

9. Member(5) Name:

Matt Simpson

Year Member(5) term expires

2017

Officers and
Members for
current year



Is the local church incorporated (§12529.1)?

Yes

If yes and not previously submitted, please upload a copy of the church's incorporation papers:
(Create a pdf file of the document, click Change... and browse to the file's location)

Name(s) in which title to each piece of property is recorded, as shown by civil land records (§112536, 2538):

Church Buildings

..... Name(s): Methodist Episcopal Church
..... Office: Morris County Clerk
..... Book: 14
..... Page: 180-06

Church Buildings (Additional)

..... Name(s):
..... Office:
..... Book:
..... Page:

Parsonages

..... Name(s): Methodist Episcopal Church
..... Office: Morris County Clerk
..... Book: 15
..... Page: 51

Parsonages (Additional)

..... Name(s):
..... Office:
..... Book:
..... Page:

Other

..... Name(s): Methodist Episcopal Church Cemetery
..... Office: Morris County Clerk
..... Book: 16
..... Page: 75

Other (Additional)

..... Name(s):
..... Office:
..... Book:
..... Page:

Who is the custodian of deeds and other legal papers?

Board of Trustees President

Where are they kept?

First National Bank Safe Deposit Box, 22 Main Street, Everytown, NJ

Does each deed contain trust clause (§12503)?

Yes

Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate?

Yes

Has an annual accessibility audit for church properties been conducted (§12533.6)?

(Resources for accessibility audit can be found on the conference website. The audit does not need to be submitted.)

No

Please upload an action plan addressing any issues arising from the audit.

(Create a pdf or Word file of the document, click Change... and browse to the file's location)

Insurance (¶¶2533.2, 2550.7)

Have the buildings been inspected for fire and other safety hazards within the past year?

Yes

Have you accessed the replacement value within the last 5 years?

Yes

If "Yes", who performed the assessment?

M.I.B.

Was the assessment provided to Sovereign Insurance Group and was coverage adjusted appropriately?

Yes

Is the amount of insurance adequate?

(to determine adequacy of coverage, please use the GCFA Insurance Worksheet found at www.gcfa.com)

Yes

Does the church have a GNJAC Certified Safe Sanctuary Policy?

Yes

Please upload a copy of the Master Certificate of Insurance received from Sovereign Insurance Group.

(Create a pdf or Word file of the document, click Change... and browse to the file's location)

Do you have any insurance in addition to that described on the Master Certificate of Insurance?

No

...(If "Yes", please use the following fields to provide additional information, otherwise skip down to the line after . . . 5fb.)

1. Item Insured/Insurance Description

. . . 1a . Replacement Value

. . . 1b . Coverage Amount

. . . 1c . Type of Coverage

. . . 1d . Company

. . . 1e . Expiration Date

. . . 1fa. Restricted by Coinsurance?

. . . 1fb. Amount

2. Item Insured/Insurance Description

. . . 2a . Replacement Value

. . . 2b . Coverage Amount

. . . 2c . Type of Coverage

. . . 2d . Company

. . . 2e . Expiration Date

. . . 2fa. Restricted by Coinsurance?

. . . 2fb. Amount

3. Item Insured/Insurance Description

. . . 3a . Replacement Value

. . . 3b . Coverage Amount

. . . 3c . Type of Coverage

. . . 3d . Company

. . . 3e . Expiration Date

. . . 3fa. Restricted by Coinsurance?

. . . 3fb. Amount

4. Item Insured/Insurance Description

. . . 4a . Replacement Value

. . . 4b . Coverage Amount

. . . 4c . Type of Coverage

. . . 4d . Company

. . . 4e . Expiration Date

. . . 4fa. Restricted by Coinsurance?

. . . 4fb. Amount

5. Item Insured/Insurance Description

. . . 5a . Replacement Value

. . . 5b . Coverage Amount

. . . 5c . Type of Coverage

. . . 5d . Company

. . . 5e . Expiration Date

. . . 5fa. Restricted by Coinsurance?

. . . 5fb. Amount

Are all income-producing and permanent funds listed in the Fund Balance Report?

Yes

If "No", please create a detailed list in a pdf or Word document and upload it here:

Are these investments "socially responsible" and do they make "a positive contribution toward

the realization of the goals outlined in the Social Principles of the Church" (¶¶2533.5, 2550.9)?

Yes

TRUSTEE CERTIFICATION:

By completing this report and submitting online, you certify and meet the requirements for annual reporting on behalf of your church.

Date completed:

Pastor and Church Profiles and Advisory Forms

- Profiles and Advisory Forms from 2016 Church Conferences are available in Arena for updating. Both forms are due at the time that other Church Conference reports are due.
- S/PPRC should review and revise Church Profile as needed.
- Pastors should review and revise Pastor's Profile as needed.
- Advisory sections should be carefully completed – these are the primary means for communicating with the cabinet the pastor's and church's request for the coming appointment year. These reports are confidential and only accessible by the cabinet for their work in appointment making.
- For pastors, the section on limited itineracy needs to be reviewed and updated as needed.

Report for Church Conference	Submit Print for All	Submit - Option to Print	Submit - Not Printed
Minutes from Previous Church Conference	x		
Nominations Report	x		
Congregational Evaluation	x		
Report of the Pastor	x		
Clergy Compensation Report	x		
Housing Exclusion	x		
Trustees Report	x		
Fund Balance Report – Previously Submitted	x		
Lay Servant Reports / CLM Report	x		
Directory of Officials			x
Parsonage Evaluation			x
Preliminary Budget for 2018		x	
2016 Year End Financial Report		x	
2017 Year to Date Financial Report		x	
Pastor’s Profile and Advisory Form / Deacons Report			x
Church Profile and Advisory Form			x
Other Resolutions -	x		



Expectations in Preparation for Church Conference

- All paperwork needs to be completed and submitted electronically – on-line forms in arena should be updated and submitted.
- All work will be done ahead of time:
 - Nominations completed and submitted with Directory of Officials for appropriate officials completed in Arena
 - Compensation report for 2018 will be recommended by SPRC and approved by Church Council prior to submission (note – Finance Committee’s involvement in the process is only at the Church Council). Form should be previously signed.
 - Audit for 2016 (due June 1st) will be submitted if not previously done
 - Reports from Lay Servants will be completed prior to the conference
 - Pastor’s and Church Profiles (SPRC) will be updated and submitted with other paperwork
 - Required forms and reports not printed for distribution at the conference still need to be submitted on time



Expectations in Preparation for Church Conference, continued

- Any additional recommendations or resolutions for adoption at the church conference must be submitted, in full written form, with other reports.
- Most financial reports are not required to be printed for distribution. You are free to do so, however, it is the assumption that these reports have been readily available to your church leadership, and therefore need not be duplicated again.
- All forms that need signatures can be signed ahead of time, scanned and submitted. No form should be signed at the conference itself!
- Once your church conference has been held, the work of the conference should be complete.
- The pastor is the administrative officer for the congregation – pastors are accountable for the completion of requirements for church conference



Workshops

At clustered Church Conferences, the workshops are an opportunity to bring resourcing closer to the local church. Four different workshops will be offered at each clustered conference.

The purpose of workshops is:

- Resource closer to the local church geared to the specific context of an area
- Engage persons from churches in a designated area in learning together and from one another
- Provide opportunities for learning and inspiration for laity
- A list of all workshops will be published in early September for all churches so that persons are free to attend workshop sessions that are interesting or relevant to them.

In churches with individual church conferences, the DS will work collaboratively with the pastor to use the conference time for creative conversation and learning. Churches with individual conferences need to have video capability available.

Additional Questions