

**2009**  
**INSTRUCTION FORM A**  
**For “Cluster” Charge Conferences.**

**Churches with individual Charge Conferences should  
use instruction FORM B (below)**

*Mail or deliver a completed and signed set of Charge Conference forms for each church to your District Superintendent two (2) weeks prior to your Charge Conference date.*

1. Spend time planning your presentation at the Cluster Charge Conference. Plan the presentation so that it will be a celebration, not just another meeting. Recruit people who are excited to share. Remember, it is the pastor's responsibility to make certain that all participants are well prepared for their presentations.
2. Encourage attendance at the Cluster Charge Conference. Don't take attendance for granted. Send cards, public announcements, personal encouragement, etc. This is an opportunity to meet fellow United Methodists, share ideas and be inspired. Note that the Discipline provides for the option of a Church Conference. Consult with your DS if you need to do this.
3. Check with the host pastor on the availability of any audio/visual equipment you may need and be prepared to bring your own if necessary. One person from your church should be designated as the recording secretary. *The checklist on page 1 may be used to record the minutes of the Conference.*
4. Computer users – to secure the charge conference forms, go to the Conference web site at [www.arumc.org](http://www.arumc.org) and link to the Charge Conference Forms.
5. Type all forms. If you cannot type, find someone who can. Please **do not** put your materials in a binder, as this must be taken apart to be placed in the permanent file. Simply staple the pages together!
6. Fill in **three (3)** sets of forms for **each** church you serve; one set each for the District Superintendent, the local church, and the pastor. **Mail or deliver a completed and signed set (not a computer disk) of Charge Conference forms for each church to your District Superintendent two (2) weeks prior to your Charge Conference date.**
7. **Committee Nominations and Leadership Report (Agenda VII):** The Charge Conference elects church officers. Include in the report all your committees with all committee members. *Give accurate addresses (including zip codes), phone numbers and e-mail addresses.* The Committee on Nominations and Lay Leadership may nominate persons to take their places, but may not nominate themselves. We must have an e-mail address for every church. If the church does not have e-mail, we need the pastor's e-mail address or the e-mail address of a member of the congregation who is willing to receive e-mail for the church.) Have a sufficient number of copies to give to all persons attending the conference for your church. Remember, when filling in this form: a charge can have as many Lay Members to Annual Conference as it has clergy appointed to the charge (including Deacons). *You are encouraged to publish / distribute the nominations prior to the Charge Conference.*
8. **Local Church Leadership Form.** You will find included a **Local Church Leadership Computer Print-out** from last year's Charge Conference. Please update by using a *red* ink pen to make corrections to the

list of names and/or addresses. **Please** include email addresses for those who have them. **DO NOT USE MAGIC MARKER OR WHITE OUT!!!** The District Office **needs** to see the previous name. Please return the computer printout by the date on the form.

9. **Interpreter Enrollment Forms:** **DO NOT** send this to your Superintendent. As soon as you have your nominations report ready, go ahead and make corrections to the list of names and/or addresses on your Interpreter Enrollment Forms and **mail directly to the Interpreter.**

10. **Lay Speaker's Report Form:** Please give a copy of this form to each of your lay speakers and ask each to submit his/her form at Charge Conference. **Be sure you sign these.**

11. Policy Statement on Misconduct of a Sexual Nature is to be filled out for each church. **This is to be done annually.** Clearly indicate the name of the church in the proper places. These policies shall be read by the Board/Council, Pastor(s), and staff, adopted by the local Church and signed as indicated. This

should be done by your Council/Board beforehand.

12. Don't forget to include your Safe Sanctuary policy. Guidelines can be found on the Conference web site.

13. Present the names and reports of candidates for ordained/diaconal ministry, renewal of candidacy, certification/recertification of lay speakers.

14. If there is something you think may be controversial coming before the Conference, inform the District Superintendent before the Cluster Charge Conference convenes. By the same token, if there are areas you wish to have emphasized, commended, celebrated, etc., give the DS a "heads-up"

15. Please consult with your DS if you want him/her to preach at your morning worship service (prior to a noon charge conference)

16. Remember, the pastor's oral report should be a brief summary while the pastor's written report becomes a part of the Church's historical records

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1. Spend time planning your Charge Conference. Plan the conference so that it will be a celebration, not just another meeting. Follow the suggested agenda as closely as possible. Recruit people who are excited to share. Remember, it is the pastor's responsibility to make certain that all participants are well prepared for their presentations.
2. Encourage attendance at the Charge Conference. Don't take attendance for granted. Send cards, public announcements, personal encouragement, etc. Note that the Discipline provides for the option of a Church Conference. Consult with your DS if you plan to do this.
3. Have a table and two chairs available for the District Superintendent and Recording Secretary. Make certain a Recording Secretary is present. *The checklist on page 4 may be used to record the minutes of the Conference.*
4. Computer users – to secure the charge conference forms, go to the Conference web site at [www.arumc.org](http://www.arumc.org) and link to the Charge Conference Forms.
5. Type all forms. If you cannot type, find someone who can. *Please do not put your materials in a binder, as this must be taken apart to be placed in the permanent file. Simply staple the pages together!*
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**This is to be done annually.** Clearly indicate the name of the church in the proper places. This policy shall be read by the Board/Council, Pastor(s), and staff, adopted by the local Church and signed as indicated. This should be done by your Council/Board beforehand.

12. Present the names and reports of candidates for ordained/diaconal ministry, renewal of candidacy, certification/recertification of lay speakers.

13. If there is something you think may be controversial coming before the Conference, inform the District Superintendent before the Conference convenes. By the same token, if there are areas you wish to have emphasized, commended, celebrated, etc., give the DS a "heads-up."

14. Please consult with your DS if you want him/her to preach at your morning worship service (prior to a noon charge conference).

15. The pastor's oral report should be a brief summary. The pastor's written report becomes a part of the Church's historical records.

# AGENDA FORM A

## For Churches with "Cluster" Charge Conferences

**NOTE**  
**For individual Charge Conferences, see Agenda Form B**

Charge \_\_\_\_\_ Pastor(s) \_\_\_\_\_  
Church \_\_\_\_\_ Church Address \_\_\_\_\_  
Telephone (Church) \_\_\_\_\_ Parsonage/Pastor \_\_\_\_\_  
Pastor's Cell Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Date \_\_\_\_\_ *highlight any changes to address, phone, etc*

### The Arkansas Conference of the United Methodist Church

#### OUR MISSION

*The mission of The United Methodist Church in Arkansas is to make disciples for Jesus Christ through local congregations and mission fields of the Conference*

#### OUR VISION

*A church alive in the grace of God, offering Christ, transforming lives and the world through the power of the Holy Spirit.*

#### Agenda

[¶246, 2008 Discipline – The charge conference shall be the connecting link between the local church and the general Church and shall have general oversight of the church council(s).]

- I. Call the Conference to Order \_\_\_\_\_  
District Superintendent
- II. Prayer \_\_\_\_\_  
Pastor
- III. A Word from the District Superintendent \_\_\_\_\_  
District Superintendent
- IV. Reports from the Congregations
- V. Ratification of Compensation for Pastors \_\_\_\_\_ pages 5-6  
*(must have been previously approved by the charge's  
S/PRC, Finance Committee, and Administrative Council/Board.)*
- VI. Certification/re-certification of Lay Speakers and Candidates for Ordained Ministry
- VII. Comments by the District Superintendent
- IX. Benediction

# AGENDA FORM B

## NOTE

**For “Cluster” Charge Conferences, see Agenda Form A**

Charge \_\_\_\_\_ Pastor(s) \_\_\_\_\_  
Church \_\_\_\_\_ Church Address \_\_\_\_\_  
Telephone (Church) \_\_\_\_\_ Parsonage/Pastor \_\_\_\_\_  
Pastor’s Cell Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Date \_\_\_\_\_ *highlight any changes to address, phone, etc*

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- I. Call the Conference to Order  
District Superintendent \_\_\_\_\_
- II. Prayer  
Pastor \_\_\_\_\_
- III. A Word from the District Superintendent  
District Superintendent \_\_\_\_\_
- IV. Report from the Pastor  
Pastor \_\_\_\_\_
  - A. The State of the Church
  - B. Membership Report - ¶ 231, 2008 Discipline Page 2  
Report here any names that are to be read for removal this year or future removal from the Membership roll of the church – Year One and Year Two.\*  
*(\*These are the names that will be removed from the roll this year.)*
  - C. Names of persons received (how received) or removed (how removed, such as death, Transfer of membership, etc.) since last Charge Conference.
- V. Reports from the Laity (These may be written reports that are filed.)
  - A. Trustees Page 3  
Sexual Misconduct Covenant Page 4-5  
**Attach Safe Sanctuary Policy**
  - B. PPRC/SPRC – Setting the Pastor’s Salary \_\_\_\_\_ Pages 6-7  
PPRC/SPRC Chair
  - C. Finance Page 8

D. UMW, UMM, UMY

E. Other

VI. "A Ministry Plan for the Church/Churches" \_\_\_\_\_ Pages 9-10  
Ad. Council Chair/Pastor

VII. Nominations for Positions of Leadership \_\_\_\_\_  
Pastor

VIII. Candidates for Ordained Ministry/Renewal of Candidacy/Certification of Lay Speakers  
(Please list the names)

_____	_____
_____	_____
_____	_____
_____	_____

IX. Benediction

# 2009 CHARGE CONFERENCE MINUTES

The Charge Conference for the \_\_\_\_\_ Charge of the \_\_\_\_\_ DISTRICT  
 was held (date) \_\_\_\_\_, 2009, at (place) \_\_\_\_\_.  
 It was chaired by \_\_\_\_\_, D.S. \_\_\_\_\_ was Recording Secretary.  
 The pastor is \_\_\_\_\_.

**ACTIONS OF THE CONFERENCE:** *(checklist may be used for minutes)*

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |                     |       |          |       |          |       |          |       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------|-------|----------|-------|----------|-------|----------|-------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> Pastor's report by: _____<br/> <input type="checkbox"/> members removed (see report)</p> <p><input type="checkbox"/> Trustees' report by: _____<br/>         adopted? _____</p> <p><input type="checkbox"/> Sexual Misconduct Policy adopted? _____</p> <p><input type="checkbox"/> S/PR report by: _____<br/>         adopted? _____</p> <p><input type="checkbox"/> Finance report by: _____<br/>         adopted? _____</p> <p><input type="checkbox"/> UMW report by: _____</p> <p><input type="checkbox"/> UMM report by: _____</p> <p><input type="checkbox"/> UMY report by: _____</p> <p><input type="checkbox"/> Other ministry area reports:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><u>ministry area</u></td> <td><u>presented by</u></td> </tr> <tr> <td>_____</td> <td>by _____</td> </tr> <tr> <td>_____</td> <td>by _____</td> </tr> <tr> <td>_____</td> <td>by _____</td> </tr> <tr> <td>_____</td> <td>by _____</td> </tr> </table> <p><input type="checkbox"/> Ministry Plan for the Church:<br/>         by _____ adopted? _____</p> | <u>ministry area</u> | <u>presented by</u> | _____ | by _____ | _____ | by _____ | _____ | by _____ | _____ | by _____ | <p><input type="checkbox"/> Committee on Nominations &amp; Lay<br/>         Leadership: by _____<br/>         Nominations from the floor:<br/>         _____<br/>         _____<br/>         _____</p> <p>Elected? _____</p> <p><input type="checkbox"/> Candidates for Ministry Recommended:<br/>         _____ approved? _____<br/>         _____ approved? _____</p> <p><input type="checkbox"/> Candidate for Ministry Renewed:<br/>         _____ approved? _____<br/>         _____ approved? _____<br/>         _____ approved? _____</p> <p><input type="checkbox"/> Certified/Local Church Lay Speakers:<br/>         _____ approved? _____<br/>         _____ approved? _____<br/>         _____ approved? _____</p> <p><input type="checkbox"/> Benediction by: _____</p> <p>(signed) _____<br/>         Secretary</p> <p>_____ District Superintendent</p> |
| <u>ministry area</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <u>presented by</u>  |                     |       |          |       |          |       |          |       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | by _____             |                     |       |          |       |          |       |          |       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | by _____             |                     |       |          |       |          |       |          |       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | by _____             |                     |       |          |       |          |       |          |       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | by _____             |                     |       |          |       |          |       |          |       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**PASTOR'S MEMBERSHIP REPORT  
2009 CHARGE CONFERENCE**

CHURCH \_\_\_\_\_ DATE \_\_\_\_\_

**I. TOTAL FULL MEMBERS AT 2008 CHARGE CONFERENCE \_\_\_\_\_**

Total Full Members received since last Charge Conference \_\_\_\_\_  
(Attach a list of names by category.)

Total Full Members removed since last Charge Conference \_\_\_\_\_  
(Attach a list of names by category.)

**II. TOTAL FULL MEMBERS AT 2009 CHARGE CONFERENCE \_\_\_\_\_**

*This number should reflect changes made in IV below*

**III. NAMES OF PERSONS FILED WITH CHARGE CONFERENCE FOR LATER REMOVAL:**

**IV. NAMES OF PERSONS BEING RECOMMENDED FOR REMOVAL BY CHARGE CONFERENCE ACTION:**

*Note that the Discipline requires these to be considered individually!*

**IV. MEMBERSHIP BOOKS HAVE BEEN AUDITED?** \_\_\_\_\_ Yes \_\_\_\_\_ No

# REPORT OF THE TRUSTEES

NAME OF CHURCH \_\_\_\_\_  
 DATE \_\_\_\_\_

**I. FULFILLING OUR SACRED TRUST AS TRUSTEES**

A. The official name of your church and where the deed is recorded (¶ 2549.1,2, 2008 Discipline)

Name	Court House Office	Book	Page
Church Building	_____	_____	_____
_____	_____	_____	_____
Parsonage	_____	_____	_____
Cemetery	_____	_____	_____

*Indicate properties acquired since the previous Charge Conference **AND ATTACH COPY OF DEED***

- B. Does the deed contain the Trust clause in accordance with ¶ 2503? \_\_\_\_\_  
 C. Where are the deeds kept? \_\_\_\_\_  
 \_\_\_\_\_  
 D. Who is custodian of these and other legal papers? (¶ 2549.8) \_\_\_\_\_  
 E. Has there been an accessibility audit filed? (¶ 2532.6 and ¶ 2549.10) \_\_\_\_\_

**II. INSURING OUR SACRED TRUST AS TRUSTEES (¶ 2549.7)**

**A. Property Insurance**

	Amount	Company	Expiration Date
1. Umbrella Coverage	_____	_____	_____
2. Church Bldg. & Contents	_____	_____	_____
3. Parsonage & Contents	_____	_____	_____

**A. Liability and Comprehensive Coverage**

1. Auto 1	_____	_____	_____
2. Auto 2	_____	_____	_____
3. Worker's Compensation	_____	_____	_____
4. Personnel Liability	_____	_____	_____
5. Criminal, Sexual Misconduct Liability	_____	_____	_____

**III. THE ACCOUNTING OF THE PROPERTIES ENTRUSTED AS TRUSTEES (¶ 2549.3, .4, .5, .6, .9)**

**A. ASSETS (Current)**

1. Value of church buildings	_____
2. Value of parsonage(s)	_____
3. Value of other real estate (land, building, cemeteries, etc.)	_____
4. Value of trusts, bequests, gifts	_____
5. Value of income on all properties, both real and personal	_____
<b>Grand total value of assets</b>	_____

**B. LIABILITIES**

1. Church property debt	_____
2. Parsonage debt	_____
<b>Grand total of indebtedness</b>	_____
3. Amount paid this year on	
a. Principal of debt	_____
b. Interest on debt	_____

**IV. ATTACH YOUR CONGREGATION'S SAFE SANCTUARY POLICY**

\_\_\_\_\_  
 Chairperson of Trustees

# **POLICY STATEMENT ON MISCONDUCT OF A SEXUAL NATURE**

## **I. Statement of Policy**

The \_\_\_\_\_ United Methodist Church affirms the 2000 Book of Resolutions, Sexual Abuse Within the Ministerial Relationship and Sexual Harassment Within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church is incompatible with biblical teachings of hospitality, justice and healing. In accordance with the 2008 Book of Discipline (§161.F) all human beings, both male and female, 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 we support equity among all persons without regard to ethnicity, situation, or gender.

Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, co-worker, volunteer, person being counseled or any other person to whom the minister relates in his/her capacity as a minister.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive.

Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

Misconduct of a sexual nature within the life of the church interferes with its moral mission. The \_\_\_\_\_ United Methodist Church stands in opposition to the sin of misconduct of a sexual nature in the Church and society at large and commits itself to fair and expedient investigation of any charge of sexual misconduct within the church and to take action deemed appropriate and in compliance with the Book of Discipline. Further, the United Methodist Church bears affirmative responsibility to create an environment of hospitality for all persons, male or female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

## **II. Procedures**

- A. If you experience what you consider to be inappropriate behavior, keep a written record of your experiences including dates, times, places, and witnesses. Keep any written material you may have received from the person.

You may wish to confront the person with the inappropriate behavior and demand that it cease.

If you choose not to confront the person alone, you may choose to ask someone to accompany you to confront the person and seek reconciliation.

If you choose not to confront the person, or if the behavior continues, report the incident to the chair of the person's appropriate evaluating committee (e.g., a pastor or church staff member would be reported to the chair of the staff/parish relations committee; a district superintendent to the chair of the committee on superintendency; a bishop to the chair of the committee on episcopacy).

If the conflict is not resolved to your satisfaction, the committee chair shall convene the entire committee to meet with the accused, the person bringing the accusations, and each supporting person.

If the situation is not resolved to your satisfaction following these efforts, then follow the Discipline's procedures for grievances, complaints, and charges.

- B. If you are confronted by someone who has experienced or observed inappropriate behavior on your part, listen to the accusation and agree to change the behavior or otherwise resolve the situation and reconcile the relationship.

If you are unable to resolve the situation with your accuser, contact the chair of your appropriate evaluating committee. Ask to meet with your accuser and committee chair to resolve the conflict. The accused and the person bringing the accusation each has the right to bring a supportive person to this meeting.

If the conflict remains unresolved, the committee chair shall convene the entire committee to meet with the accused, the person bringing the accusations, and each supporting person.

- C. If you receive a report of inappropriate behavior, listen seriously and objectively. Help the person follow the steps outlined above.

If you are a clergy/church professional in a paid supervisory position in the local church or a conference agency, and an employee is being harassed, you should immediately take corrective or preventative action.

According to Arkansas law, any person receiving a report from a child under age 18, indicating sexual abuse of that child, is required to report the abuse to the proper authorities.

Date adopted by the Church Council/Administrative Board \_\_\_\_ / \_\_\_\_ /2009

Signatures of Administrative Board/Church Council Chairperson and all paid staff.

_____	_____
_____	_____
_____	_____
_____	_____



**CHARGE INFORMATION SHEET**  
**FOR PASTORS WITH MORE THAN ONE CHURCH**  
**GRAND TOTAL COMPENSATION SUMMARY FOR THE CHARGE FOR 2010**

CHARGE \_\_\_\_\_

PASTOR \_\_\_\_\_

TENURE \_\_\_\_\_

**Church 1:**  
**Church 1:**  
 Base Compensation (Salary) \_\_\_\_\_  
 Before Tax UM P.I.P. contribution \_\_\_\_\_  
 Other 403(b) pre-tax contribution \_\_\_\_\_  
 Accountable Reimbursement \_\_\_\_\_  
 Designated for Professional Expense  
 (IRS Schedule C) \_\_\_\_\_  
 Utilities/Housing Appurtenances \_\_\_\_\_  
 Other (do not include Conference  
 Insurance Premiums) \_\_\_\_\_  
  
**TOTAL** \_\_\_\_\_

**Church 2:**  
 Base Compensation (Salary) \_\_\_\_\_  
 Before Tax UM P.I.P. contribution \_\_\_\_\_  
 Other 403(b) pre-tax contribution \_\_\_\_\_  
 Accountable Reimbursement \_\_\_\_\_  
 Designated for Professional Expense  
 (IRS Schedule C) \_\_\_\_\_  
 Utilities/Housing Appurtenances \_\_\_\_\_  
 Other (do not include Conference  
 Insurance Premiums) \_\_\_\_\_  
  
**TOTAL** \_\_\_\_\_

Housing Allowance in lieu of a Parsonage \_\_\_\_\_  
**Church 1:**

Housing Allowance in lieu of a Parsonage \_\_\_\_\_

**Church 3:**  
 Base Compensation (Salary) \_\_\_\_\_  
 Before Tax UM P.I.P. contribution \_\_\_\_\_  
 Other 403(b) pre-tax contribution \_\_\_\_\_  
 Accountable Reimbursement \_\_\_\_\_  
 Designated for Professional Expense  
 (IRS Schedule C) \_\_\_\_\_  
 Utilities/Housing Appurtenances \_\_\_\_\_  
 Other (do not include Conference  
 Insurance Premiums) \_\_\_\_\_  
  
**TOTAL** \_\_\_\_\_

**Church 4:**  
 Base Compensation (Salary) \_\_\_\_\_  
 Before Tax UM P.I.P. contribution \_\_\_\_\_  
 Other 403(b) pre-tax contribution \_\_\_\_\_  
 Accountable Reimbursement \_\_\_\_\_  
 Designated for Professional Expense  
 (IRS Schedule C) \_\_\_\_\_  
 Utilities/Housing Appurtenances \_\_\_\_\_  
 Other (do not include Conference  
 Insurance Premiums) \_\_\_\_\_  
  
**TOTAL** \_\_\_\_\_

Housing Allowance in lieu of a Parsonage \_\_\_\_\_

Housing Allowance in lieu of a Parsonage \_\_\_\_\_

**COMBINED TOTALS FROM ALL CHURCHES**

Base Compensation (Salary) \_\_\_\_\_  
 Before Tax (403b) \_\_\_\_\_  
 Salary Reduction (Cafeteria Plan) \_\_\_\_\_  
 Accountable Reimbursement \_\_\_\_\_  
 Designated for Professional Expense  
 (IRS Schedule C) \_\_\_\_\_  
 Utilities/Housing Appurtenances \_\_\_\_\_  
 Other (do not include Conference  
 Insurance Premiums) \_\_\_\_\_  
**GRAND TOTAL** \_\_\_\_\_  
 Housing Allowance in lieu of a Parsonage \_\_\_\_\_

*The Grand Total is a \_\_\_\_\_ increase  
 or \_\_\_\_\_ decrease of \$ \_\_\_\_\_ over  
 2009 compensation and does **not** include the  
 conference medical insurance premium.*

**REPORT OF THE COMMITTEE ON FINANCE  
TO THE 2009 CHARGE CONFERENCE**

Name of Church \_\_\_\_\_ Date \_\_\_\_\_, 2009

**Note: "The committee on finance shall establish written financial policies to document the internal controls of the local church. The written financial policies should be reviewed for adequacy and effectiveness annually by the committee on finance and submitted as a report to the charge conference annually." (2008 Book of Discipline, ¶258.4c)**

I. The treasurer's books were audited in 2008. \_\_\_\_ Yes \_\_\_\_ No  
(Attach copy of last Reconciliation Report.)

II. Our church will pay 100% of the 2009 Conference apportionments. \_\_\_\_ Yes \_\_\_\_ No

If not, what is your plan to ensure that the apportionments are paid in 2010? \_\_\_\_\_  
\_\_\_\_\_

III. Our church will pay 100% of the 2009 District apportionments. \_\_\_\_ Yes \_\_\_\_ No

IV. By December 31, 2009, will the Church Council/Board have adopted an operating budget for the church for 2010? \_\_\_\_ Yes \_\_\_\_ No  
(Attach copy of last adopted budget)

V. How often does the church treasurer give regular reports to the Pastor and the Administrative Board/Council and membership concerning the church's financial status?  
\_\_\_\_ Weekly \_\_\_\_ Monthly \_\_\_\_ Quarterly

VI. Our church participates in the following General Church Special Sunday Offerings:

- \_\_\_\_ Human Relations Day
- \_\_\_\_ One Great Hour of Sharing
- \_\_\_\_ Native American Awareness Sunday
- \_\_\_\_ Peace with Justice
- \_\_\_\_ World Communion Sunday
- \_\_\_\_ United Methodist Student Day

VII. Who are the two unrelated persons who count the Sunday Offering?

\_\_\_\_\_ and \_\_\_\_\_

**A Ministry Plan for the Church  
REPORT OF THE CHURCH COUNCIL**

Name of Charge \_\_\_\_\_ Date \_\_\_\_\_

*“The District Superintendent shall report annually to the District Leadership Team information gained from the charge conferences of the district concerning ministry needs of the local churches. The District Leadership Team shall share this information with the Conference Vision Team in the form of a District Ministry Plan. The Vision Team shall receive Ministry Plans from the District Leadership Teams. These plans will be formulated from information received from the charge conferences in each district. The key step in the process of sharing the vision with the local church is the annual charge conference.” -The Arkansas Conference Uniting Document*

**In light of the above-mentioned process, what are the two most important concerns and/or issues which you would like for the District Leadership Team and the Arkansas Conference Vision Team to be aware of that would help your congregation be more effective in your ministry. Attach additional pages, if needed.**

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_

**ASSESSING THE PAST / ENVISIONING THE FUTURE**

**1. Radical Hospitality: How have you invited and welcomed persons to your Church in 2009?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What are your plans for extending your hospitality in 2010?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Passionate Worship: What have you done to enhance or enrich your worship in 2009?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What are your plans for bringing new passion to your worship in 2010?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Intentional Faith Development: How have you challenged your members to grow in their commitment to Jesus Christ?**

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**What new opportunities will you give them to grow in their commitment in 2010?**

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- 4. Risk-taking Mission and Service: How have you engaged your congregation with the powerless and the poor?**

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**What opportunities for risk-taking mission and service will you offer in 2010?**

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- 5. Extravagant Generosity: In what ways has your church grown in its generosity?**

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**How will you challenge your congregation to extravagant generosity in 2010?**

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**THE UNITED METHODIST CHURCH**  
**REPORT OF THE LAY SPEAKER TO THE CHARGE CONFERENCE**

This report covers the 12 month period from \_\_\_\_\_ to \_\_\_\_\_  
(either Jan. thru Dec. or from last to current charge conference)

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(Part 1) **DATA ON THE LAY SPEAKER**  
NAME \_\_\_\_\_ ( ) Mr. ( ) Mrs. ( ) Ms.  
WHAT NAME DO YOU GO BY: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ WORK \_\_\_\_\_  
PHONE \_\_\_\_\_  
FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF DISTRICT \_\_\_\_\_  
NAME OF CHURCH \_\_\_\_\_ United Methodist Church  
ADDRESS OF CHURCH \_\_\_\_\_

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(Part 2) **STATUS OF THE LAY SPEAKER**  
I am applying to begin as a ( ) Certified Lay Speaker or ( ) Local Church Lay Speaker.  
I am applying for renewal as a ( ) Certified Lay Speaker or ( ) Local Church Lay Speaker.  
I ( ) have ( ) have not completed the Basic Training Course for lay speakers.  
I ( ) have ( ) have not completed the Advance Course for lay speakers.  
What year did you complete the last advance course you took? \_\_\_\_\_  
What was the title of the last Advance Course you took? \_\_\_\_\_

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(Part 3) **REQUEST OF THE LAY SPEAKER**  
I hereby request recommendation of my pastor and my Charge Conference to begin or renew as a ( ) Certified Lay Speaker ( ) Local Church Lay Speaker for the ensuing year.  
  
(date) \_\_\_\_\_ (signed) \_\_\_\_\_  
(Lay Speaker)

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(Part 4) **RECOMMENDATION OF THE PASTOR**  
I recommend concurrence with the request of this Lay Speaker to begin or renew as a ( ) Certified Lay Speaker or ( ) Local Church Lay Speaker for the ensuing year.  
  
(date) \_\_\_\_\_ (signed) \_\_\_\_\_  
(Pastor)

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(Part 5) **ACTION BY THE DISTRICT COMMITTEE ON LAY SPEAKING**  
This application to begin or be renewed as a Certified or Local Church Lay Speaker within the \_\_\_\_\_ District of The Arkansas Conference is ( ) approved ( ) disapproved for the ensuing year.  
(date) \_\_\_\_\_ (signed) \_\_\_\_\_  
(Chair, District Committee on Lay Speaking)

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(Part 6) **CHARGE CONFERENCE RECOMMENDATION**  
The Charge Conference recommends that the above Lay Speaker begin or renew as a ( ) Certified Lay Speaker ( ) Local Church Lay Speaker for the ensuing year.  
  
(date) \_\_\_\_\_ (signed) \_\_\_\_\_  
(District Superintendent)

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(Part 7) **MINISTRIES BY THE LAY SPEAKER**  
During this past year I have:

- ( ) Participated in Communicating ministries as follows:
  - ( ) preached in \_\_\_\_\_ worship services.
  - ( ) served as worship leader in \_\_\_\_\_ services.
  - ( ) delivered \_\_\_\_\_ devotional messages
  - ( ) taught \_\_\_\_\_ classes.
- ( ) other speaking activities \_\_\_\_\_

- ( ) Participated in Leading ministries as follows:
  - ( ) served as member of committee, board, commission, council, task force, etc.
  - ( ) as a volunteer at a community agency.
  - ( ) at my local church.
  - ( ) beyond my local church.
    - ( ) in my District.
    - ( ) in the Arkansas Conference
    - ( ) in the South Central Jurisdiction
    - ( ) at the General Church level
  - ( ) other leading activities \_\_\_\_\_

- ( ) Participated in Caring ministries as follows: \_\_\_\_\_

(Part 8) **PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER**

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible; improve your understanding to the United Methodist Church; and to improve your skills in speaking, leading and caring?

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(Part 9) **FEEDBACK BY THE LAY SPEAKER**

Do you believe that you have had adequate opportunity for service as a lay speaker this past year?  
 ( ) yes ( ) no (if no, please explain):

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What additional training or support do you need?

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Give any recommendations you have for improving the lay speaking program in your District or Annual Conference:

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**2009**  
**Local Church Report Card**

Information for a "report card" on how well we as a conference are addressing the strategic initiatives adopted by the conference is being gathered from a number of sources. Your answers to the following questions will be extremely helpful. If you are answering for a multiple point charge, please indicate to which church on the charge the answer relates.

**CHURCH** \_\_\_\_\_ **PASTOR'S NAME** \_\_\_\_\_

1. Do you, pastor, speak Spanish? \_\_\_\_\_
2. Does the church have a written ministry/mission plan? \_\_\_\_\_
3. Do you, pastor, have a written ministry plan or plan for personal spiritual formation? \_\_\_\_\_
4. Did the church, or will the church have a Ministry Sunday in 2009? \_\_\_\_\_
5. Does the church have a weekday ministry for children? \_\_\_\_\_
6. Does the church have a weekly youth (UMY) group? \_\_\_\_\_
7. Do you have a full time youth director? \_\_\_\_\_
8. Do you have a part time youth director? \_\_\_\_\_
9. Does the church have a relationship to a youth director at another church? \_\_\_\_\_
10. What is the average attendance at your UMY group? \_\_\_\_\_
11. How many persons have you received by Profession of Faith in 2009? \_\_\_\_\_
12. How many from your congregation attended "Vital Signs?" \_\_\_\_\_
13. Has your church/charge supported the **Global AIDS Initiative**? \_\_\_\_\_ If yes, please indicate how \_\_\_\_\_
14. Is your church/charge involved with the **Russia Initiative**? \_\_\_\_\_ If yes, please indicate how \_\_\_\_\_
15. Is your church/charge involved with missions in the **Democratic Republic of the Congo**? \_\_\_\_\_ If yes, please indicate how \_\_\_\_\_
16. Has the church planned or held a stewardship campaign for the coming year? \_\_\_\_\_
17. Are there elected civic officials (local, school board, county, state, or national) in your church? \_\_\_\_\_ If yes, how many? \_\_\_\_\_
18. Have you held a confirmation class this year? \_\_\_\_\_
19. Have you promoted "**Nothing But Nets**"? \_\_\_\_\_
20. What are you doing to implement "**Safe Sanctuary**" policies? \_\_\_\_\_ (Please attach) \_\_\_\_\_