

2011  
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 Development (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 Leadership Development 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:** You will receive the *Interpreter* Enrollment forms in the mail from the *Interpreter*. **They are not included in your packet.**

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 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

2011  
INSTRUCTION FORM B  
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instruction FORM A (above)

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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!*
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.**
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12. Present the names and reports of candidates for ordained 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.

## 2011 Charge Conference Minutes

On this date \_\_\_\_\_, 2011, at (place) \_\_\_\_\_,

The following churches/charges held annual conference:

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The meeting was chaired by \_\_\_\_\_

### Items That Require a Vote to Approve

#### Within the Membership Report Form

- Initial reading of names of members recommended for later removal by charge conference action.
- Second Year (final) Reading of names of members recommended for removal by Charge Conference Action.

#### Committee on Nominations

- Any revisions to nominations (including from the floor of the conference)
- Approval of the slate of officers

#### Candidates for Ministry

- Initial Year Approval
- Approved for continuance as a certified candidate:

#### Lay Speakers

- Local Church (Basic) Lay Speakers
  - Initial Year Approval
  - Renewal
- Certified (Advanced) Lay Speakers
  - Initial Year Approval
  - Renewal

#### Pastor Parish Relations Committee

- Pastor's Compensation Package

**Required Written Reports** (signed and filed, but normally not presented or voted on)

- Trustees Form**
- Membership Report Form**
- Finance Report Form**
- Financial Policy Review** (*the policy may stay the same every year, but must be reviewed EVERY YEAR by the Finance Committee, then signed and dated by the Finance Chairperson.*)
- Policy Statement on Misconduct of a Sexual Nature** (*the policy may remain the same year, but must be read, signed, and dated by all staff EVERY YEAR!*)

**Optional Reports that may be handed in at Charge Conference** (*These will be reviewed by the district superintendent, but not presented orally at the charge conference*)

*United Methodist Women*  
*United Methodist Men*  
*United Methodist Youth*

**The remainder of the charge conference involved working with key mission-field questions, provided in the pre-conference materials.**

Signed,

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Name of Church: \_\_\_\_\_

Date: \_\_\_\_\_

**Local Church Ministry Report: Charge Conference**

Have your leaders, both laity and clergy worked together to assess the external mission field or community in which your church is located? Demographic information for making this assessment can be obtained through the resources of the Annual Conference at [www.missioninsite.com](http://www.missioninsite.com) . \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what discoveries have been made about your community surrounding the local church?

What segment of the mission field is your church best positioned to address at this time? (i.e., age grouping, economic group, ethnic ....) What are you doing to reach this segment of the mission field?

What is your next target group after the one stated above?

What do you need to learn to address this demographic segment of the mission field?

How can the District/Annual Conference assist in addressing the mission field?

Has your Staff Parish Relations Committee become familiar with the articulation of the Mission Field identity of your church/community? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has your Administrative Council become familiar with the articulation of the Mission Field identity of your church/community? \_\_\_\_\_ Yes \_\_\_\_\_ No

The definition of the mission field adopted at the annual conference is on the following pages, within the church, community(ies) surrounding the church, and the world emphasis. How are you addressing each of the these mission fields?

In the near future (June -2012) our connectional work of the United Methodist Church will move in a new direction. Our conference will work in a new way so that coordinated resources of the United

Methodist connection are more immediate and responsive to each local church. (One strategy for making the connection more responsive is the training and deployment of a Circuit Elder and Congregational Coach to each local church. They will be equipped to assist the local pastors and laity of every local congregation desiring to address the mission field and make disciples of Jesus Christ.) The DS will supervise all this work and still make appointments of the pastor to the local church/ mission field.

**Definitions adopted at the Annual Conference:**

**Circuit Elder**

To assist local congregations in achieving the standards of vitality, a supervised system of Circuit Elders will be established by the Conference. Training and support for the Circuit Elder will be supplied by the Center for Clergy and Laity Excellence in Leadership. In the Wesleyan tradition of Circuit Riders, a Circuit Elder will be assigned to each local congregation in the Annual Conference in an effort to assist in fulfilling the Vision, Mission and Core Measures embraced by the Annual Conference. A Circuit Elder must be an ordained Elder. Selection, assignment and supervision of the Circuit Elders will be provided by the Appointive Cabinet of the Annual Conference.

**Responsibilities of the Circuit Elder:**

- Work in peer to peer relationships of clergy and local congregations focusing on the ministry goals in the mission field.
- Support smaller congregations, preside over Special/Charge Conference Sessions, and provide leadership with administrative matters required by the Conference or the Discipline.
- Perform other administrative functions as assigned by the District Superintendent.
- Teach, preach and help in interpreting the Conference expectation and hope for vitality.
- Assist in interpreting the district's plan of ministry.

**Congregational Coach**

To assist the local congregation in achieving the standards of vitality, a supervised system of Congregational Coaches will be established by the Conference. Congregational Coaches may be either clergy or laity. Training and support for the Congregational Coach will be supplied by the Center for Clergy and Laity Excellence in Leadership. A Congregational Coach will be assigned to each local church in the Annual Conference that chooses to pursue the Vision, Mission and Core Measures embraced by the Annual Conference. Selection, assignment and supervision of the Congregational Coach will be provided by the Appointive Cabinet of the Annual Conference. The Congregational Coach may be clergy or laity.

**Responsibilities of the Congregational Coach:**

- Move pastors and laity from information recipients and conduits to agents of disciple formation.
- Convene regularly and methodically with pastors and lay leaders in Methodist Class Meeting style groups to build congeniality, connection, and spiritual support.

- Act as resources to support clergy and encourage laity in shifting their focus toward the vision and mission of the United Methodist movement.
  - Foster collaborative relationships with pastors and encourage them to take solid steps for realizing goals of ministry and growth.
  - Empower laity through coaching and training and ask that they be accountable for the fruit of their church's ministry making progress toward meeting established goals and expectations.
  - Walk alongside pastors and laity, listening to them and guiding them in their own learning and action.
- 
- Support the District Superintendent through meeting with leadership groups from churches for visioning and planning, minor conflict mediation, and interpreting the Conference expectation and hopes for Kingdom growth.

### **What is the “Mission Field?”**

The mission field is both the people in the congregation who are being nurtured and equipped as disciples and the people in the community around the congregations that have not experienced or been introduced to Jesus Christ. The mission field also includes our global outreach through the United Methodist Church and other agencies.

Understanding the mission field will be one of the challenges of the Arkansas Conference and United Methodism as we live into this new world. Most important is for us to realize the mission field will not be the institutional needs of our conference or our congregations and will not focus on the satisfaction of the people already active in our conference or charges. Each church will need to clearly define its mission field which may be at any one of three levels:

- Within the congregation as we deepen people’s lives as active Disciples of Christ.
- Within the community as we invite people to know and respond to the presence of Christ in their lives.
- In the global community as our transformed lives transform the world.

**PASTOR'S MEMBERSHIP REPORT  
2011 CHARGE CONFERENCE**

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

**I. TOTAL FULL MEMBERS AT 2010 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 2011 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)

<u>Name</u>	<u>Court House Office</u>	<u>Book</u>	<u>Page</u>
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

	<u>Amount</u>	<u>Company</u>	<u>Expiration Date</u>
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

Revised: June 2011

# 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 have 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 \_\_\_\_/\_\_\_\_/2011

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 2012**

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  
 2011 compensation and does **not** include the  
 conference medical insurance premium.*

**REPORT OF THE COMMITTEE ON FINANCE  
TO THE 2011 CHARGE CONFERENCE**

Name of Church \_\_\_\_\_ Date \_\_\_\_\_, 2011

**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 2010. \_\_\_\_ Yes \_\_\_\_ No  
(Attach copy of last Reconciliation Report.)

II. Our church will pay 100% of the 2011 Conference apportionments. \_\_\_\_ Yes \_\_\_\_ No

If not, what is your plan to ensure that the apportionments are paid in 2012? \_\_\_\_\_  
\_\_\_\_\_

III. Our church will pay 100% of the 2011 District apportionments. \_\_\_\_ Yes \_\_\_\_ No

IV. By December 31, 2011, will the Church Council/Board have adopted an operating budget for the church for 2012? \_\_\_\_ 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 \_\_\_\_\_

**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: \_\_\_\_\_

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(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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