

Info & Charge/Church Conference 2024 Packet

Charge Name: _____

Charge/Church Conference Date: _____

Church Name: _____

The mission of the Global Methodist Church is to make disciples of Jesus Christ who worship passionately, love extravagantly and witness boldly. This is the work of each charge in our conference. It is the purpose of the Upper Midwest Conference to shepherd, connect, and equip the local church. To this end, we have created this Charge Conference Report form.

The Charge Conference shall be the connecting link between the local church, the Annual Conference, and the General Church, and shall have general oversight of the church council's overall ministry of the local church. (§338-339 Transitional Book of Doctrine and Discipline or TDAD)

The work of the Charge Conference is administrative ministry that sets a foundation for the other ministry of the local church. These forms ask for information that is required by our TDAD. Most of this information is not for conference, but to help the local church to keep good records and maintain an appropriate status as an organization. The forms are our attempt to assist each local church with having vital information gathered and reviewed annually.

There are several merits for a Charge Conference to do this work each year. It is an opportunity for the Presiding Elder to connect with district churches and so we can be accountable to the Book of Doctrine and Discipline. Further, the Charge Conference will have opportunities to review what God has done and look forward to what God is calling us to in the future. Each Charge is encouraged to have a Visioning Summit each year to pray and reflect where the Holy Spirit might be calling them into the future.

We request that all Charge Conferences be completed no later than December 1, 2024, unless approved by your Presiding Elder. Your Presiding Elder will be in contact with you regarding scheduling the Charge Conference. **Please complete and submit the Charge Conference packet within one week following your called Charge Conference to your Presiding Elder and to Shanna Pinkerton (Upper Midwest Administrator).** Shanna Pinkerton can be reached by email at shannap@uppermidwestgmc.org or by mail at Upper Midwest Annual Conference, 2825 Springfield Jamestown Rd, Springfield, OH 45502.

Should you have any questions regarding how to complete this form, please contact your presiding elder for assistance.

Note: The business of the charge conference shall be prepared by the local church council. The Charge conference shall be advertised to the full membership by bulletin or email for a minimum of 10 days. The Charge Conference shall be conducted by the end November of each year.

Pages 2-8 are to be filled out by each Church in the Charge.



Upper Midwest Annual Conference

Church Information Sheet

Date for documents to be submitted to the Upper Midwest: _____

Charge/Church Conference Date: _____
(Approved by the Presiding Elder)

Church Name: _____

Church Physical Address: _____

City/State: _____ Zip: _____

Church Mailing Address: _____

City/State: _____ Zip: _____

Church Phone Number: _____

Church Email: _____

Church Website: _____

Worship Times: _____

1. Pastor's Name: _____ Phone: _____

Pastor's Email Address: _____

Pastor's Mailing Address: _____

City/State: _____ Zip: _____

2. Pastor's Name: _____ Phone: _____

Pastor's Email Address: _____

Pastor's Mailing Address: _____

City/State: _____ Zip: _____

(Please attach sheets for additional appointed clergy)



Upper Midwest Annual Conference

2024 Church Data Report

1. Total number of members (As of your 2024 Charge Conference): _____

2. Total number of baptisms (Since last Charge Conference): _____

3. Total number of members received (Since last Charge Conference): _____

By confession of faith _____

By transfer _____

By confirmation _____

4. Total number of members removed (Since last Charge Conference): _____

By transfer _____

By withdrawal _____

By death _____

5. Has your church completed a membership audit in the last year? (¶330) _____ Yes _____ No

6. Has the congregation fulfilled their 2024 connectional funding requirements found in ¶349 (TDAD)?

_____ Yes, will pay in Full

_____ No

_____ 1 year Waiver Approved

If "no" or a portion has been paid, please explain:

7. Does the congregation have a plan to fulfill their 2025 connectional funding requirements found in ¶349 (TDAD)?

_____ Yes, will pay in Full

_____ No

_____ 1 year Waiver Approved

If "no" or a portion has been paid, please explain:

8. Does the local church do background checks and training for those who work with children, youth and vulnerable adults?

_____ Yes

_____ No

If yes, what organization helps with this? _____

Lay Church Officers

Paragraph 337 states the basic organizational plan for the local church may be designed by each congregation in such a manner that it provides for a comprehensive program of nurture, outreach, and witness to all. In addition to a charge conference, a congregation must have a church council or similar governing board. Members of the church's governing board or council shall be persons of genuine Christian character who love the church, are morally disciplined, are committed to the mandate of inclusiveness in the life of the church, are loyal to the ethical standards of the Global Methodist Church and are competent to administer its affairs. It should include confirmed youth and young adult members chosen according to the same standards as adults. All persons with vote must be members of the local church.

(If you have questions about developing an organizational plan, please contact your presiding elder.)

Lay Leader

Name: _____

Email: _____

Phone Number: _____

Administrative Council/Board/Lead Team Chair

Name: _____

Email: _____

Phone Number: _____

Pastor Parish Relations Chair/Staff Parish Relations Chair

(Or person representing this position on the Lead Team or Administrative Council/Board)

Name: _____

Email: _____

Phone Number: _____

Board of Trustees Chair

(Name of the person currently holding this position on the Lead Team or Administrative Council/Board)

Name: _____

Email: _____

Phone Number: _____



Upper Midwest Annual Conference

Lay Church Officers

Finance Chair

(Or person representing this position on the Lead Team or Administrative Council/Board)

Name: _____

Email: _____ Phone Number: _____

Treasurer

Name: _____

Email: _____ Phone Number: _____

Missions/Outreach Chair

(If position is filled)

Name: _____

Email: _____ Phone Number: _____

Women's Ministry Chair, President, or Team Leader

Name: _____

Email: _____ Phone Number: _____

Lay Member(s) to Annual Conference

Name: _____

Email: _____ Phone Number: _____

Lay Member(s) to Annual Conference

Name: _____

Email: _____ Phone Number: _____

Lay Member(s) to Annual Conference

Name: _____

Email: _____ Phone Number: _____

(Please attach sheets for additional Lay Members to Annual Conference)

Board of Trustees

¶ 346. BOARD OF TRUSTEES. Unless otherwise provided for in the governance structure of a local church, within each congregation of the Global Methodist Church there shall be a Board of Trustees, consisting of at least five professing members of the church representing the gender, race, and age of the congregation, provided that all members shall be of legal age as determined by the relevant and controlling civil law. The pastor of the congregation(s) shall be a member with voice but without vote of the Board of Trustees and may not be counted for the purpose of achieving a quorum or calculating a majority.

Board of Trustees Member: Class of 2025

Name: _____

Name: _____

Name: _____

Board of Trustees Member: Class of 2026

Name: _____

Name: _____

Name: _____

Board of Trustees Member: Class of 2027

Name: _____

Name: _____

Name: _____

Legal description & reasonable valuation of each parcel of real estate owned by the church:

The specific name of the grantor in each deed of conveyance of real estate to the local church

An inventory and the reasonable valuation of all personal property owned by the local church (attach)

The amount of income received from any income-producing property and a detailed list of expenditures in connection therewith

The amount received during the year for building, rebuilding, remodeling, and improving real estate, and an itemized statement of expenditures

Outstanding debts, payoff dates, how contracted:

Detailed statement of insurance on each parcel of real estate, indicating whether restricted by co-insurance or other limiting conditions and whether adequate insurance is carried (attach)

Name of custodian of legal papers and where kept:

Detailed list of any trusts in which the local church is the beneficiary, specifying where and how the funds are invested

Are all church properties properly recorded in order to secure tax-exempt status?

- Yes
- No
- Maybe

An evaluation of all church properties, including the chancel areas, to ensure accessibility to persons with disabilities, and when applicable, a plan and timeline for resolving barriers to accessibility. State when the last church accessibility audit was done and any plans/ timelines

Approval for 2025 Candidates for Ministry

Name: _____

Email: _____

Phone Number: _____

Date of SPRC/PPRC approval by 2/3 majority secret ballot (initial certification)? _____

Date of Charge Conference approval by simple majority (Annual Approval)? _____

Name: _____

Email: _____

Phone Number: _____

Date of SPRC/PPRC approval by 2/3 majority secret ballot (initial certification)? _____

Date of Charge Conference approval by simple majority (Annual Approval)? _____

Name: _____

Email: _____

Phone Number: _____

Date of SPRC/PPRC approval by 2/3 majority secret ballot (initial certification)? _____

Date of Charge Conference approval by simple majority (Annual Approval)? _____

Name: _____

Email: _____

Phone Number: _____

Date of SPRC/PPRC approval by 2/3 majority secret ballot (initial certification)? _____

Date of Charge Conference approval by simple majority (Annual Approval)? _____

Name: _____

Email: _____

Phone Number: _____

Date of SPRC/PPRC approval by 2/3 majority secret ballot (initial certification)? _____

Date of Charge Conference approval by simple majority (Annual Approval)? _____

Pages 11-19 are to be filled out on behalf of the Charge.



Charge/Church Conference Agenda, Pg 1

Church/Charge: _____

2024 Charge Conference Church Conference

Date: _____ Time: _____ Location: _____

Opening

Opening Prayer _____

Election of the Charge Officers (Secretary, Treasurer, PPRC/SPRC chair)..... _____

MOVED BY: _____

SECONDED BY: _____ APPROVED? Yes No

The Practical Stewardship of Our Ministry

Membership Report _____

MOVED BY: _____

SECONDED BY: _____ APPROVED? Yes No

2024 Connectional Giving Report & Approval of 2025 Connectional Giving.... _____

MOVED BY: _____

SECONDED BY: _____ APPROVED? Yes No

Pastoral Compensation Package _____

(2024 Compensation Report, Housing Allowance Exclusion, & Accountable Reimbursement)

MOVED BY: _____

SECONDED BY: _____ APPROVED? Yes No

Property Issues (as needed) _____

MOVED BY: _____

SECONDED BY: _____ APPROVED? Yes No

Leadership Recommendations (Nominations Report)

2025 Lay Church Officers _____

MOVED BY: _____

SECONDED BY: _____ APPROVED? Yes No



Upper Midwest Annual Conference

Charge/Church Conference Agenda, Pg. 2

Vacancies of 2025 Lay Church Officers to be filled by Church Council..... _____

MOVED BY: _____

SECONDED BY: _____ **APPROVED? Yes** **No**

2025 List of Teams that Serve the Church (as needed)..... _____

MOVED BY: _____

SECONDED BY: _____ **APPROVED? Yes** **No**

2025 Delegates to Annual Conference _____

MOVED BY: _____

SECONDED BY: _____ **APPROVED? Yes** **No**

Approval of 2025 Candidates for Ministry (or Continuation as needed)..... _____

MOVED BY: _____

SECONDED BY: _____ **APPROVED? Yes** **No**

Trustees Report _____

(full written Trustees report from TBDOD ¶ 346.6 will be required at Charge Conference 2025)

MOVED BY: _____

SECONDED BY: _____ **APPROVED? Yes** **No**

Additional Business

MOVED BY: _____

SECONDED BY: _____ **APPROVED? Yes** **No**

MOVED BY: _____

SECONDED BY: _____ **APPROVED? Yes** **No**

MOVED BY: _____

SECONDED BY: _____ **APPROVED? Yes** **No**

MOVED BY: _____

SECONDED BY: _____ **APPROVED? Yes** **No**

Closing

Closing Prayer _____

Date: _____

Respectfully Submitted by Charge Secretary (Printed Name)

2025 CLERGY COMPENSATION FORM

This form is a tool to help Global Methodist Churches.

Pastor Name	Status <input type="radio"/> Elder <input type="radio"/> Deacon <input type="radio"/> Supply <input type="radio"/> Lay <input type="radio"/> Senior <input type="radio"/> Other	Full or Part-Time <input type="radio"/> Full-Time <input type="radio"/> ¾-Time <input type="radio"/> ½-Time <input type="radio"/> ¼-Time
Church/Parish	Effective Date	

SECTION I: INCOME

Note: Designated Housing Exclusion does not affect church financially but can reduce pastor's taxable income. The amount is determined by the pastor but must be approved by the church leadership.

	2025
A. Base Salary	_____
B. Other (e.g. social security allowance or health ins. allowance)	_____ +
Describe:	
C. Total Compensation (Add lines A and B)	_____ =
D. Designated Housing Exclusion	_____

SECTION II: HOUSING

Note: Cash Housing Allowance amount is set by the church as additional and can be paid out with the regular paycheck or in a separate check.

A. Is a Parsonage provided? (yes or no)	_____
	2025
B. Cash Housing Allowance (when no parsonage is provided)	_____

SECTION III: LOCAL PARISH EXPENSES

Note: Costs for pension and health depend on the pastor's eligibility and elections. See appendix for more info.

	2025
A. Retirement (Church's Share; See calculation in appendix)	_____
B. Health Insurance (Church's Share; See amounts in appendix)	_____ +
C. Long-Term Disability (Not including supplemental amounts)	_____ +
D. Life & Accident Insurance (Not including optional amounts)	_____
E. Accountable Reimbursement Plan	_____ +
F. Other Expenses Paid by Parish	_____ +
Describe:	
G. Total Expenses Paid by Parish (Add Lines I:C + II:B + III:A - F)	_____ =

Breakdown of how Parish Expenses are shared among Churches				
Percent:	%	%	%	%
Church Name:				
Share of Cost:	\$	\$	\$	\$

SECTION IV: SALARY WITHHOLDINGS (Optional)

Note: The amounts can be found in the Employer Access Program (<https://eap.guidestone.org/>).

Pastor's Contribution to Health Insurance

2025

- A. Pastor's Share (Before Tax; See appendix for more info)
- B. Health Savings Account (Before Tax; Employee share only)
- B1. HSA Employer Share (Not withheld or taxed but needed for W-2).....
- C. Health Care Flexible Spending (Before Tax)
- D. Dependent Care Flexible Spending (Before Tax)
- E. Dental Coverage (Before Tax)
- F. Vision Coverage (Before Tax)
- G. Optional or Supplemental Coverages (After Tax)

Pastor's Contribution to Retirement – See appendix for calculation

- H. Employee Tax Sheltered (Before Tax).....
- I. Employee ROTH (After Tax).....

APPENDIX

Note: The best place to go for the most current info is to contact benefits@globalmethodist.org or visit <https://www.guidestone.org/updates/global-methodist-church>

Health Insurance	Retirement	Other Insurance
<p>The maximum amount a church is responsible for depends on who is covered:</p> <ul style="list-style-type: none"> • Just Pastor: \$10,500.00 • Pastor & Spouse: \$19,800.00 • Pastor & Kid(s): \$19,800.00 • Family: \$27,000.00 <p>If premium is greater than this amount, excess is Pastor's Share (Section IV: A)</p>	<p>Church automatically contributes 5% of pastor's compensation and then matches pastor's contribution up to another 5%. For retirement purposes, compensation is:</p> <ul style="list-style-type: none"> • Parsonage: Total Compensation x 125% • No Parsonage: Total Compensation + Cash Housing Allowance 	<p>The church pays for 100% of:</p> <ul style="list-style-type: none"> • Premier Long-Term Disability • Accidental Death & Dismem. • Employee, Spouse, Child Term Life <p>The pastor pays for 100% of:</p> <ul style="list-style-type: none"> • Dental • Vision • Employee Optional Term Life • Supplemental Accident & Dis.

Resolution for 2025 Parsonage or Housing Allowance Exclusion

Instructions:

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

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

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

How much should the exclusion be? The pastor establishes the amount in consultation with the Pastor/Parish Relations Committee. For a church-owned parsonage, the amount should not exceed the fair rental value of the parsonage or house. A rule of thumb for the annual "fair rental value" is to take 5% - 8% of the market value of the parsonage or house. If a housing allowance is paid to the pastor, the exclusion should include the amount of the allowance as well as other anticipated expenses (See below). It is often advisable to estimate high: It's up to the pastor to come up with the amount. Make a budget or estimate of what you think your unreimbursed housing expenses will be. Consider increasing it by approximately 25%. *While there's no penalty for setting the Housing Exclusion too high, the penalty for setting it too low is having to pay more than your fair share of taxes.* Typically, the Housing Exclusion is an annual amount so, if you are starting in July, you need to double that amount. All expenses counted against the Housing/Parsonage Exclusion Allowance must be verifiable with receipts of other documentation. If at the end of the year the full amount of the Housing/Parsonage Exclusion Allowance has not been used for housing, the pastor is legally and ethically responsible to report the excess exclusion. (Consult your tax preparer on the best way to reflect this on your income tax return.

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

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

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

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

Resolution for 2025 Parsonage or Housing Allowance Exclusion

(Please copy this 2025 Exclusion and complete for each pastor under this church's Episcopal appointment or Presiding Elder assignment.)

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

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

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

This resolution is effective during calendar year for 2025.

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

Required Signatures:

_____ Date _____
 Chair, Administrative Board/Church Council/Leadership Team
 Please Print Name _____

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

_____ Date _____
 Pastor
 Please Print Name _____

Distribution: This signed document is to be kept on file at the local church, a copy provided to the pastor and submitted to your presiding elder and the Upper Midwest Annual Conference office.

2025 Accountable Reimbursement Policy

(Please copy this 2025 Accountable Reimbursement Policy and complete for each pastor under this church's Episcopal appointment or Presiding Elder assignment.)

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

Under Internal Revenue Code Section 62(a)(2)(A) gross income does not include reimbursed business expenses or adequately accounted business expense allowances for employees. Internal Revenue Service Regulation 1.162-17(b) provides that an employee need not report on their tax return expenses paid or incurred by them solely for the benefit of their employer, for which they are required to account and do account to their employer, and which are charged directly or indirectly to the employer.

Further, I.R.S. Regulation 1.274-5(e)(4) provides that an adequate accounting means the submission to the employer of an account book, diary, statement of expense, or similar record maintained by the employee in which the information (as to each element of expenditure amount, time and place, business purpose, and business relationship) is recorded at or near the time of the expenditure, together with supporting documentary evidence, in a manner that conforms to all the adequate records requirements as set forth in the regulations.

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

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

Accountable Reimbursement Policy

5. It is understood by the various parties that all elements of this resolution must be carefully followed to prevent the church salary-paying unit from being required by regulation to list total payments for the following items on I.R.S. W-2 as includible compensation. The primary responsibility of expense reporting is the minister/staff person to the church payroll person.
6. The Staff/Parish or Pastor/Parish Relations Committee (SP/PPRC) is responsible for approving vouchers submitted by the pastor. The local church treasurer is responsible for paying approved vouchers.
7. By previous or concurrent resolution, duly adopted by the Administrative Board/Church Council/Leadership Team (or Charge Conference) of the _____ Global Methodist Church at a meeting held on _____, the following ordinary and necessary expenses as suggested for the employment needs of the minister/staff person, are included in this accountable reimbursement policy from January 1, 2025 to December 31, 2025.

2025 Accountable Reimbursement Total (annualized) \$ _____

Attested to this ____ day, _____, 2024, the foregoing resolution is hereby accepted.

REQUIRED SIGNATURES:

Chair, Administrative Board/Church Council/Leadership Team

Treasurer, Church or Charge

Pastor

Distribution: This signed document is to be kept on file at the local church, a copy provided to the pastor and submitted to your presiding elder and the Upper Midwest Annual Conference office.

Church/Charge Conference Signatures:

(All signatures must be included, indicating approval for all pages)

1. _____ Date: _____
Lead Pastor - Printed Name

Signature

2. _____ Date: _____
Ad Board/Council/Leadership Team Chair - Printed Name

Signature

3. _____ Date: _____
S/PPRC Chair - Printed Name (church or charge)

Signature

4. _____ Date: _____
Treasurer - Printed Name (church or charge)

Signature

5. _____ Date: _____
Elder Presiding (over the Charge/Church Conference if not District Presiding Elder) - Printed Name

Signature

6. _____ Date: _____
Presiding Elder - Printed Name

Signature

7. _____ Date: _____
Recording Secretary - Printed Name

Signature