

**Omnibus Charge/Church Conference Report for 2011**

Church \_\_\_\_\_

The East Ohio Conference of The United Methodist Church

District \_\_\_\_\_ Charge \_\_\_\_\_ Charge Conf. Date \_\_\_\_\_

(\* ) asterisk items require charge conference action

1. Call to Order/Devotions.
- \*2. Election of Recording Secretary (¶247.4) \_\_\_\_\_
3. **ATTACH WRITTEN REPORT(s)** from Lay Leader and/or Pastor of how the church is fulfilling its mission to make disciples of Jesus Christ for the transformation of the world. Review the year of 2011 and cast a vision for year 2012.
  - Include the church’s mission statement, goals, and strategies to reach your mission field.
  - Identify the community, people, and mission audience you are trying to reach, based on the past year’s research from *MissionInsite* and any other data obtained.
  - What goals from the Continuing Formation Clergy (CFC) covenant do you want to present to the charge conference?
4. Volunteer in Mission team report (¶247.12). Please attach.
5. Date your church implemented a child protection policy and procedures. \_\_\_\_\_  
Who monitors this policy for revision? \_\_\_\_\_
6. **CANDIDACY Matters:** List persons recommended by the Pastor/Staff-Parish Relations Committee as: **LIST or attach NAME, ADDRESS, TELEPHONE and E-MAIL ADDRESSES FOR EACH.**
  - a. Persons interested in exploring ministry as Candidates (¶311.1a-c)
  - b. Declared Candidates (¶311.1.d) *include date of S/PPR Meeting and approval:* \_\_\_\_\_
  - \*c. New Certified Candidates for Ordained Ministry (¶311.1.e) (\*\*Needs written ballot vote of approval)
  - \*d. Renewal of Candidacy for Ministry (¶312) (*Do NOT include those serving as licensed local pastors*)
- \*7. **LAY SPEAKING (all lay speakers must fill out and send an annual report to the district)**
  - \*a. Local Church Lay Speakers (¶247.11, ¶266 & ¶267, indicate NEW or RENEWAL)
  - \*b. Certified Lay Speakers (¶247.11, ¶266 & ¶268, indicate NEW or RENEWAL)
- \*8. **LAY LEADERSHIP:** Attach the report of the Committee on Nominations & Lay Leadership (¶249) and prepare a handout for everyone present. Include number of members to serve on Church Administrative Council or Board (¶252). **The following offices must have nominations and be elected by the Charge Conference.**

\_\_\_\_\_  
Lay Leader

\_\_\_\_\_  
Chairperson Committee on Finance

\_\_\_\_\_  
Chairperson Church Council

\_\_\_\_\_  
New Members Finance Committee

\_\_\_\_\_  
Chairperson of the S/PRC

\_\_\_\_\_  
Financial Secretary

\_\_\_\_\_  
Lay member(s) of the Annual Conference

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
New members of the Board of Trustees

\_\_\_\_\_  
New members of PPRC

Church \_\_\_\_\_ Charge \_\_\_\_\_

\*9. Nominations for the Committee on Nominations and Leadership Development: (§ 258.1.d-e)

\_\_\_\_\_

\*10. Nominations for District Members at Large of Annual Conference for 2013 (§32) with **MAILING ADDRESS, E-MAIL AND PHONE#.** (PLEASE NOTE this is not the local church's lay member to Annual Conference)

\_\_\_\_\_  
Name, Address, City, Zip, E-mail, Phone

\_\_\_\_\_  
Name, Address, City, Zip, E-mail, Phone

11. **CLERGY MATTERS:**

The East Ohio Conference Board of Ordained Ministry requires all active pastors to participate in a sexual ethics (boundaries) training even once every four years. Did the pastor attend the training in spring of 2010? **Yes or No**  
If NOT, date of the last training event attended: \_\_\_\_\_

12. Date the Pastor-Parish Relations Committee consulted with the pastor(s) and staff concerning continuing education and/or Renewal Leave to serve professional and spiritual growth (§258.2.g.8) \_\_\_\_\_  
What does the charge provide in terms of funds and/or time to encourage participation? \_\_\_\_\_

\_\_\_\_\_  
What continuing education has been entered into during the past year, and what is planned for the coming year?  
(Attach a separate report if necessary) \_\_\_\_\_

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

\*13. **2012 Church Pastor Compensation** (taken from your 2012 Pastor Compensation Report):

Name of PASTOR: \_\_\_\_\_

Total Cash Salary: \$ \_\_\_\_\_ (Part 2 line 1) Total Plan Compensation: \$ \_\_\_\_\_ (Part 2, line 4)

IF Associate PASTOR: \_\_\_\_\_

Total Cash Salary: \$ \_\_\_\_\_ (Part 2 line 1) Total Plan Compensation: \$ \_\_\_\_\_ (Part 2, line 4)

IF a multi-point charge, please specify amount for each church:

Church: \_\_\_\_\_ Cash Salary: \$ \_\_\_\_\_

Church: \_\_\_\_\_ Cash Salary: \$ \_\_\_\_\_

Church: \_\_\_\_\_ Cash Salary: \$ \_\_\_\_\_

Pastor's housing **exclusion** for 2012 (see 2012 Pastor Compensation Report - line 5): \$ \_\_\_\_\_  
(as approved on Clergy Housing Exclusion Resolution)

14. All clergy **must be** covered by Workers Compensation. (See 2010 East Ohio Conference Journal, page 3-29 Item #9 & 10)

Notify Worker's Compensation office of any pastoral changes.

Are you receiving reduced Workers Compensation rates as a member of the Spooner, Inc. Administered East Ohio Conference group?  Yes  No. IF NO, who is your carrier? \_\_\_\_\_

Contact phone number for Spooner is: 800/837-1103

15. **OTHER CLERGY**

List Ordained clergy related to, but not appointed to this charge (who are not serving other charges) (§246.2)

\_\_\_\_\_

16. **MEMBERSHIP:**

What was the total church membership at Charge Conference last year? \_\_\_\_\_  
What is the total membership at Charge Conference this year? \_\_\_\_\_  
What was the church's average worship attendance last year? \_\_\_\_\_  
What is the church's average worship attendance as of Charge Conference? \_\_\_\_\_

Has your church done a membership audit within the past 4 years?  Yes  No

17. Pastor's report of the membership rolls: (¶231)

a. List or attach names of members received **and how**: (e.g., confession of faith, transfer from, etc.)

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

b. List or attach names of members removed **and how**: (i.e. death, transfer to..., etc.)  
Do not include names already listed in d. below.

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

\*c. List or attach the names of inactive members for First Reading,  
and dates of visit or effective contact: (¶228)

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

\*d. List or attach the names of inactive members for Second Reading,  
and dates of visit or effective contact: (¶228)

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

e. List or attach names of college students including contact information. (¶232)

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

f. Describe how your church stays in contact with post high school, college students and/or military personnel.

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

18. **PROPERTY and FINANCIAL REPORT:**

a. Date of the annual review of the church-owned parsonage to assure proper maintenance. \_\_\_\_\_ ¶2532.4  
Please check that annual parsonage inspection report is attached:  Yes  No

(See 2010 East Ohio Conference Journal, page 8-6ff) List specific recommendations made and action that has been  
or will be taken? (Attach a separate sheet if necessary.) \_\_\_\_\_

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

Church \_\_\_\_\_ Charge \_\_\_\_\_

b. If your church owned parsonage is not occupied, is it being rented?  Yes  No  Occupied by pastor  
If yes, for how much? \_\_\_\_\_ and how is the rent money being used? \_\_\_\_\_

c. Name of Insurance Carrier and Agent: \_\_\_\_\_ Policy # \_\_\_\_\_

Value and Insurance:    Date Appraised                      Value                      Insured Amt                      Public Liability

Church building                      \_\_\_\_\_                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

Church furnishings                      \_\_\_\_\_                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

Parsonage(s) \_\_\_\_\_

Parsonage furnishings \_\_\_\_\_

Other \_\_\_\_\_

d. Is the church incorporated?  Yes  No                      Date last renewed \_\_\_\_\_

e. Location of deeds and church papers \_\_\_\_\_  
(Safety Deposit box recommended)

f. Name and address of person who has access to deeds and church papers \_\_\_\_\_

g. Cost of building/remodeling program planned or in progress \$ \_\_\_\_\_

h. Present indebtedness    \$ \_\_\_\_\_

i. Date and description of stewardship campaign (*Attach or submit 2012 Budget to district office by no later than December 1, 2011.*)  
\_\_\_\_\_  
\_\_\_\_\_

j. Has an Audit Report been completed and submitted the form for 2010?  Yes  No

k. Fund balances:

1) General Fund                      Date \_\_\_\_\_                      \$ \_\_\_\_\_

2) Benevolence Fund                      Date \_\_\_\_\_                      \$ \_\_\_\_\_

3) Building or Capital Funds                      Date \_\_\_\_\_                      \$ \_\_\_\_\_

4) Other \_\_\_\_\_                      Date \_\_\_\_\_                      \$ \_\_\_\_\_

5) Funds held by Trustees                      Date \_\_\_\_\_                      \$ \_\_\_\_\_                      Annual Interest Income \$ \_\_\_\_\_

6) Special trust funds                      Date \_\_\_\_\_                      \$ \_\_\_\_\_                      Annual Interest Income \$ \_\_\_\_\_

**PLEASE ATTACH COPIES of the *current budget and current month's financial report.***

l. Did you spend more in your operating budget than collected in offering?  Yes  No

m. Amount of original investment principal used to fund operating budget: \$ \_\_\_\_\_

n. How much funds were raised for operating budget through fund raisers? \$ \_\_\_\_\_

o. Describe the church's plan to ensure that all shared ministry apportionments will be paid in full this year.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verification of all information contained on this form by Recording Secretary

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_  
(Include Mailing Address and Phone Number)

**COPIES OF THIS COMPLETED REPORT AND ALL ATTACHMENTS ARE TO BE FILED WITH THE DISTRICT SUPERINTENDENT, THE PASTOR, AND THE CHURCH OFFICE.**