

West Ohio Conference



2010 Church and Charge Conference Form A Worksheet

Instructions:

1. Use this Form A Worksheet, and circulate as needed, to gather together all the requested information in one place.
2. Log onto www.westohioumc.org/2010ccforms to enter your church's data
3. If your church does not have access to a computer, please contact your district office to discuss how the information can be entered online.

ABOUT FORM A:

The Book of Discipline of The United Methodist Church requires that each local church hold a church or charge conference annually. This annual conference (church or charge) directs the work of the church and gives general oversight to the church council, reviews and evaluates the mission and ministry of the church, sets salaries for the pastor and staff, elects the members of the church council, and recommends candidates for ordained ministry. The difference between a church or charge conference is:

1. The charge conference is the basic governing body of each United Methodist local church and is composed of all members of the church council.
2. A church conference invites broader participation of the members of the congregation beyond just the church council members in that all members of a local United Methodist church are invited to attend and are extended the privilege of vote.

All members of the charge or church conference must be members of the local church.

The purpose of Form A is to retrieve an accurate picture of West Ohio Conference churches in key ministry areas as well as provide an avenue for reporting the work of the local church to the District and Conference offices.

Basic Information:

1. District:
- Capitol Area North Capitol Area South Foothills Maumee Watershed
 Miami Valley Northwest Plains Ohio River Valley Shawnee Valley
2. Church Name: _____
3. Street Address: _____
4. City: _____ 5. State: _____ 6. Zip: _____
7. Church Mailing Address (if different from above): _____
8. City: _____ 9. State: _____ 10. Zip: _____
11. Church Phone: (_____) _____
12. Church Fax: (_____) _____
13. Church email: _____
14. Church Website URL: _____
15. Pastor First Name: _____ 16. Last Name: _____

Part 1. Procedural Recommendations

17. Will you be preparing for:
- Charge Conference Church Conference Date of Conference: ____ / ____ / ____
- ¶ 246-250 (The term Conference used in this document will refer to either your charge or church conference.)

Part 2. Worship & Sunday School

18. List Sunday School Times: _____
19. List Worship Service Times: _____
20. Do you change your service or Sunday school times during the summer? Yes No
21. If so, Sunday School Times (summer) _____
22. If so, Worship times (summer) _____
23. Do you have a Saturday or mid-week worship time? Yes No
24. If yes, what day(s) _____

PART 3. Ministry Recommendations

If the answer to the following questions is yes, please supply an accurate listing of candidates with name, address, e-mail and telephone number so your district office has them.

25. Has a charge conference recommended a candidate(s) for certification to the district committee on Ordained Ministry this past year? If so, list below with date, name, address, e-mail and telephone number or enter "none" if none. ¶ 311.2

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (____) ____ - _____

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (____) ____ - _____

26. Is this conference recommending renewal of certification for a candidate or candidates? If so, list below with date, name, address, e-mail and telephone number or enter "none" if none. ¶ 247.9, ¶ 312

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (____) ____ - _____

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (____) ____ - _____

(There will be space on the online form to add more names if needed)

27. Is this conference recommending any candidates for church-related vocations? If so, list below with date, name, address, e-mail and telephone number or enter "none" if none. ¶

247.10

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (_____) _____ - _____

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (_____) _____ - _____

28. Is this conference recommending local church lay speaker(s)? If so, list below with date, name, address, e-mail and telephone number or enter "none" if none. Please submit an Annual Report for each person listed. ¶ 247.11, ¶ 267-270

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (_____) _____ - _____

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (_____) _____ - _____

(There will be space on the online form to add more names if needed)

29. Is this conference recommending district certified lay speaker(s)? If so, list below with date, name, address, e-mail and telephone number or enter "none" if none. Please submit an Annual Report for each person listed. ¶ 247.11, ¶ 267-270

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (_____) _____ - _____

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (_____) _____ - _____

30. Is this conference recommending Certified Lay Minister(s) candidates ? If so, list below with date, name, address, e-mail and telephone number or enter "none" if none. ¶ 271

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (_____) _____ - _____

Date: ____ / ____ / ____ Name: _____

Address: _____

Email: _____ Phone: (_____) _____ - _____

(There will be space on the online form to add more names if needed)

PART 4. Budget Information

31. What is your total church budget for 2010? _____
32. What is your proposed total church budget for 2011? _____
(e-mail or send your district office a copy)

PART 5. Membership

33. Was (or will there be) a confirmation class held in 2010? Yes No
34. If yes, number of confirmands received/anticipated: _____
35. How many persons will be removed by Conference Action after two readings? _____
(attach list)
36. How many persons were read for the first time? (attach list) _____

PART 6. Legal & Property

37. In the church incorporated? Yes No
38. Date of last filing of Statement of Continued Existence _____
(This is a Secretary of State requirement every 5 years)
39. Custodian of legal papers _____ ¶ 2549.8
40. Where are the legal papers kept? _____ ¶ 2549.8
41. Date of annual parsonage inspection: _____ / _____ / _____ ¶ 2532.4
42. Do trustees have an inventory and valuation of all personal property owned by the church?
 Yes No
43. Has it been updated in the last two years? Yes No
44. Do you have a video of the contents? Yes No
45. Date your property/casualty insurance last reviewed: _____ / _____ / _____
46. Does the church's liability coverage include a sexual/misconduct rider? Yes No
47. Date Safe Sanctuary Policy was adopted: _____ / _____ / _____
48. Date Safe Sanctuary Policy was last reviewed: _____ / _____ / _____
49. Amount raised for current/future building & remodeling in the current year.
_____ ¶ 2549.5
50. Amount spent for building/remodeling in the current year. _____ ¶ 2549.5
51. Church capital indebtedness _____

52. Monthly payment on church capital indebtedness. _____ ¶ 2549.6
53. Parsonage capital indebtedness: _____
54. Monthly payment on parsonage capital indebtedness: _____ ¶ 2549.6
55. Monthly payment on other capital indebtedness: _____ ¶ 2549.6
56. Other capital indebtedness: _____ ¶ 2549.6
57. Do you anticipate a major building renovation or addition within the next 3 years?
 Yes No
58. Do you anticipate a capital campaign in the next 3 years? Yes No
59. Expenditures related to income producing property: _____ ¶ 2549.4
60. Capital value of church related foundations or endowment funds: _____ ¶ 2549.9
61. Income from investments or real estate (annual): _____ ¶ 2549.4
62. Value of trusts and bequests: _____ ¶ 2549.9
63. Date of your last audit of all funds: (An annual church audit is required)
 _____ / _____ / _____

PART 7. Radical Hospitality

64. How many hospitality ministries are currently in active service at your church? _____
65. Which of the following hospitality ministries are included in your answer to question #64?
 Parking Lot Welcomers Building Greeters or Welcomers Ushers
 Coffee Hosts Other _____
66. How many people serve in your church's hospitality ministries? _____
67. How many people serving as hospitality ministry leaders are NEW to the leadership of this ministry in 2010? _____
68. What is the average number of visitors attending worship services held by your church each week? (include all services) _____
69. What percentage of the weekly visitors in #68 are young adults? (ages 18-35) _____
70. What percentage of the weekly visitors in #68 are of an ethnicity different from the primary makeup of your congregation? _____
71. How many people beyond the members of your congregation are served by or participate in ministries you host? (clothing pantry, community meals, etc.) _____

PART 8. Intentional Faith Development

72. How many new Sunday School classes or small groups did you start in 2010? _____
73. How many people serving as leaders for the Sunday School or small groups in #72 are NEW to the leadership of these faith development ministries in 2010? _____

PART 9. Extravagant Generosity

74. How many members of your congregation have indicated that they are tithing in 2010? _____
75. How many members of your congregation have indicated they are taking a step toward tithing in 2010? _____
76. How many elected officers/leaders do you have in your church? _____
77. What percentage of those leaders have indicated that they are tithing in 2010? _____

PART 10. Risk Taking Mission and Service

78. How many people from your congregation served in your local community in a hands-on mission or service experience in 2010? _____
79. How many people from your congregation served as part of a volunteer in mission team or other short term mission experience beyond the local community, but within the United States? _____
80. How many people from your congregation participated in an international mission experience this year? _____
81. Which of the four West Ohio Conference Mission Partnerships would your congregation be interested in learning more about?
- DRC North Katanga Conference Mexico Oriental Conference
- Russian Volga District Southeast Asia
82. Which of the five primary conference-wide justice networks would your congregation be interested in learning more about?
- Public Education Health Care Immigration
- Creation Care Human Trafficking

Signatures:

_____ Date: _____
Pastor

_____ Date: _____
Chair/Church Council

_____ Date: _____
Chair/Pastor-Parish

(Online version will have a place for the name of the person completing Form A, and a place for the e-mail address where the church's copy should be sent.)