

The United Methodist Church in Wayne
2025 Church Conference



October 30, 2025

Rev. Ninabeth Metcalf

Rev. Dr. Eunice Vega-Perez, District Superintendent

Bishop Cynthia Moore-Koikoi

Questions To Consider For Our Conference

What went well in our congregation over the last year?

What gives you hope for the future?

What challenges are the congregation encountering?

What is God calling you and your congregation to do in the coming year?

UMC in Wayne
2024 - 2025 Annual Report
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2024 UMC Wayne Annual Conference, October 6, 2024

United Methodist Church in Wayne

12:00 PM

Presiding Elder: Rev. Luana Cook Scott

Attending Members: Pastor Rev. Ninabeth Metcalf, Janine Batta, Vallerie Batta, Debby Foray, Dawn Castro, Nancy Kinch, Lois LaVorgna, Linda Lakner, Mike Lakner, Don Matthews, Patty Matthews, Bruce Monroe, Dawn Monroe, Pat Moore, Cathy Nalesnik, Lynn O'Brien, Jennifer Schriffrin. Via Zoom: Kim Gre

Opened with prayer by Rev. Luana Cook Scott

Motion was made to appoint Pat Moore as recording secretary All were in favor, and it passed.

Church Council Key Stone Measures were read and approved, (page 1)

Minutes from October 28, 2023 were found to be in order, Motion was made to accept the minutes by Mike Lakner and seconded by Jennifer Schriffrin and passed unanimously. (Pages 2-3)

A new name has been established for the Nominations committee; it will now be known as the Spiritual Formation Leadership Committee. The new slate of officers was passed with one change to be made Janine's last name should be Batta not Canonico. (Pages 4-5).

There are no new changes in the finance report (Pages 6-8).

Report of the Pastor: Highlights

We have added a 4th small group Meditation Teach & Practice. First Friday meets at 12pm for a lunch and spiritual gathering and it is growing with members from our church and friends who have been attending faithfully. We lift Pastor Ninabeth for her continuing attendance in our Interfaith Community. We hosted Shine A Light where different faith communities came together for nourishment and learned about the different protestant faiths. We had around 20 youths attend this event. Our confirmands participated in gatherings that focused on ending the sin of racism. (Pages 9-10).

Trustees report was read, and we still need to replace zone valves in the sanctuary within the next month and no errors were found. (Pages 11 -12).

Clergy Compensation report with no errors found. (Pages 13-15).

A motion was made by Don Matthews to accept the Conference report for 2024 and seconded by Lynn O'Brien. It Passed unanimously.

The meeting was closed

Thank You Pastor Ninabeth Metcalf for an awesome lunch!

Charge Conference Nominating Report

Church Name UMC in Wayne

Year of Report 2026

Church Officers		Gender	Ethnicity
Lay Leader	Jennifer Schiffrin	F	
Lay Leader	Donald Matthews	M	
Lay Member To Conf	Patricia Moore	F	
Treasurer	Christine Mercado	F	

Standard Committees	Role	Gender	Ethnicity	Start	End
Trustees					
John De Vos	Member			01/01/2025	12/31/2026
Mike Lakner	Member			01/01/2025	12/31/2026
Christine Mercado	Member	F		01/01/2018	12/31/2027
Jason Snyder	Member	M		01/01/2025	12/31/2026
Don Stone	Trustee President			01/01/2019	12/31/2027
Council					
Janine Canonico	Chair	F		01/01/2025	
Staff Parish Relations Committee (SPRC)					
Tim Cooper	Chair			01/01/2025	
Dianne DeVoes	Member			01/01/2025	12/31/2026
Anita Dispenziere	Member	F		01/01/2019	
Larry Gaines	Member			01/01/2025	12/31/2026
Cathy Nalesnik	Member			01/01/2025	
Gail Papadopoulos Papadopoulos	Member			01/01/2022	12/31/2026
Elizabeth Tible	Member	F		01/01/2022	
Nominations					
Ninabeth Metcalf	Chair	F	Anglo	07/01/2022	
Deb Foray	Member			01/01/2025	
Beth Foster	Member			01/01/2025	
Dawn Monroe	Member			01/01/2025	
Lynn O'Brien	Member			01/01/2025	

Charge Conference Nominating Report

Church Name UMC in Wayne

Year of Report 2026

Lay Members to Annual Conference					
Patricia Moore	Lay Member to Annual Conf	F		01/01/2025	12/31/2026
Lay Leader					
Treasurer & Finance					
Kim Grebel	Chair	F		01/01/2021	
Dawn Gaines	Member			01/01/2025	12/31/2026
Kim Grebel	Member			01/01/2025	12/31/2026
Patty Hassler	Member			01/01/2025	12/31/2026
Christine Mercado	Treasurer	F		01/01/2021	
Reps & Coordinators					
Patricia Moore	Committee Secretary	F		01/01/2026	
Peter Candela	Music Director			01/01/2025	12/31/2026
Liz Tible	Nurture Chair			01/01/2025	
Anita Dispenziere	Outreach Chair	F		01/01/2025	
Brian Creamer	Scouting Coordinator			01/01/2025	12/31/2026
Nancy Kinch	Worship Chair			01/01/2025	12/31/2026
Church Secretary/Admin					

Church Specific Committees

	Role	Gender	Ethnicity	Start	End
Youth Ministry					
Men's Ministry					
Women's Ministry					
Sunday School					
Dawn Castro	Chair			01/01/2025	

UMC in Wayne Financial Summary –Sept2025

General Envelopes / Giving to date -\$97,727 average of \$2,250 weekly is consistent with 2024 but lower than our budget need of \$2,735. Our budgeted congregational challenge or budget gap is \$12,369 (after Sep. adjustments). An insurance refund of \$2,239, Men's group donation of \$310 and Thrivent match of \$311 is included in congregational challenge for our actuals.

Fund raisers include the rummage sale for \$4,859 (and additional \$178 was deposited in October for a total of \$5,037), grocery cards for \$1,818 and soup sale of \$1,051.

Total Expenses to date = \$191,673—our net cash flow is positive by \$3,585 was supplemented by positive cash flow from trustees (including rental incomes of \$92,520 which represents 47% of overall receipts). Cash on hand at Sept month end was \$3,140

Billables are current –paid through Sept. Conference billables balance was \$282,082 for prior years. Monthly billables was \$5,250 and includes health insurance, property insurance, pension, etc. paid by conference on our behalf.

Shared Ministries were paid through April. We have \$16,970 more to pay to meet our 2025 obligation

Trustee loan balance is \$56,228 at Sept month end. Our monthly payments is \$879.62 for the term loan of 7 years at a rate 6.5%. Our LOC is \$50,000 and has a zero balance. This is our safety net for short term cashflow issues.

Janus Fund balance as of Sept 2025 is \$182,267.

CASH RECEIPTS:

	Sep 2025 YTD Actual	2025 Latest Thinking (Sept)	Latest Thinking Assumptions	2025 Latest Thinking (June)	% Spent of Budget (SB 75%)
Envelopes - Pledged	-				
Envelopes	85,327	115,000	Assume current run rate	115,000	74%
Plate	637	1,000		1,200	53%
Grace Café	-	-		-	0%
Sunday School	5	100		100	5%
Holiday	923	5,000	Reduced due to lower Easter offering	8,000	12%
FUND RAISERS (Grocery, Rummage & Soup Sales)	7,728	8,500	Assume just grocery cards for rest of year	10,000	77%
Capital Appeal	230	-		-	0%
Trustee LOC Draw		-		-	0%
Transfer from Janus Fund					0%
CONGREGATIONAL CHALLENGE	2,865	12,369		17,885	11%
INTEREST	12	50		50	24%
Subtotal General Receipts	97,727	142,019		152,235	61%
Avg. Weekly Receipt (excl. Fund Raiser)	\$ 2,250	\$ 2,568		\$ 2,735	78%
Trustee Envelopes	5,011	6,500	Assume \$500 monthly run rate	1,000	501%
Trustee Loan Reduction Giving		-		-	0%
House Rent	29,700	39,600	Assume \$3,300 monthly?	39,600	75%
Other Rentals	62,820	84,945	G&G (\$6,975/mo, Karate \$300/mo, AAA \$300 qtrly)	95,088	66%
Subtotal Trustee Receipts	97,531	131,045		135,688	72%
	47%	46%		47%	
Total Receipts	195,258	273,064		287,923	66%

CASH DISBURSED:

Staff Salaries					
Pastor's Salary	45,972	61,190		59,964	77%
Pastor's Professional Expenses	-	2,500		2,500	0%
Music Director	8,354	11,350		13,566	62%
Secretary	5,380	5,380		4,615	37%
Federal & State Taxes	4,447	5,826		5,001	74%
Guest Minister	-	-	?? Removed guest minister fee	600	0%
Subtotal Salaries	64,153	86,246		86,246	66%

- Giving is consistent with 2024 but lower than required to meet our budget.
- Fund raisers include the rummage sale for \$4,859 (and additional \$178 was deposited in October for a total of \$5,037), grocery cards for \$1,818 and soup sale of \$1,051.
- We continue to rely heavily on rental income (47% of overall income) to support our ministries.
- Our original 2025 budget gap was \$26,192. We reduced it by \$8,300 by reducing secretary position in May and further reduced it \$5,500 more in Sept. by cutting capital improvements & repairs & making other adjustments. **Current gap is \$12,369.**

- Fuel expenses are higher than expected partly due to Dec. 2024 bill paid of \$2,579 in 2025.. Overall fuel costs in 2025 are running 26% higher than 2024 YTD (adjusted for removal of Dec payment).
- Improvements & repair budgets have been removed and will be paid via Janus fund.
- Repairs & maintenance includes \$2,000 for parsonage refrigerator.
- Fire prevention costs included an unanticipated cost for fire extinguisher replacements.
- Legal costs include costs to defend the Boys Scout litigation.

	Sep 2025 YTD Actual	2025 Latest Thinking (Sept)		2025 Latest Thinking (June)	% Spent of Budget (SB 75%)
Fuel, Electric & Gas Water & Sewer	20,784 1,164	25,284 1,664	Estimated \$1,500 per month Q4	22,600 2,000	104% 58%
Telephone / Internet	3,971	5,291	Assume \$440 monthly for Verizon & Optimum	5,000	79%
Parsonage Cost	2,684	3,434		4,000	67%
Postage	146	200	G&G copies reimbursement of \$3,200 in April covered part of 2024	200	73%
Office Supplies	(929)	(179)		1,500	-62%
OFFICE EQUIPMENT	1,831	2,400	\$179 monthly	2,400	76%
Repairs & Maintenance	6,175	11,895	Assume \$240 Regal monthly + \$5,000 misc	20,000	31%
Cleaning Service	7,455	10,260	Assume \$775 Citywide monthly + \$160 to G&G	11,100	67%
Fire Prevention	6,636	8,346	Cintas (\$750 qtrly), Securitas (avg \$320 per mo.), Pro Hood (\$725 per year) ; incl. \$4,000 repair	5,800	277%
Pest Control	1,698	2,193	Viking \$165 per month	2,000	85%
Landscaping	1,893	2,159	\$266 per month through October?	2,000	95%
Security System	-	-		-	0%
Snow Removal	2,000	4,000	?? \$1,000 Nov/Dec??	3,000	67%
Property Insurance	300	300		300	100%
Payroll / Elect. Bank Fees	1,918	2,452	F1 (\$54 Mo.), e-Giving (\$30 /mo), Paychex (\$94/mo)	3,000	64%
Bank Fees & Interest	80	100		100	80%
Rental House Improvements	-	-		-	100%
Capital Improvement	-	-		10,000	0%
Subtotal Building & Operating Expense	57,807	79,800		95,000	65%
Music Program	1,029	1,000		1,000	103%
Worship Supplies	737	1,000		1,000	74%
VBS	-	-		200	0%
Continuing Education	-	100		100	0%
Leadership Development / Education	245	300		100	245%
Small Group	-	-		100	0%
Fellowship	(45)	200		200	-23%
Sunday School	(33)	200		200	-17%
Stewardship	142	150		150	95%
Legal Fees	596	600		600	99%
Subtotal Worship Expense	2,671	3,550		3,650	73%

	Sep 2025 YTD Actual	2025 Latest Thinking (Sept)	Latest Thinking Assumptions	2025 Latest Thinking (June)	% Spent of Budget (SB 75%)
Trustee Loan	5,444	8,084	\$880 per month	7,396	51%
Real Estate Taxes	7,204	9,633		10,315	70%
Trustee Bank Fees	350	350		350	100%
Subtotal Trustee Expenses	12,998	18,067		18,061	61%
HEALTH INSURANCE (Conference)	19,086	24,200		24,200	79%
INS- WORKER'S COMP. (Conference)	329	343		343	96%
INS- PROPERTY (Conference)	15,654	20,981		20,981	75%
MINISTERIAL PENSION PLAN	8,439	11,253		11,253	75%
COMPREHENSIVE PROTECT. PLAN	2,050	2,733		2,733	75%
Credit for CRSP-DB contribution		(1,072)		-	0%
Subtotal Conference Billables Paid	45,558	58,438		59,510	73%
GCFA Apportionment Funds	8,486	20,943	82%	20,943	41%
GNJ Shared Ministry Fund	-	4,513		4,513	0%
Subtotal Shared Ministries Paid	8,486	25,456		25,456	33%
TOTAL CASH DISBURSED:	191,673	273,064		287,923	64%
Net Cashflow	3,585	0		(0)	

Conference billables are paid through Sept & shared ministries have been paid through April.

Trust loan costs include interest on LOC through May and new term loan monthly payment of \$880 beginning in Sept.

Trustee managed expenses

2025 Special Account Summary

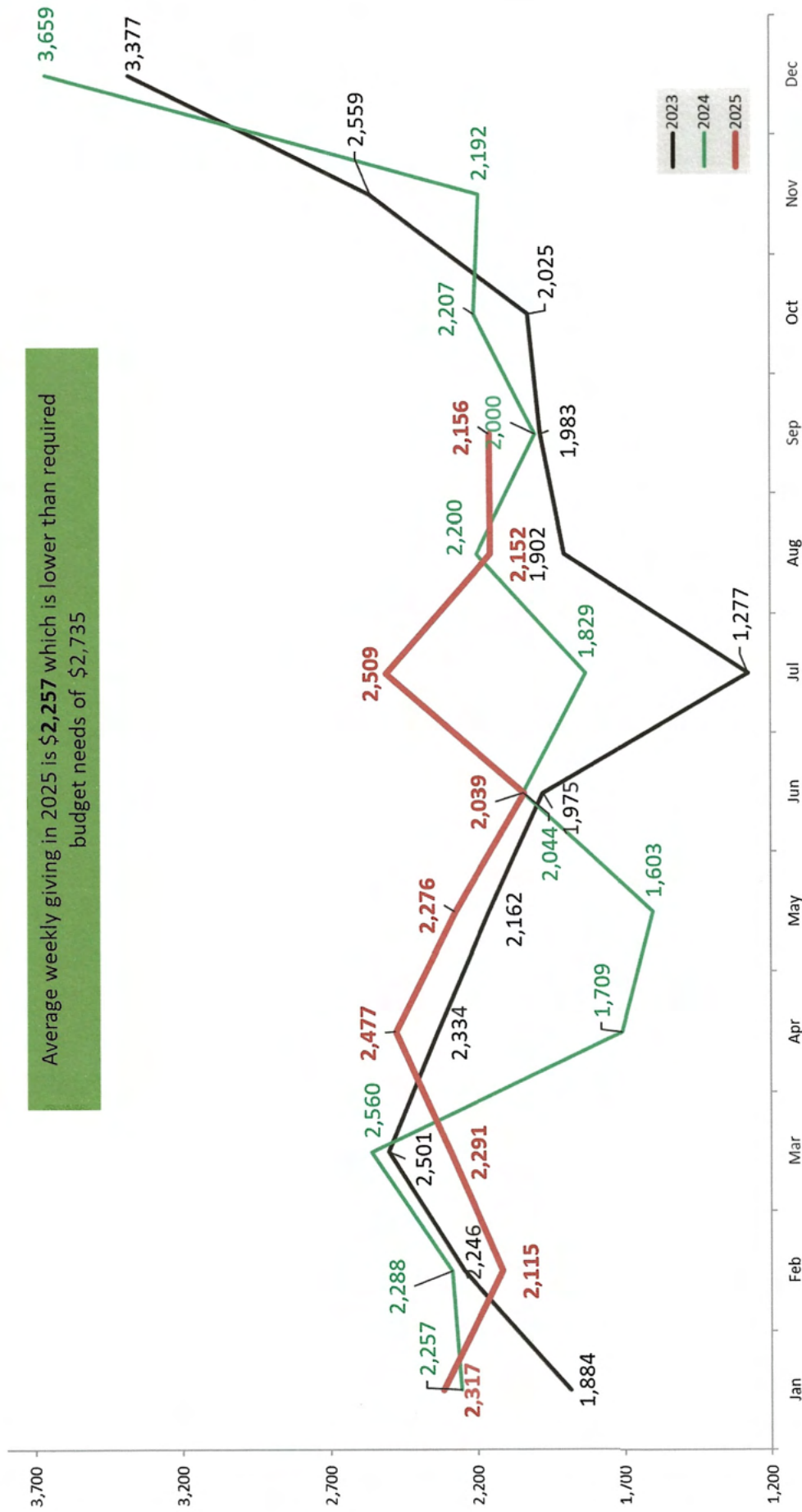
Designated & Special Accounts:

	Dec 2024 Closing Balance	Receipts	Disb.	YTD 2025 Closing Balance	Transfer to Fund Raisers	Adjusted Balance
Memorial	14,124	325	(1,691)	12,758		12,758
Pastor's Discretionary	1,698	185		1,883		1,883
Missions						
We All Are Called / Missions	1,240	10		1,250		1,250
Red Bird Mission	274			274		274
Soldiers	-			-		-
WIN	(0)	150		150		150
CUMAC	(0)			(0)		(0)
Common Grounds	-			-		-
UMCOR						
UMCOR - One Great Hour of Sharing	-			-		-
Malaria Nets	-			-		-
Future with Hope	-			-		-
UMCOR - World Communion Day	-			-		-
UMCOR -Ukraine	-			-		-
Special Account Pass Throughts:						
Grocery Cards	(2,300)	36,350	(35,150)	(1,100)	(1,818)	(2,918)
Grieves Memorial Garden	0			-		-
Rummage Sale	0	4,859		4,859	(4,859)	-
Sauce Sale	0			-		-
Silent Auction	0			-		-
Soup	0	1,051		1,051	(1,051)	-
Pastor's Gift	0	540		540		540
Cookie Sale	0			-		-
Flowers	608	625	(1,038)	195		195
Prepaid House Rent	9900	19,800	(19,800)	9,900		9,900
Subtotal Designated & Special	25,543	63,895	(57,679)	31,759	(7,728)	\$ 24,032
	20,123		Bank Balance			\$ 21,324
	5,420		Transfer Due from general			\$ 2,708

- Rummage sale, Grocery card & soup sales fund raisers were transferred to the general account.
- The disbursement from memorials paid for the new hymnals.
- House rent was prepaid for 6 months in April.
- A transfer at year-end ensured that our special accounts balance equals the required designated funds

Average Weekly Receipts (Envelope / Holiday / Plate) Last 3 years

Average weekly giving in 2025 is \$2,257 which is lower than required budget needs of \$2,735



Trustee Loan			Janus Fund									
	Principal Paid	LOC Draw	YE Balance	Interest Paid	% Interest	Purpose of Draw		Fund Value	Income / (Loss) from Investment	% Gain / (Loss)	Income Withdrawal \$	Purpose of Draw
2009			\$ 123,680				2009	\$ 42,276.84	\$ 11,486.03	27%		
2010	9,461		114,219	5,151	5%		2010	\$ 47,059.49	\$ 4,782.65	10%		
2011	9,735		104,484	5,145	5%		2011	\$ 34,373.49	\$ (2,686.00)	-8%		Room 8 / Hall Floor
2012	12,445		92,040	4,297	5%		2012	\$ 40,516.33	\$ 6,142.84	15%		
2013	12,281		79,759	3,792	5%		2013	\$ 52,567.33	\$ 12,051.00	23%		
2014	14,637		65,122	3,294	5%		2014	\$ 59,332.33	\$ 6,765.00	11%		
2015	11,557	(13,000)	66,565	2,606	4%	Boiler	2015	\$ 62,480.33	\$ 3,148.00	5%		
2016	9,867		56,698	2,766	5%		2016	\$ 62,819.33	\$ 339.00	1%		
2017	17,036	(4,800)	44,462	2,536	6%	Rental House Repairs	2017	\$ 80,422.33	\$ 17,603.00	22%		
2018	14,780	(6,000)	35,682	2,546	7%	Shortfall for loss of house rent	2018	\$ 78,195.00	\$ (2,227.33)	-3%		
2019	14,375	(18,000)	39,307	2,649	7%	Boiler	2019	\$ 105,874.41	\$ 27,679.41	26%		
2020	10,000		29,307	1,718	6%		2020	\$ 140,588.00	\$ 34,713.59	25%		
2021	2,500	(20,000)	46,807	1,401	3%	Boiler, Narthex Ceiling, Roof Repairs, Cement	2021	\$ 169,256.00	\$ 28,668.00	17%		
2022	4,550	(15,000)	57,257	3,130	5%	Boiler, Parsonage Chimney & roof	2022	\$ 118,547.00	\$ (50,709.00)	-43%		
2023	1,700		55,557	5,196	9%		2023	\$ 142,988.22	\$ 48,691.28	34%		Chimney / Roof at parsonage Rental House repairs, Heat
2024		(3,500)	59,057	5,566	9%	Shared Ministries YE 2023	2024	\$ 155,325.87	\$ 44,863.00	29%		repairs, Driveway
2025 LOC 9/25/2025 (est)	2,829	N/A	56,228	1,569	6.5%	Converted 6/1/25	Sep-25	\$ 182,286.60	\$ 26,960.73	15%		
	\$ 147,752	\$ (80,300)		\$ 55,273					\$ 218,271	516%	\$ (66,750)	
												(147,050.00)

- Trustee loan has been converted to a 7 year term loan in Sept 2025 with a monthly payment of \$879 and fixed rate of 6.5%.
- Janus fund has a balance of \$182,267 in Sept recovering with 15% growth in 2025.



Fund Balance Report

The Committee on Finance is required to make provision for an annual audit of the records of all the financial officers (including the financial secretary or church business

THIS REPORT IS TO BE COMPLETED AFTER THE END OF THE YEAR

THIS REPORT DOES NOT NEED TO BE INCLUDED WITH YOUR OTHER CHURCH CONFERENCE FORMS

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of the committee on finance.

For the period beginning Monday, January 1, 2024 and ending December 31, 2024

UMC in Wayne Church
Palisades District
Greater NJ Annual Conference

1. Receipts, Disbursements, and Balances (Round to the nearest dollar)

Local Church Funds (Use those applicable to your church.)	(a) Balance at Beginning of Period	(b) Cash Received and Recorded	*(c) Total disburse- ments for Period (-)	*(d) Transfers + (-)	(e) Balance End Of Period
General Fund	\$2,831	\$133,349	-\$195,194	\$59,056	\$43
Benevolence Fund	\$11,424	\$71,614	-\$44,743	-\$12,752	\$25,543
Building or Improvement Fund	\$0	\$127,287	-\$68,231	-\$59,056	\$0
Board of Trustees' Fund	\$142,988	\$44,838	-\$32,500		\$155,326
United Methodist Women	\$7,053	\$656	-\$600		\$7,109
United Methodist Youth Fellowship	\$0				\$0
United Methodist Men	\$310				\$310
Church School	\$0				\$0
Other Organizations or Funds (enter name):					
Name: Nursery School	\$0				\$0
Name: Grieves Memorial Garden	\$6,676		-\$260		\$6,416
Name: Grieves Memorial Garden-CD	\$25,686		-\$44		\$25,642
Name: Rent Security CD	\$0	\$4,952			\$4,952
Name:	\$0				\$0
Name:	\$0				\$0
Name:	\$0				\$0
Name:	\$0				\$0
Name:	\$0				\$0
Total amount of cash in all treasuries of the church	\$199,925	\$382,696	-\$341,572	-\$12,752	\$225,341

2. The Auditors () Auditing Committee (X) (check one) has examined the accounts listed on the front side; reviewed procedures of counting and accounting under the current Book of Discipline; has reconciled receipts and disbursements with bank deposits and bank balances; and has found the balances displayed to be correct, procedures proper, and records properly kept, except as noted below (attach additional pages as needed):

Conclusion: Based on the review performed, there is reasonable assurance that good stewardship is being used in handling and accounting for the funds and other assets of the local church. Points will be discussed at the next meeting that includes the Finance Committee, Trustees & Church Council:

- Reinforce that expenses be reviewed with Trustee sign-off for all significant expenses.
- Follow-up with Trustees and Finance Committee to determine how best to update signors on the Janus Fund (agreed on Treasurer, one Trustee and one Council member at the joint meeting on 7/22/21 - need to take action).
- Require more support for future Janus fund withdrawals.

Signatures of the Church Audit Committee, (if applicable)

Patty Hassler

, Chairperson

, Member

Printed Name:

Patty Hassler

Printed Name:

Date:

9/25/2025

Date:

REPORT OF THE PASTOR

1. List of the names of those who received into baptized membership since October 2024:
Harlow Carter, Carter Puglisi, Ryder Adrisano, Gavin Gelok
3. List of names of those removed from professing membership since October 2024:
 - b. By transfer to other United Methodist Churches: Robert DeVoes

REPORT OF THE MINISTRY OF THE CHURCH:

Worship & Sacraments: There is one blended Sunday worship. Peter Candela, Parish Drive and the Jubilation Ringers continue to provide our worship music. Under Peter's direction we have brought in special music performers. We baptized 4 infants. We continue to add special worship services. In October we had a blessing of our pets. In December we had a Blue Christmas Service. We began Lent with an Ash Wednesday Service. We met for Christian Meditation on Thursday evenings. We have a weekly Friday morning Prayer and Devotion that follows the United Methodist Order of Morning Prayer and Praise.

Evangelism/Making New Disciples: Our annual rummage sale is an opportunity for the greater community to see our faith in action. The congregation encourages each other to share their faith stories and they invite others to attend the Sunday worship.

Discipleship & Faith Formation: We have 1 active Bible Study groups. Grace Café meets on Wednesday's at 6:30pm and is an opportunity to gather and discuss, over dinner, our lives together as disciples of Christ. A monthly Book study group meets to discuss carefully curated books that raise awareness of social issues. We offer the parents of younger children access to the Amplify Children's Channel through a subscription that the pastor maintains. Children's Sunday school is offered after the Children's message during worship. We held a short term Bible Study during Lent called "Draw Close". We offer the Upper Room Devotionals to our congregation and to people who participate in Giggle and grow, Karate, and boy scouts.

Congregational Care: Members of the Census group sent out cards saying "Hi" to members that we have not seen in a while. First Friday Fun is an opportunity to gather over lunch to share our gifts, laugh and learn more about each other. We have a weekly Prayer Email that shares intercessory prayers lifted up on Sunday during worship. We are blessed with several individuals who routinely visit and call members of our congregation who can not make it to our worship and in-person gatherings.

Mission & Community Outreach: Our community along with G & G filled cleaning buckets for UMCOR, Backpacks for the United Way of Passaic County, and Shoe Boxes for Operation Christmas Child. We actively support the WIN (Wayne Interfaith Network) food pantry. We held a teacher Appreciation Day for the staff at Giggle & Grow. Our annual Rummage Sale generates income for the church but it also connects us with people in our community through the acceptance of peoples gently worn items and the sale of those items. Through these interactions we demonstrate hospitality and develop relationship

Generosity & Stewardship: Our Trustees faithfully care for our building and grounds. This year they replaced the main Gas Valve for our heating.

We continue to share our building with the Boy Scouts, AA, Koei-Kan Karate, Giggle & Grow a non-profit preschool and other groups who use it for a day or evening. There are 5 different ways to give financially, in-person, text, 2 on-line locations, and by mail. Every worship service the congregation is challenged to give in some way, fiscally, witness, service, prayer, and talent. Stories of generosity are told and gratitude offered to highlight the generosity of specific ministries within the church and community. A fiscal report is shared yearly.

Other News: The Council has met in a series of retreats to discern who we are and where we are going. We have completed our discernment and now have 2 guiding scriptures, a Mission and Vision statement!

How we are living into the Journey of Hope: Ending the Sin of Racism:

We continue to learn about the sin of racism through Bible and book studies and through sermons and liturgy.

Jenneifer Schiffrin Certified Lay Servant Report 2025

1. Date of completion of Basic Lay Servant Course: 2002
2. What year did you complete your last Certified Lay Servant Course? 2025
3. What was the Title of the last course you took? Practicing Hope
4. The course was taken in the Skylands District
5. The instructors were various from Mission U – United Women in Faith

In the last year I have participated in membership/evangelism visitations and served in caring/outreach projects.

During the last year I participated in leading ministries as follows:

Served at my local church as lay reader and gave the sermon in April.

During the last year I participated in Communication Ministries as follows:

Delivered sermon during the worship service: 1 time

Delivered the children's sermon: 3 times

Served as worship leader: 2 times

Do you believe you have had adequate opportunity for service as a Lay Servant this past year? Yes.

I hereby request recommendation by my pastor and my charge to renew as a:
Certified Lay Servant.

Date of Completion: 9/10/2025

Report from the Board of Trustees

1. For the parsonage, the Trustees have committed to repair and update the following over the next 12 months: We will replace the roof.

We rent our parsonage and have a lease that is renewable on July 1st of each year.

2. **Trust Clause** As a congregation, we have read the trust clause of the Church, The Book of Discipline, paragraph 2501, and that we hold the real and personal property of the congregation in trust for the mission and ministry of The United Methodist Church.

3. **Church Property Accessibility** We are committed to being a physically accessible church and comply with accessibility as best we can based on our resources and physical plant.

4. **Safe Sanctuary** We have updated our Safe Sanctuary policy in October 2025. It needs to be reviewed by the Conference.

5. **Scouting America** We host a Scout Troop in our building, and we use the following: • UMC-BSA Facilities Use Agreement

6. **Building Use By Outside Groups** We have outside groups that use our facilities, and we use the following: • A Facilities Use Agreement that we have developed and it meets or exceeds what EPA&GNJ recommend

7. **Church Grounds and Facilities** We have inspected our church facilities and have noted the following repairs and updates are needed:

- Educational Wing Roof Repair within 5 years
- Parsonage Roof replacement in 2026
- Church Sanctuary AC in the next 5 years
- Parsonage Hot Water Heater was replaced in 2025
- Windows and doors in Educational Wing next 5 – 10 years

8. **Reserves, Endowments and Trusts** We have reserves.

- Our funds are invested with an investment firm
- We have a plan to take appropriate draws from the funds while still growing the funds
- Our funds are not socially responsibly invested
- We do not have a bequest program and educate our members about leaving the church and its mission and ministry in their will

Vitality The Board of Trustees will do the following this current year to improve the congregation's vitality: Whatever funds will allow. If we have the funds we will make improvements.

Date Effective: (Required) 1/1/2026		CLERGY COMPENSATION & EXPENSE REPORT Greater New Jersey Conference				District: (Required) Skylands			
Clergy Name: (Required) Ninabeth Metcalf		Full Appointment Status: (Required) Full Time		Conference Relationship: (Required) FE - Elder in full connection					
For dropdown sections, click on the cell and a dropdown arrow will appear to the right of the cell.									
Clergy with multiple appointments MUST enter all appointment salary information into a single Compensation Report form.									
Church A (Required)	UMC In Wayne	Church B (If Applicable)	Church Name - Dropdown	Church C (If Applicable)	Church Name - Dropdown	Church D (If Applicable)	Church Name - Dropdown	Church E (If Applicable)	Church Name - Dropdown
Church #	1168	Church #	Church #	Church #	Church #	Church #	Church #	Church #	Church #
Appointment Status By Church	Full Time	Appointment Status By Church	Select One - Dropdown	Appointment Status By Church	Select One - Dropdown	Appointment Status By Church	Select One - Dropdown	Appointment Status By Church	Select One - Dropdown
It is highly recommended to review the instructions as a guide when completing this report. Click here to view these instructions.									
				UMC In Wayne	Church B	Church C	Church D	Church E	TOTAL
1	Church Salary (Total cash amount. Should also include all grant funding.)			64,300					1 64,300
2	Taxable Cash Allowances (e.g. non-vouchered expenses, bonuses, etc.)								2
3	Housing Allowance Paid in addition to cash salary. Recommended to exclude this amount in line 7 if receiving this allowance. Should only be used in lieu of a parsonage being provided.								3
4	Total Salary (Total of lines 1-3)			64,300	-	-	-	-	4 64,300
Tax Sheltered Salary Items (Do not report in W-2 Box 1)									
5	Tax-deferred Compass Contribution If new employer or election, Contribution Election Form must also be completed. Withheld from salary shown on line 4. Report in W-2 Box 12, Code E			3,600					5 3,600
6	Other Tax-Deferred IRS Section 403(b) Investment Withheld from salary shown on line 4. Report in W-2 Box 12, Code E								6
7	Housing Exclusion Amount excluded from pastor's taxable income for costs directly related to providing a home. See instructions for more information/examples. Amount entered here will populate on the Housing Exclusion Resolution on page 3 of this report. Report in W-2 Box 14			15,000					7 15,000
8	Total Tax Sheltered Salary (Total of lines 5-7)			18,600	-	-	-	-	8 18,600
Taxable Salary Items (Report Lines 9 and 10 in W-2 Box 1)									
9	Tax-paid Compass Contribution If new employer or election, Contribution Election Form must also be completed. Withheld from salary shown on line 4.								9
10	Expenses paid directly by the local church not included in lines 1-9 (See instructions for directions/examples)								10
11	Cash Paid to Clergy (Line 4 minus lines 5, 6, 9)			60,700	-	-	-	-	11 60,700
12	Total Federal Taxable Salary (Line 4 minus line 8)			45,700	-	-	-	-	12 45,700
13	Total Salary (Lines 8 plus 12; must equal line 4)			64,300	-	-	-	-	13 64,300

Minimum Salary: Clergy in full connection \$61,400; Provisional/Associate Member \$57,100; Full Time Local Pastor \$54,000 (\$300 increase per year of full time service) - If unsure how to calculate, check the Compensation Report Instructions (link at the top).							
Health Insurance: Churches will be billed directly for their pastor's health insurance premium responsibility. This is separate from the church's blended rate premium. Churches should deduct this amount from the pastor's salary. Doesn't change the church's blended rate.							
Dental & Vision Plans: Churches will be billed directly for their pastor's dental and/or vision plan enrollment. These plan costs are not the church's responsibility. Churches should deduct this amount from the pastor's salary.							
Health Savings Account (HSA): If receiving an HSA, an additional personal contribution can be made to this account instead of to a separate FSA. See report instructions for information on max allowable contribution. HSA contributions are not the church's responsibility. Churches should deduct this amount from the pastor's salary.							
Flexible Spending Account (FSA): Contributions to a FSA can be done through HealthFlex Exchange or the church's payroll company (See instructions for more information). Contributions are not the church's responsibility. Churches should deduct this amount from the pastor's salary. Regardless of selecting FSA through the HealthFlex Exchange or through the church's payroll company, please report the amount on this line.							
Parsonage		UMC in Wayne	Church B	Church C	Church D	Church E	Number of Church Appointments (Based on entered Salaries)
							1
14	Is a parsonage provided for clergy in ANY of the churches appointed to? If YES - enter X under the church providing a parsonage → If NO - leave this line blank. NOTE: In Compass, the Parsonage value MUST be split to all churches, regardless of which one provides the parsonage. The parsonage value split is proportional to the salary split.	X					TOTAL CASH SALARY Line 1 64,300
15	Parsonage value for pension purposes If a parsonage is provided, line 14 has an X. (Multiply the total provided cash salary in line 14 by 35%; this value cannot be lower than \$10,000)	22,505	-	-	-	-	22,505
Benefits (Non-Taxable) - Adding an X under the appropriate box below autopopulates the benefits these specific conference relationships and appointment statuses are eligible to receive. An X is not required for all conference relationships.							
A. If you are serving 3/4 or 1/2 time as a SL or PL, enter X here							
B. If your conference relationship is DM DR OR RA RD RE RL OMR RP SY LM CP, enter X here							
C. If you are serving 3/4 or 1/2 time as an OF, enter X here							
D. If you are serving 1/2 time as an AM FD FE PD OA OD OE OP PE, enter X here							
E. If you are serving 1/4 time as an PL AM FD FE PD OA OD OE OF OP PE, enter X here							
16	Health Insurance Premium for Conference Plan If serving full time, enter \$27,100. If not full time, leave this line blank.	27,100					16 27,100
17	Pension Plan Compensation If a parsonage is provided, this equals line 1 plus 15. If a parsonage is not provided, this equals line 13.	86,805	-	-	-	-	17 86,805
18	Compass - Required Contributions Compass is available for FT, 3/4, and 1/2 time clergy. (Multiply line 17 by 5.47%)	4,748	-	-	-	-	18 4,748
19	Compass - Matching Contribution Compass is available for FT, 3/4, and 1/2 time clergy. (Multiply line 17 by 4.0%)	3,472	-	-	-	-	19 3,472
20	Comprehensive Protection Plan (CPP) Only available for FT and 3/4 time clergy. Not available for PL or SL. (Multiply line 17 by 3.3%)	2,865	-	-	-	-	20 2,865
21	UM Personal Investment Plan (UMPIP) Only available for 1/4 time pastors no longer eligible for Compass. Represents church's contribution. (Multiply line 17 by 13.6%)	-	-	-	-	-	21 -

CLERGY HOUSING EXCLUSION RESOLUTION

WHEREAS, it is the policy of the Greater New Jersey Conference of The United Methodist Church that Administrative Boards/Councils and Church Conferences annually designate in an official resolution a portion of the clergy person's compensation as housing allowance; and whereas, Section 107 of the Internal Revenue Code provides that the rental value of a home furnished to or by a minister of the gospel, or the amount of a cash housing or rental allowance paid to the minister is not included in his or her gross income reporting for income tax purposes.

Only enter the pastor's address below. The remaining information below will automatically populate based on the information entered on the Clergy Compensation Report above (pages 1-2). Either box A or B should be completed below, but NOT both.

Pastor: _____

Address: _____

A. PARSONAGE – Church Provided Housing

	Church/Housing Exclusion Amount:
UMC in Wayne	\$15000
CHURCH B:	\$0
CHURCH C:	\$0
CHURCH D:	\$0
CHURCH E:	\$0

THEREFORE, BE IT RESOLVED that the above named Pastor is provided the rent-free use of housing and the value of the housing is excluded from income tax under Section 107 (Line 14 of the Clergy Compensation Report should have an X). BE IT FURTHER RESOLVED that the Administrative Board/Council or Church Conference of the above named charge hereby designates the amount listed above (this figure matches Line 7 of the Clergy Compensation Report) for the date effective year as a **housing exclusion** for this Pastor whose residence is located at the above address.

B. NO PARSONAGE – Minister Provided Housing

	Church/Housing Exclusion Amount:
UMC in Wayne	_____
CHURCH B:	_____
CHURCH C:	_____
CHURCH D:	_____
CHURCH E:	_____

	Church/Housing Allowance Amount:
UMC in Wayne	_____
CHURCH B:	_____
CHURCH C:	_____
CHURCH D:	_____
CHURCH E:	_____

THEREFORE, BE IT RESOLVED that in lieu of church-provided housing, the charge or church will pay annually a cash **housing allowance** in the amount listed above (this figure matches Line 3 of the Clergy Compensation Report), in addition to salary, to provide housing for the minister and family. BE IT FURTHER RESOLVED that the Administrative Board/Council or Church Conference of the above named charge hereby designates the amount listed above (~~set high enough to include the cash housing allowance if provided~~; this figure matches Line 7 of the Clergy Compensation Report) for the date effective year as a **housing exclusion** for this Pastor, whose residence is located at the above address.

Housing exclusion is meant to defray costs incurred by clergy which directly relates to providing a home for self and family including, as applicable, any and all of the following: rent, mortgage payments and interest, furnishings, insurance, real estate taxes, utilities, maintenance and upkeep, and any other expenses directly associated with the provision of housing. Allowable expenses do not include personal items such as food, clothing, entertainment, and domestic help.

The IRS rule of limitation on this benefit is the lesser amount of 1) the amount of the housing exclusion resolution as herein designated; 2) The amount actually spent for the provision of housing; or 3) The fair market rental value of the home or parsonage plus all other related expenses in the particular neighborhood of the residence in question.

This resolution sets a "not to exceed" amount for actual housing expenses that clergy may expend from salary and/or cash housing allowance. Only the actual expenses may be excluded from income. Clergy must keep careful records such as actual invoices which would substantiate the exclusion in an IRS audit. Clergy add the unexpended difference on his/her Form 1040. Those clergy who receive a cash housing allowance in lieu of a parsonage may set higher limits but must follow the above IRS rules. Note: Clergy must include fair market rental value of their housing when paying Self-Employment Tax (S.E.C.A.) of 15.3%. Distribute copies to: Pastor, District Superintendent, Church Treasurer(s).

TYPE NAME BELOW TO SIGN. CHECK THE "I AGREE" BOX TO INDICATE APPROVAL BY THE APPROPRIATE BODY.

Date approved at church conference		District Superintendent	FALSE
	FALSE		FALSE
Church Council Chair - UMC in Wayne		Secretary of Church Conference - UMC in Wayne	
	FALSE		FALSE
Church Council Chair - CHURCH B		Secretary of Church Conference - CHURCH B	
	FALSE		FALSE
Church Council Chair - CHURCH C		Secretary of Church Conference - CHURCH C	
	FALSE		FALSE
Church Council Chair - CHURCH D		Secretary of Church Conference - CHURCH D	
	FALSE		FALSE
Church Council Chair - CHURCH E		Secretary of Church Conference - CHURCH E	



2024 - 2025
UMC in
Wayne





UMC in Wayne Mission

To welcome all in worship and fellowship, and to grow in faith, love, service, and grace, as we follow the example of Jesus

UMC in Wayne Vision

Rooted in God's grace, guided by the teachings of Christ, empowered by the Holy Spirit, we form disciples of Christ by creating a safe & inclusive community to connect, share, grow in faith, serve, and learn with one another.

Guiding Scriptures

In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.

Matthew 5:16

"But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be the glory both now and forever."

2 Peter 3:18