



**UMC in Wayne**  
**2028 Church Conference**  
**October 28, 2023**  
**Butler UMC**

**Rev. Heather Valosin**

UMC in Wayne  
2022 - 2023 Annual Report  
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# Congregational Appraisal

Form Name

Congregational Appraisal [06/16/2023]

The United Methodists  
of Eastern Pennsylvania & Greater New Jersey



*Recruit and develop transformational leaders who make disciples of Jesus Christ and grow vital mission congregations for the transformation of the world.*

## Congregational Appraisal

*This report is completed by the Church Council between May 1 and June 30.*

### Purpose/Mission of A United Methodist Congregation

Make new disciples and deepen the faith of all disciples to be loyal to Christ through their prayers, presence and participation in the church, and to engage in ministries of witness, mercy and justice in the world.

(Based on the membership vows of The United Methodist Church) *A congregation builds up the body of Christ to serve in the world.*

Congregations fulfill this purpose as they become vital mission congregations. This requires pastoral and congregational leaders to work together to provide a clear vision and direction as well as focused attention and action to leading the church in the five vital ministries. You may learn more about congregational vitality by selecting the following link: for GNJ users [www.gnjumc.org/pathways/vitality/](http://www.gnjumc.org/pathways/vitality/) and for EPA users <https://www.epaumc.org/pathways/vital-congregation/>.

For this appraisal, "congregation" can best be defined as a church's members and non-members who gather regularly for worship. "Leaders" refers to the elected leaders and non-elected leaders who lead ministries like small groups, Sunday school, mission teams, etc.

The following appraisal is to be completed at least once a year by the church council between May 1 and June 30. Your appraisal will be part of the charge/church conference report.

### Suggestions for the Chairperson to Complete the Report

1. Download and save the report to print and give a copy to each committee member or as an electronic download to email to each committee member.
2. Ask each committee member to complete and return the report by a certain date.
3. The chairperson reviews everyone's responses and completes one draft based on those responses.
4. The chairperson convenes the group and shares the draft of the report.
5. The committee meets to finalize the report.
6. The chairperson or a designee inputs the data into the website.

If you need assistance completing this document, go to: for GNJ users [www.gnjumc.org/administration/srpc/](http://www.gnjumc.org/administration/srpc/) and for EPA users <https://www.epaumc.org/administration/staff-parish-relations-committee/>. If you do not find the needed response to your question, type in your question. Your questions will help others in completing the appraisal.

As you complete the report, there will be areas you are proud of and areas where you are challenged. The Superintending Team are here to support you in building on your strengths and addressing your challenges. If you would like a Superintending Team member to assist you in growing or addressing ministry challenges, contact Megan McKay, [MMckay@gnjumc.org](mailto:MMckay@gnjumc.org).

## General Information

Notify your church administrator or pastor of any vacant or incorrect lines.

Fields without a set value may default to -1 until changed.

Year: 2023		
Church Information		
Church #: (GNJ Only) 1168	GCFA #: 022201	
Church Name: UMC in Wayne	Year Founded: -1	Month Founded:
Conference: Greater New Jersey	District: Skylands	
Phone Number: (973) 694-3260	Email: umcwayne@optimum.net	
Website: umcwayne.org		
Street Address: 99 Parish Dr	Town/City: Wayne	
State: NJ	Zip Code: 07470-6008	
Update Address? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Mailing Address (If Different)		
Add Mailing Address? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Appointed Clergy		
Pastor: Rev Ninabeth Metcalf	Email: pastorninabeth@gmail.com	
Associate Pastor 1:	Email:	
Associate Pastor 2:	Email:	
Associate Pastor 3:	Email:	
Associate Pastor 4:	Email:	
Other Clergy Whose Charge Conference Is with the Congregation		
Clergy 1: Rev Jeffrey M Campbell	Email: jcampbell@umcdiscipleship.org	
Church Council Officers and Members		



Chairperson:	Email:
_____	_____
Vice Chairperson:	Email:
_____	_____
Secretary:	Email:
Pat Moore	pat.moore18@gmail.com
Member 1:	Email:
Anita Dispenziere	anitadispenziere@gmail.com
Member 2:	Email:
Don Matthews	matthewsesq@aol.com
Member 3:	Email:
Mike Lakner	ml137@optonline.net
Member 4:	Email:
Janine Batta	janjnecanonical22@gmail.com
Member 5:	Email:
Kim Grebel	kimbagrebel@yahoo.com
Member 6:	Email:
Christine Mercado	cmercado@hotmail.com
Member 7:	Email:
_____	_____
Member 8:	Email:
_____	_____
Member 9:	Email:
_____	_____
Member 10:	Email:
_____	_____
Member 11:	Email:
_____	_____
Member 12:	Email:
_____	_____
Member 13:	Email:
_____	_____
Member 14:	Email:
_____	_____

Member 15:

Email:

## CONGREGATIONAL TRENDS AND GOALS

The following chart is data drawn from your statistical reports except the last line, conflict. The Church Council is to assess the level of conflict within the congregation and place its response on the appropriate line.

### Your Congregation's 5-Year Vitality Trends.

While we have had many eyes and revisions on creating this table, we understand that as with any significant project, there may be mistakes in the numbers below.

**\*\*For EPA Churches\*\*:** Please note we are still working to migrate church financial information into Arena. The following fields will be incomplete in the table below: % of budget given to mission, Congregational Vitality Markers, Total Missions Giving, % Connectional Ministries Paid, % Billings Paid, Sustainability Level. We expect for this information to be complete by May 19th. Thank you for your patience and grace.

	2022	2021	2020	2019	2018	Vital Y/N	2024 Goals
People in Worship (Vitality goal-growth over 3 years)	87	96	78	88	86	N	88 _____
People in Small Groups (Vitality goal: 50% of worshipers)	44	47	61	70	73	Y	44 _____
People in Hands-on Mission (Vitality goal: 60% of worshipers)	30	30	30	45	46	N	30 _____
New Disciples/Professions of Faith (Vitality goal: 1 new profession per 20 worshipers)		8	0	0	8	N	6 _____
% of budget given to mission (Vitality goal: 18% or more)	16.4134%	22.27%	23.12%	18.15%	13.96%	N	10 _____
Congregational Vitality Markers: 0 = lowest and 5 = highest. To learn more about the markers of vitality go to: for GNJ users <a href="http://www.gnjumc.org/pathways/vitality/">www.gnjumc.org/pathways/vitality/</a> and for EPA users <a href="https://www.epaumc.org/pathways/vital-congregation/">https://www.epaumc.org/pathways/vital-congregation/</a> .	1	3	2	2	3		
Baptisms	7	8	0	6	6		
Children under 12	12	20	22	29	30		12 _____

	2022	2021	2020	2019	2018	Vital Y/N	2024 Goals
Youth 13-18	8	8	8	8	9		8
Candidates for Ministry (Certified, Licensed, Ordained)							
Total Missions Giving	\$21,223.94	\$25,715.04	\$26,681.89	\$23,735.00	\$21,162.00		
Reserves, Endowments, Trusts	\$208,375.00	\$221,562.00	\$171,191.00	\$128,819.00	\$125,870.00		
% Connectional/Shared Ministries Paid	82.91%	100%	85.59%	80.22%	66.8%		85
% Billings Paid	100%	90.23%	100%	83.91%	75.64%		100
Sustainability Level 1 is the lowest sustainability rating, and a 5 is the most sustainable. A 1 or 2 rating means your mission and ministry are in jeopardy. To learn more about sustainability go to: for GNJ users <a href="http://www.gnjumc.org/pathways/sustainability/">www.gnjumc.org/pathways/sustainability/</a> and for EPA users <a href="https://www.epaumc.org/pathways/sustainability/">https://www.epaumc.org/pathways/sustainability/</a> .	4	4	4	4	4		
Conflict Level <sup>1</sup> Read the footnote below and insert conflict level. To learn more about church conflict and resolving church conflict go to: for GNJ users <a href="http://www.gnjumc.org/pathways/resolvingconflict/">www.gnjumc.org/pathways/resolvingconflict/</a> and for EPA users <a href="http://www.epaumc.org/pathways/pathway-v-conflict-resolution/">http://www.epaumc.org/pathways/pathway-v-conflict-resolution/</a> .	Level 1 - Problem Solving	Level 1 - Problem Solving					

The above chart is to help you make assessments about your ministry.

<sup>1</sup>Conflict - Every congregation has some degree of conflict. Use the following descriptions as a guide and select a level of conflict present over the past year:

Level 1 - Problem Solving: Conversation and compromise by leaders are used to address conflicting needs from various parts of or individuals in the congregation.

Level 2 - Disagreement: Differing expectations and needs require negotiation and the possible use of a congregational team trained in conflict resolution, or the involvement of DS, or conference staff.

Level 3 - Contest Level: Win/lose, factions emerging, personal attacks, people threatening to leave or withhold giving.

Level 4 - Fight/Flight: People leaving, loyalty to sub-groups is more important than commitment to the church.

Level 5 - Intractable: No one is talking to anyone else, positions are fixed, and no one is willing to budge.

## APPRAISAL

Evaluate the Congregation in Three Key Areas: 1) Mindset, 2) Focus and 3) Ministry Progress

Select a 1, 2, 3, or 4 for each of your responses below based on the following evaluative descriptions.

1. Exceeds Expectations – The congregation exceeds what can be expected of a healthy vital congregation.
2. Meets Expectations – The congregation meets the expectations.
3. Not yet – The congregation is not meeting the expectations but has the potential to learn and grow to meet the expectations.
4. Strongly Disagree – it is unlikely the congregation will ever meet this expectation.

### 1. Mindset

2

The congregation is open to learning and change to be a vital healthy mission congregation.

1

The congregation perseveres to become better when difficult challenges and situations arise.

2

The congregation welcomes and accepts all people the same regardless of race/gender/class/age/education/culture/member or non-member.

2

The congregation has a joyful, encouraging spirit (laughter/positive meetings/upbeat attitude).

2

The congregation is hopeful (believes there is a great future for the congregation).

2

When there is conflict, people are able to express their differences and work toward resolution, so disagreements do not divide the congregation and hurt Christ's mission.

The Congregational Leaders:

1

Demonstrate a servant's heart (people readily step forward to serve)

1

Encourage and talk optimistically about the congregation



1

Attend workshops to grow skills to lead and grow the congregation's ministry in the church and community

## 2. Focus

2

The congregation prays for one another.

1

The congregation wants to grow spiritually evidenced by the number of people attending Bible study.

3

The congregation sets S.M.A.R.T goals and has a plan to achieve the goals. (To learn about S.M.A.R.T. goals and Pathways Plans go to: for GNJ users <https://www.gnjumc.org/Pathways/> and for EPA users <https://www.epaumc.org/pathways/>)

3

The congregation focuses on reaching new people in the community with the message of God's grace through Jesus Christ.

3

The congregation has a system and is organized so that gifted members of the congregation are trained and assigned to care for members who are having physical, financial or spiritual challenges.

2

The congregation focuses on ministries to build up the congregation: inspiring worship, small group ministries, outreach to attract new people and a stewardship program that increases giving.

3

The congregation is focused outward through hands-on ministry opportunities in the community.

3

Ministry and administrative committees have a clear purpose and are focused on reaching ministry plans and goals.

## 3. Ministry Progress, Results and Fruitfulness

2

People are growing in their faith, as evidenced by more people in Bible study, worship, giving, serving in the community and sharing faith with others. Review your five-year trends above.

7

3

People are volunteering regularly to serve in ministries to build up the church and to serve in the community.

People are progressing in their congregational vitality:

2

The number of people in worship increased.

2

The number of people in small groups increased.

3

The number of people volunteering to serve in the community increased.

2

The number of people who joined the church, particularly those making a profession of faith, increased.

3

Giving to mission increased.

2

The number of baptisms increased.

3

People are contributing 100% of their connectional/shared ministries and billings, as well as addressing any deferred property maintenance.

2

People making the kind of progress that inspires hope in the long-term future of the congregation.

**Written Evaluation** – Eight Keystone Measures that are important to the health and vitality of congregations. Your responses on these eight Keystone Measures will be uploaded into the charge|church conference report. Please edit your responses.

1. Engage members and guests in inspiring worship so that worship attendance is growing, and worshipers are inspired to grow in faith and serve the world. When has your worship been most inspiring, why is your worship growing or not growing? What will you do to deepen worship and grow attendance in the coming year? Write up to 200 words.

A change in the music director has brought new energy to the Sunday worship. We hope to continue the growth of participants in choral singing.

---

2. Engage members and guests in small groups so that small groups are growing in numbers and participation, and small group participants' faith is deepening, as they learn and have fellowship with one another. What are your strongest small groups and what will you do to have more small groups like these? Write up to 200 words.

8

The bible studies have dedicated participants. A fellowship group that was started this past year is showing a lot of interest and energy. Expanding the opportunity for leadership in these groups is a goal.

---

3. Engage members and guests in hands-on mission in the community and the world so that the congregation is engaging in ministry with community residents, and the number of members and guests engaged in hands-on mission is growing. What community hands-on mission efforts are you most proud of, and what will you do in the coming year to create more opportunities and involvement in hands-on mission in the community and the world? Write up to 200 words.

We support a community food bank and hold designated collections several times each year. We also have several members participate in Red Bird mission each year.

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4. Engage members and non-members in connecting with community residents, family, friends and co-workers to share their faith and invite others to participate in worship, small groups and hands-on mission, so that participation continues to grow. What are you doing to encourage new visitors, and what more will you do in the coming year to increase the number of visitors? Write up to 200 words.

We are updating our website to be more accurate and current. Our service is available on Zoom and on facebook, for live or convenience viewing.

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5. Engage members and non-members to give generously to the mission and ministry of the church so that the resources for mission and ministry are growing – What do you do to teach and model generosity and what will you do in the coming year to increase giving? Write up to 200 words.

We plan to share personal stories of "Why we give", and to supply more information about what our giving supports.

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6. Stewarding the resources of the church to have a sustainable mission –

- a. If your sustainability score is a 1 or 2 in the above chart, should you begin to consider your legacy?

No

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- b. If your sustainability score is a 3, what will you do to address any issues and begin to move toward a 4. Write up to 200 words.

We consider ourselves to be at level 3. The finance committee will meet this summer to discuss stewardship.

---

- c. If your sustainability score is a 4 or 5, you are doing well. What will you do to continue to strengthen your missional sustainability? Write up to 200 words.

7. Work to end the sin of racism: What has your congregation done over the last year to help end the sin of racism, and what do you plan to do in the coming year to continue to help end the sin of racism? Write up to 200 words. You may find ideas and ministries to help end the sin of racism at: for GNJ users <https://www.gnjumc.org/journeyofhope/> and for EPA users <https://www.epaumc.org/pathways/path-towards-wholeness/>.

We will continue to build trust and address the topic on occasion

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8. Support a connectional mission around the world : Review your connectional ministries giving and your billings payment in the chart above. If you are at 100%, thank you. You are part of the Wesley Circle of giving. If you are not at 100% on both, what will you do in the coming year to increase the percentage? Write up to 200 words.

Sign by typing in the name of the individual completing the report:

Anita Dispenziere

---

Email address of individual completing the report:

anitadispenziere@gmail.com

---



Enter the date this report was completed:

06/21/2023

#### Saving Progress

If you have not completed the appraisal but would like to save the work in progress, select "In Progress" at the bottom of the form and click "Save/Submit" below. When you are ready to complete the appraisal, you can return to the page, fill out the rest of the questions, and submit the appraisal.

#### **\*\*Slow Loading\*\***

Please note that this page may take up to a minute to save and return to the main Church Conference page. After clicking the Save/Submit button, you will see a "Loading message..." Please wait and do not close this page until you are returned to the main church conference page.

If you do not see a "Loading..." message and your web browser does not indicate it is loading, please make sure you have answered the "Submission Progress" question.

#### Submission Progress (Required to Save)

- ☐ In Progress
- ☒ Complete



# Minutes of the Church Conference of the United Methodist Church in Wayne

November 9, 2022 7:00 pm

*Opened with a reflection and Prayer by Presiding Elder Eunice Vega-Perez*

*What keeps you up at night?*

*What Keeps UMC Wayne up at night?*

- I. Business:
  - a. Recording secretary nomination of Pat Moore and opening of meeting motion made by Janine Batta and seconded by Don Matthews.
  - b. 2021 Church Conference and special Charge conference minutes –
    - i. Motion to accept minutes from October 14, 28 made by Anita Dispenziere seconded by Marilyn Creamer. Minutes accepted
  - c. Council:
    - i. Election of Officers were approved unanimously as follows:
      - 1. Chair: TBA
      - 2. Lay Leader: Don Matthews
      - 3. SPRC Chair: Anita Dispenziere
      - 4. Finance Chair: Km Grebel
      - 5. Trustee Representative: Mike Lakner
      - 6. Treasurer: Christine Mercado
      - 7. Lay Member to Annual Conference: Pat Moore
      - 8. Recording Secretary: Pat Moore
      - 9. Christian education: Christine Mercado
      - 10. Representatives and Coordinators: Nancy Kinch, Christine Mercado, Janine Batta
      - 11. United Methodist Men: Michae Zerbe
      - 12. Nominations committee: Darlene Fauerbach, Dawn Castro, Donald Matthews, Laura Foray, Ninabeth Metcalf, Roy Schmidt.
    - ii. Motion made to nominate and approve Pat Moore for lay Member to Annual Conference.
      - 1. Motion to approve by Jennifer Shiffrin and seconded by Anita Dispenziere. Accepted and passed
  - d. Jeff Campbell's extension ministries report was accepted
  - e. Pastors report: There were 5 baptisms, memberships; Doreen and Marc Rambura profession of faith or restored, From other United Methodist churches Bruce and Dawn Monroe. There were two removed from the professing membership by transfer donna Brown Krzysik and Debbie Wills. By death we lost Margaret Pape, Muriel Brown, Tome Morris, Jane Blair, Helen Munn, and Janet Wescott. We have continued Grace Café and began a book study on September 8<sup>th</sup> that focuses on personal stories of transformation. You can read the full report in the 2022 Annual Conference

- booklet. Motion to accept Kim Grebel seconded by Marilyn Creamer, accepted and passed
- f. Compensation Report read and corrections discussed, motion to accept Anita Dispenziere, seconded Tim Cooper. Accepted and passed
- g. Compensation report approved
- h. Trustees Report approved
- i. Fund Balance Report accepted
- II. Trustees Report:
  - a. Safe Sanctuary will be updated in 2023 and staff background checks will be completed.
  - b. Several trees had to be removed this year and some repairs to parsonage have been made. We still need to repair the roof and chimney on the parsonage.
  - c. Motion to approve the trustees report made by Anita Dispenziere and seconded by Marilyn Creamer. Approved
- III. Fund balance report was read and accepted.

Motion to adjourn the meeting, Don Matthews, seconded by Janine Batta and accepted unanimously, Meeting Adjourned

Respectfully Submitted  
November 9, 2022

## **UMC in Wayne Directory of Officials**

**Charge Conference Recording Secretary** – Pat Moore

**Lay Member to Annual Conference** – Pat Moore

**Lay Leader** – Don Matthews

**Church Council Chair** –

**SPRC Chair** –

**Trustee Chair** – Mike Lakner

**Finance Committee Chair** – Kim Grebel

**Treasurer** – Christine Mercado

**Sunday School Chair** – Dawn Castro

**Church Council Members** – Anita Dispenziere, Christine Mercado, Dawn Castro, Don Matthews, Janine Batta, Kim Grebel, Michael Lakner, Nancy Kinch, Pat Moore

**SPRC Members** – Liz Tible, Gail Papadopoulos, Larry Gaines, Dianne DeVos

**Trustee Members** – Kim Georg, Tim Cooper, John DeVos, Christine Mercado, Don Stone, Jason Snyder, Mike Lakner, Chuck Kloo

**Finance Committee** – Kim Grebel, Christine Mercado, Patty Hassler, Dawn Gaines

**Nominations Committee** – Darlene Fauerbach, Dawn Castro, Don Matthews, Laura Foray, Ninabeth Metcalf



# Finance Committee Report

Form Name

Finance Committee Report [08/22/2023 03:14PM]

The United Methodists  
of Eastern Pennsylvania & Greater New Jersey



*Recruit and develop transformational leaders who make disciples of Jesus Christ  
and grow vital mission congregations for the transformation of the world*

Finance Committee Report

*To be completed by August 30 of each year.*

*Each of these paragraphs will be uploaded to the Charge/Church Conference Report.*

## Purpose/Mission of A United Methodist Congregation

Make new and deepen the faith of all disciples to be loyal to Christ through their prayers, presence and participation in the church, and to engage in ministries of witness, mercy and justice in the world.

*(Based on the membership vows of The United Methodist Church)*

*A congregation builds up the body of Christ to serve in the world.*

Congregations fulfill this purpose as they become vital mission congregations, making disciples of Jesus for the transformation of the world. This requires being centered in Christ and guided by the Holy Spirit so that pastor and congregational leaders work together to provide a clear vision and direction as well as focused attention and action to leading the church in the five vital ministries of the church. You may learn more about vital mission congregational selecting the following link: for GNJ users [www.gnjumc.org/pathways/vitality/](http://www.gnjumc.org/pathways/vitality/) and for EPA users <https://www.epaumc.org/pathways/vital-congregation/>

For this report, "congregation" can be best defined as the weekly worshipers, guests and members. "Leaders" refers to the elected leaders and non-elected leaders who lead ministries such as small groups, Sunday school, mission teams, etc.

The following report is to be completed at least once a year by the Finance Committee by August 30. Your report will be part of the charge/church conference report.

## Suggestion for the Chairperson to Complete the Report

1. Select the Print Page button to print a copy for each committee member or change destination under print page to Save as a PDF to download the document digitally, and then email a copy to each committee member.
2. Distribute a copy to each committee member to complete and return by a set date by the chairperson.
3. The chairperson reviews everyone's responses and completes one draft based on committee member responses.
4. Chairperson convenes the group and shares the draft of the report.
5. Committee finalizes the report.
6. The chairperson or designee inputs the data into the online report.

If you need assistance completing this document, go to: for GNJ users [www.gnjumc.org/administration/srpc/](http://www.gnjumc.org/administration/srpc/) and for EPA users <https://www.epaumc.org/administration/staff-parish-relations-committee/>. If you do not find the response to your question, type in your question. Your questions will help others in completing the appraisal.

Fields without a set value may default to -1 until changed.

Year: 2023

## Church Information

Church #:  
(GNJ Only)

1168

GCFA # (Church):

022201

Church Name:

UMC in Wayne

Year Founded:

-1

Month Founded:

14



Conference: Greater New Jersey	District: Skylands
Phone Number: (973) 694-3260	Email: umcwayne@optimum.net
Website: umcwayne.org	
Street Address: 99 Parish Dr	Town/City: Wayne
State: NJ	Zip Code: 07470-6008

Your Congregation's 5 Year Trends are from your statistical report. Goals and conflict rating is from the Church Council.

While we have had many eyes and revisions on creating this table, we understand that as with any significant project, there may be mistakes in the numbers below.

**\*\*For EPA Churches\*\*:** Please note we are still working to migrate church financial information into Arena. The following fields will be incomplete in the table below: % of budget given to mission, Congregational Vitality Markers, Total Missions Giving, % Connectional Ministries Paid, % Billings Paid, Sustainability Level. We expect for this information to be complete by May 19th. Thank you for your patience and grace.

	2022	2021	2020	2019	2018	Vital Y/N	2024 Goals	
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% of budget given to mission (Vital - 18% or more)	16.4134%	22.27%	23.12%	18.15%	13.96%	N	10%	
Congregational Vitality Markers: 0= lowest and 5= highest. To learn more about the markers of vitality go to: for GNJ users <a href="http://www.gnjumc.org/pathways/vitality/">www.gnjumc.org/pathways/vitality/</a> and for EPA users <a href="https://www.epaumc.org/pathways/vital-congregation/">https://www.epaumc.org/pathways/vital-congregation/</a>	1	3	2	2	3			
Baptisms	7	8	0	6	6			
Children under 12	12	20	22	29	30		12	
Youth 13-18	8	8	8	8	9		8	
Candidates for Ministry								
Total Mission and Ministry Spending	\$21,223.94	\$25,715.04	\$26,681.89	\$23,735.00	\$21,162.00			
Reserves/Endowments/Trusts	\$208,375.00	\$221,562.00	\$171,191.00	\$128,819.00	\$125,870.00			

	2022	2021	2020	2019	2018	Vital Y/N	2024 Goals
% Shared Ministries Paid	82.91%	100%	85.59%	80.22%	66.8%		85%
% Billings Paid	100%	90.23%	100%	83.91%	75.64%		100%
Sustainability Level 1 is the lowest sustainability rating and a 5 is the highest. A 1 or 2 rating means your mission and ministry are in jeopardy. To learn more about sustainability go to: for GNJ users <a href="http://www.gnjumc.org/pathways/sustainability/">www.gnjumc.org/pathways/sustainability/</a> and for EPA users <a href="https://www.epaumc.org/pathways/sustainability/">https://www.epaumc.org/pathways/sustainability/</a> .	4	4	4	4	4		
Conflict Level 1 is the lowest level of conflict and 5 is the highest. All churches have some conflict. A 1 or 2 level, if managed well, is healthy. If levels 3, 4, or 5 are present please consult: for GNJ users <a href="http://www.gnjumc.org/pathways/resolvingconflict/">www.gnjumc.org/pathways/resolvingconflict/</a> and for EPA users <a href="http://www.epaumc.org/pathways/pathway-v-conflict-resolution/">http://www.epaumc.org/pathways/pathway-v-conflict-resolution/</a> .	Level 1 - Problem Solving	Level 1 - Problem Solving					

<sup>1</sup>Conflict - Every congregation has some degree of conflict. Use the following descriptions as a guide and select a level of conflict present over the past year:

Level 1 - Problem Solving: Conversation and compromise by leaders are used to address conflicting needs from various parts of or individuals in the congregation.

Level 2 - Disagreement: Differing expectations and needs require negotiation and the possible use of a congregational team trained in conflict resolution, or the involvement of DS, or conference staff.

Level 3 - Contest Level: Win/lose, factions emerging, personal attacks, people threatening to leave or withhold giving.

Level 4 - Fight/Flight: People leaving, loyalty to sub-groups is more important than commitment to the church.

Level 5 - Intractable: No one is talking to anyone else, positions are fixed, and no one is willing to budge.

#### Stewardship of the Church Finances Information

Check boxes for Yes, leave blank for No. Any place you are invited to provide a written response, write up to 300 words.

##### 1. Income and Expenses

☐ Our previous year's income was more than our expenses.

If no, explain:

Our expenses exceed our income which was why we could not meet 100% of our conference apportionments.

☐ We project this year's income will be more than our expenses.

If no, explain:

We continue to work toward financial stability. We have increased our fund raising efforts and rental incomes to offset a decline in congregational weekly giving. We do not have any budget areas we can cut further but have delayed capital expenses and repairs we can delay.

##### 2. Procedures

☐ The individual(s) who write checks do not also approve expenditures.

If no, explain:

- ☐ Members of the same family do not count the offering and that two or more people count the offerings.

If no, explain:

- ☐ Two people take the money to the bank.

If no, explain:

We use a drop box to make bank deposits in a sealed envelope after 2 counters seal the envelope.

- ☐ The person who pays the bills does not open the bank statements and reconcile the accounts.

If no, explain:

- ☐ A statement of income and expenses is prepared at least once a quarter and shared with the finance committee and church council.

If no, explain:

- ☐ Bank statements are reconciled each month by someone who does not write the checks.

If no, explain:

- ☐ Investment accounts statements are reconciled at least once a quarter by someone who does not make deposits and withdrawals from the account.

If no, explain:

### 3. Audit

- ☐ An audit was conducted for the previous year's income and expenses.

If no, explain:

- ☐ All bank accounts and investment accounts were included in last year's audit.

If no, explain:

- ☐ The auditor did not identify any issues to address.

If no, explain:

Recommendations were submitted but no issues were identified/

### 4. Appointed Clergy Compensation

- ☐ The finance committee has reviewed the proposed clergy compensation (ask the SPRC Chairperson for next year's recommendation) and commits to ensure the compensation is fully met.

If no, explain:

### 5. Connectional Ministry Giving- to learn more about connectional giving, go to: for GNJ users

<https://www.gnjumc.org/administration/finance/> and for EPA users <https://www.epaumc.org/administration/finance-committee/> to learn more about the financial support for our local and worldwide mission and ministry as United Methodists.

- ☐ The finance committee is committed to raising and paying 100% of the connectional ministry apportionments.

If no, explain:

- ☐ The finance committee is committed to raising and paying 100% of the insurance and pension programs.

If no, explain:





# Fund Balance Report

**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.*

UMC in Wayne Church  
 Palisades District  
 Greater NJ Annual Conference  
 Charge  
 For the period beginning Saturday, January 1, 2022 and ending December 31, 2022

## 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	\$4,703	\$126,570	-\$210,111	\$80,037	\$1,199
Benevolence Fund	\$13,443	\$40,497	-\$33,672	-\$8,808	\$11,460
Building or Improvement Fund	\$0	\$128,677	-\$57,448	-\$71,229	\$0
Board of Trustees' Fund	\$169,256		-\$50,709		\$118,547
United Methodist Women	\$6,560	\$893	-\$600		\$6,853
United Methodist Youth Fellowship	\$0				\$0
United Methodist Men	\$210	\$100			\$310
Church School	\$0				\$0
Other Organizations or Funds (enter name):					
Name: Nursery School	\$0				\$0
Name: Grieves Memorial Garden	\$8,772		-\$1,768		\$7,004
Name: Grieves Memorial Garden-CD	\$25,661	\$25			\$25,686
Name: Rent Security CD	\$2,930				\$2,930
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	\$231,536	\$296,762	-\$354,308	\$0	\$173,990

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,

**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 discussed at a joint meeting that included the Finance Committee, Trustees & Church Council on August 27, 2023:

- Require that the trustees ensure that the major rental incomes have current documented contracts that support the monthly payments. Trustees should also monitor rental payments for timely receipt and accurate payments, in line with contractual documents.
- Request that the trustees document the agreement for the RV parking in the back lot and review to ensure liability insurance is sufficient.
- Reinforce that expenses be reviewed with Trustee sign-off for all significant Home Depot 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).
- Follow-up with Trustees and Finance Committee to determine if the Wells Fargo safety deposit box is necessary; consider using safe in church office.
- Enhance 2023 tracking by block of grocery cards received from Shoprite and Foodtown for clearer auditing (discussed w/D. DeVos - implemented in July 2023).
- Recommend that the stewards of the Grieves Memorial Garden obtain a CD with a market value interest rate (currently earning 0.03%)

## Signatures of the Church Audit Committee, (if applicable)

Patty Hassler, Chairperson, Member

Printed Name: Patty Hassler  
Date: 8/14/2023

Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_



### CASH RECEIPTS:

	Jul 2023 YTD Actual	2023 Budget	% Spent of Budget (SB 58%)	Actual 2022
Envelopes - Pledged	-	-	--	-
Envelopes	60,375	118,000	51%	\$ 112,865
Plate	545	1,200	45%	1,073
Grace Café	-	-	0%	-
Sunday School	140	100	140%	25
Holiday	2,989	10,000	30%	8,119
FUND RAISERS (Golf Outing, Fall Festival)	-	6,000	0%	4,281
Capital Appeal	-	2,000	0%	1,700
Trustee LOC Draw	-	-	0%	15,000
CONGREGATIONAL CHALLENGE	728	<b>23,339</b>	3%	<b>2,773</b>
INTEREST	8	20	42%	15
<b>Subtotal General Receipts</b>	<b>64,785</b>	<b>160,659</b>	<b>40%</b>	<b>145,851</b>
Avg. Weekly Receipt (excl. Fund Raiser)	\$ 2,090	\$ 2,974	70%	\$ 2,434
Trustee Envelopes	3,865	10,000	39%	14,584
Trustee Loan Reduction Giving			0%	
House Rent	15,128	25,776	59%	24,776
Other Rentals	44,375	72,424	61%	68,767
<b>Subtotal Trustee Receipts</b>	<b>63,368</b>	<b>108,200</b>	<b>59%</b>	<b>108,127</b>
	<b>46%</b>	<b>37%</b>		<b>37%</b>
<b>Total Receipts</b>	<b>128,153</b>	<b>268,859</b>	<b>48%</b>	<b>253,978</b>

### CASH DISBURSED:

<b>Staff Salaries</b>				
Pastor's Salary	30,037	56,106	54%	55,540
Pastor's Professional Expenses	-	2,500	0%	-
Music Director	1,003	9,164	11%	11,890
Secretary	11,145	12,234	91%	10,525
Federal & State Taxes	1,307	2,915	45%	9,185
Guest Minister	-	600	0%	-
<b>Subtotal Salaries</b>	<b>43,492</b>	<b>83,519</b>	<b>52%</b>	<b>87,140</b>

- Giving has declined over the few years. July giving was very low at \$1,279 weekly average only 53% of needed budget
- Fund raisers include the soup sale for \$1,001 and grocery cards for \$1,131. Thrivent \$124 is included in congregational challenge
- We continue to rely heavily on rental income (46% of overall income) to support our ministries.
- We were unable to meet our congregational challenge which enables us to balance our budget but our expenses were lower due to the pandemic as well.

	Jul 2023 YTD Actual	2023 Budget	% Spent of Budget (SB 58%)	Actual 2022
Fuel, Electric & Gas	13,244	20,000	66%	20,729
Water & Sewer	1,310	2,000	65%	1,488
Telephone / Internet	2,873	3,600	80%	4,324
Parsonage Cost	1,585	5,000	32%	4,915
Postage	-	600	0%	766
Office Supplies	(3,247)	2,200	-148%	2,282
OFFICE EQUIPMENT	1,358	2,400	57%	2,327
Repairs & Maintenance	8,816	15,000	59%	14,007
Cleaning Service	6,957	9,000	77%	10,200
Fire Prevention	4,584	2,200	208%	2,207
Pest Control	1,142	1,500	76%	1,639
Landscaping	600	1,500	40%	1,700
Security System	-	350	0%	274
Snow Removal	(1,000)	3,000	-33%	6,000
Property Insurance	-	300	0%	300
Payroll / Elect. Bank Fees	2,262	3,000	75%	3,356
Bank Fees & Interest	80	100	80%	80
Capital Improvement	-	15,000	0%	13,211
<b>Subtotal Building &amp; Operating Expense</b>	<b>40,564</b>	<b>86,750</b>	<b>47%</b>	<b>89,804</b>
Music Program	3,638	3,213	113%	1,293
Worship Supplies	99	2,000	5%	403
VBS	15	300	5%	(165)
Continuing Education	-	100	0%	-
Leadership Development / Education	-	100	0%	-
Small Group	-	100	0%	(97)
Messy Church	-	-	0%	-
Fellowship	219	300	73%	238
Sunday School	128	100	128%	-
Youth Group	-	-	0%	-
Evangelism	-	100	0%	-
Stewardship	-	100	0%	-
Legal Fees	596	680	88%	298
<b>Subtotal Worship Expense</b>	<b>4,695</b>	<b>7,093</b>	<b>66%</b>	<b>1,969</b>

- Fuel, electric and gas is running higher than expected due to repair needed to control temperature in the sanctuary.
- Fire prevention costs were higher than planned due to repair which was required.
- Snow removal is negative because Giggle & Grow reimbursement for their share of 2022/23 came in 2023.
- Worship supplies continue to remain low due to limited in person attendance.
- Negative costs in office supplies represents the reimbursement for G&G copies for all of 2022.
- Legal costs represent costs to defend the Boys Scout litigation.

20



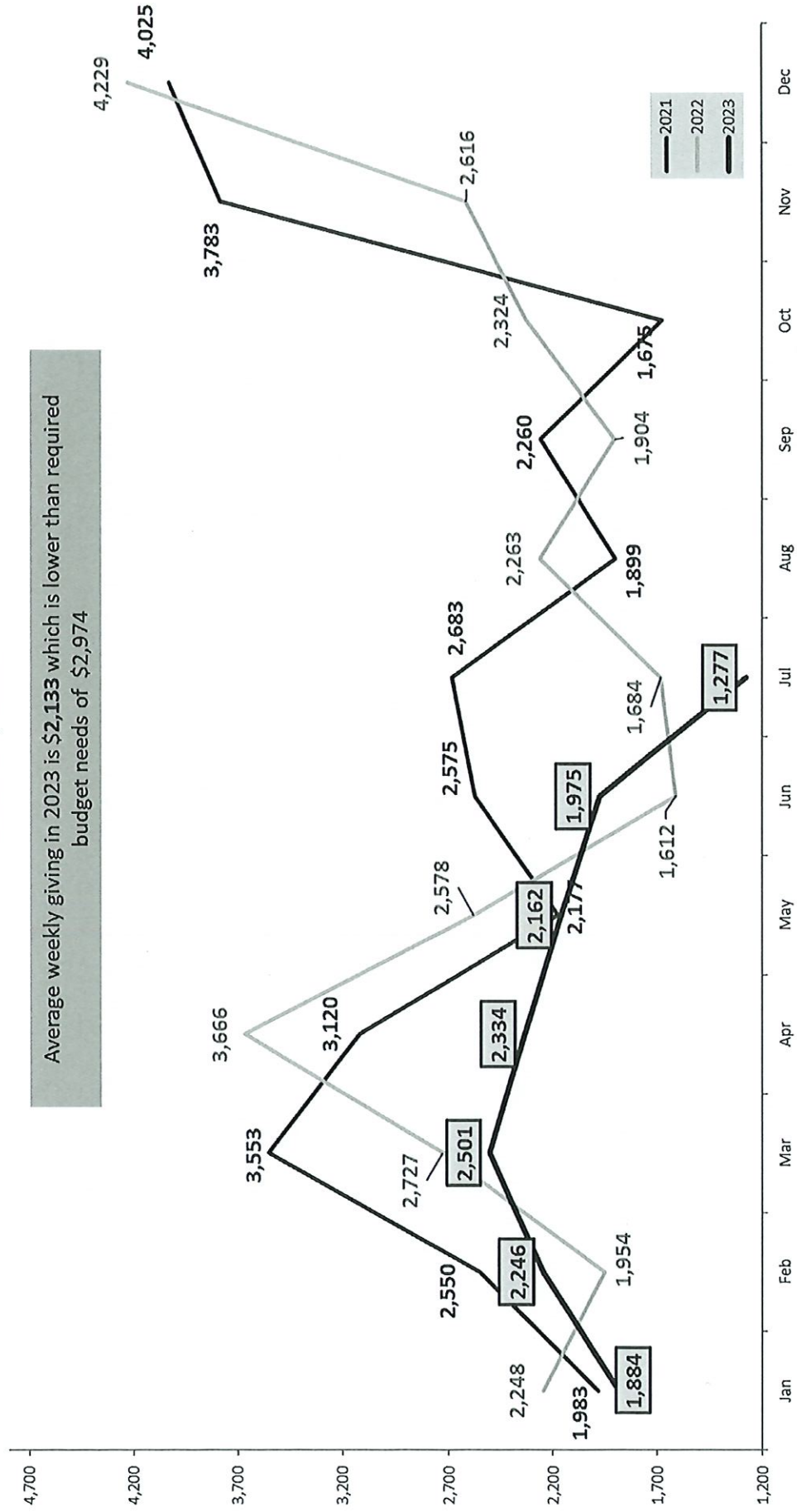
	Jul 2023 YTD Actual	2023 Budget	% Spent of Budget (SB 58%)	Actual 2022
Trustee Loan	3,657	8,000	46%	3,130
Real Estate Taxes	4,540	9,000	50%	9,080
Trustee Bank Fees	85	350	24%	350
<b>Subtotal Trustee Expenses</b>	<b>8,282</b>	<b>17,350</b>	<b>48%</b>	<b>12,560</b>
HEALTH INSURANCE (Conference)	9,047	21,712	42%	18,769
INS- WORKER'S COMP. (Conference)	367	349	105%	415
INS- PROPERTY (Conference)	5,886	14,127	42%	12,586
MINISTERIAL PENSION PLAN	4,463	10,710	42%	10,630
COMPREHENSIVE PROTECT. PLAN	1,084	2,601	42%	307
<b>Subtotal Conference Billables Paid</b>	<b>20,846</b>	<b>49,499</b>	<b>42%</b>	<b>42,707</b>
GCFA Apportionment Funds	4,954	19,815	25%	14,318
GNJ Shared Ministry Fund	1,208	4,833	25%	4,631
<b>Subtotal Shared Ministries Paid</b>	<b>6,162</b>	<b>24,648</b>	<b>25%</b>	<b>18,949</b>
<b>TOTAL CASH DISBURSED:</b>	<b>124,041</b>	<b>268,859</b>	<b>46%</b>	<b>253,129</b>
<b>Net Cashflow</b>	<b>4,113</b>	<b>(0)</b>		<b>849</b>

- Conference billables have been paid through May 2023
- 25% of shared ministries has been paid to conference.
- We paid interest & \$1,700 principal on trustee loan.

Trustee managed expenses

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

Average weekly giving in 2023 is \$2,133 which is lower than required budget needs of \$2,974





- Fund raisers were transferred to the general account
- A transfer at year-end ensured that our special accounts balance equals the required designated funds

<b>2023 Special Account Summary</b>									
	Dec 2022 Closing Balance	Receipts	Disb.	YTD 2023 Closing Balance	Transfer to Fund Raisers	Transfer to Cong. Challenge			
<b><u>Designated &amp; Special Accounts:</u></b>									
Memorial	13,022	100		13,122					
Pastor's Discretionary	1,548			1,548					
<b><u>Missions</u></b>									
We All Are Called	200	5		205					
Red Bird Mission	74	1,480		1,554					
Soldiers	-			-					
WIN	175			175					
CUMAC	100			100					
Common Grounds	-			-					
<b><u>UMCOR</u></b>									
UMCOR - One Great Hour of Sharing	-			-					
Malaria Nets	-			-					
Future with Hope	100			100					
UMCOR - World Communion Day	-			-					
UMCOR -Ukraine	-	100		100					
<b><u>Special Account Pass Throughs:</u></b>									
Grocery Cards	(3,150)	22,625	(21,425)	(1,950)	(1,131)				
Grieves Memorial Garden	0			0					
Rummage Sale	(0)			(0)					
Ashley Farms	0			0					
Pastor Farewell	0			0					
Soup	0	1,001		1,001	(1,001)				
Flowers	(0)	569	(591)	(22)					
<b>Subtotal Designated &amp; Special</b>	<b>12,068</b>	<b>25,880</b>	<b>(22,016)</b>	<b>15,932</b>	<b>(2,132)</b>	<b>\$ 13,799</b>			
				Bank Balance		\$ 13,922			
				Transfer Due From General		\$ (123)			

# Report of the Pastor

Form Name

Report of the Pastor [09/19/2023]

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This report is only completed by the Senior/Lead Pastor and should cover as fully as possible the pastor's work (§340). Report all membership actions taken by the church in the previous year so that the congregation can verify them (§230, §340). It is important that individual names are added as this becomes a historical backup record to local church records.

When entering multiple names, please separate each one by a comma.

---

Year of Completion:

2023

Church Name:

UMC in Wayne

District:

Skylands

Conference:

Greater New Jersey

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## LEADERSHIP

Senior/Lead Pastor Name (§339):

Lead Pastor: Rev Ninabeth Metcalf

Lead Pastor 2:

Associate Pastors:

Associate Pastor 1:

Associate Pastor 2:

Associate Pastor 3:

Associate Pastor 4:

Other Clergy Members:

Certified Candidates approved by the District Committee on Ministry:

Name:

\_\_\_\_\_

Date of most recent (re)certification:

\_\_\_\_\_

Name:

\_\_\_\_\_

Date of most recent (re)certification:

\_\_\_\_\_

Name:

\_\_\_\_\_

Date of most recent (re)certification:

\_\_\_\_\_

---

## MEMBERSHIP

When entering multiple names, please separate each one by a comma.

1. List the names of those received into baptized membership since the last report:

Ellianna Finamore, Avery Finamore, Owen Enoch, Leo Daniel Mignano, Lucy Rose Mignano,  
Elizabeth "Lizzy" Hazel Mignano, Ava Sutton Gelok

2. List the names of those received into professing membership since the last report:

a) Into profession of faith or restored:

Emmanuel Luna, Deb Foray

b) Into affiliate membership:

c) Into associate membership:

d) From other United Methodist churches:

Rev. Victoria Luna (NY Annual Conference), Ryan Clements, Susan Whitty

e) From other non-United Methodist churches:

3. List the names of those removed from the professing membership since the last report:

a) By action of the Charge Conference, trial court, or by withdrawal:

b) By transfer to other United Methodist churches:

Bill & Linda Walmsley

c) By transfer to other non-United Methodist churches:

d) By death:

Joan Backman, Jean DeVoid, Gail Coyt, Helen Munn, Janet Wescott, Jennifer Andree Thomas  
Erickson, Robert Evan Thomas

4. Report of members absent from the fellowship (§228.2b)

Check for yes where applicable.

Year 1 (for enlistment):

Year 2 (to be removed by Church Conference action):

5. Did the church adhere to the BOD for lines 3A/3B of the previous year-end statistical reports?

☐

If not, please explain:

6. Have the membership records and rolls been audited in alignment with (§231, §340)?

☒

If not, please explain:

26p



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## ADMINISTRATION

When entering multiple names, please separate each one by a comma.  
Check for yes where applicable.

1. Does the church provide a pastor's discretionary account?



If yes, is there a written policy guiding its use?



2. Has the church launched a new faith community?



If yes, what year?

\_\_\_\_\_

If yes, what type?

\_\_\_\_\_

3. Does your congregation have a 501(c)3 or Community Development Corporation?



If yes, briefly share the:

Name:

\_\_\_\_\_

Mission statement:

Purpose:

4. Does your congregation own or operate a daycare, early learning center, or after-school program?



If yes, how many students are enrolled?

5. Does your congregation provide facilities to local social service organizations or programs, including but not limited to daycare/learning centers not owned or operated by the church?

5. Does your congregation provide facilities to local social service organizations or programs?



If yes, please list them:

Giggle & Grow

---

## MINISTRY

The pastor shall give a report on the state of the church and an account of pastoral ministry related to the following areas: worship, evangelism/making new disciples, discipleship and faith formation, congregational care, mission and community outreach, and stewardship. (¶340). Also remark on other important ministries, challenges, accomplishments, and goals. When entering multiple names, please separate each one by a comma.

Narrative Report:

#### Worship & Sacraments:

There is one blended Sunday worship. We baptized 4 infants and 3 children. We celebrated the life and resurrection of 7 beloved. On Pentecost we received into our membership 5 people. We said goodbye in December to our music director Margaret Ahn and we welcomed, in March, Peter Candela to lead our music. This year we added special worship services: In December we gathered for a Blue Christmas service. We began Lent with an Ash Wednesday Service and gathered on Good Friday for a moving witness of the crucifixion. We have a Friday morning Prayer and Devotion that follows the Order of Morning Prayer and Praise.

#### Evangelism/Making New Disciples:

On Pentecost we welcomed 5 new members into our community. Our annual rummage sale is an opportunity for the greater community to see our faith in action. Makers Place Camp was a weekly STEMS camp for children 4 – 10. For several weeks the graduating 5 year old class from Giggle and Grow participated in our program. Through this participation the children were able to see and experience God's dynamic creation. The congregation encourages each other to share their faith stories and they invite others to attend the Sunday worship.

#### Discipleship & Faith Formation:

We have 2 active Bible Study groups. They have studied the following: Love is the Way by Michael Curry, The Sermon on the Mount, The Angels of Christmas, Acts, In the Footsteps of the Savior, and the letter of Revelation. In February our teens gathered once a week for a film fest, watching documentaries about cultural, environmental, social, and spiritual issues facing us today. 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. Maker's Place Camp was a summer camp for children 4 – 10. At this camp we explored and created learning about Science, Technology, Engineering, Mathematics, Music, and Spirituality. Children's Sunday school is offered after the Children's message during worship. We offer the Upper Room Devotionals to our congregation and to people who participate in Giggle and grow, Karate, and boy scouts.

#### Congregational Care:

Our First Friday's lunch gathering began in February. It is an opportunity to get to know each other better while having fun. We have a Monday morning prayer chain that is organized by the staff administrator. 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:

We actively support the WIN (Wayne Interfaith Network) food pantry. Members of the congregation participate in the Red Bird mission. Our annual Rummage Sale generates income for the church but it also connects us with people in our community through the acceptance of people's gently worn items and the sale of those items. Through these interactions we demonstrate hospitality and develop relationships.

#### Generosity & Stewardship:

Our Trustees faithfully care for our building and grounds. We share our building with the Boy Scouts, AA, Koei-Kan Karate, and Giggle & Grow a non-profit preschool. There are 5 different ways to give financially in-person, text, 2 on-line locations, and by mail. Every worship service



ways to give financially, in-person, text, & online 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.

---

Does the church have a year-round stewardship strategy and plan for 2023-2024?



Have or will the church have a stewardship campaign in 2023?



Have or will the church distribute a narrative budget to active members and constituents in 2023?



Journey of Hope (share ways the church is living into the vision/desired outcomes of the plan):

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

Our teens watched documentaries and engaged in critical dialogue during the month of February.

---

Sign by typing in the name of the individual completing the report: Pastor Ninabeth Metcalf

Email address of individual completing the report: pastorninabeth@gmail.com

Enter the date this report was completed:

09/20/2023

### Saving Progress

If you have not completed the appraisal but would like to save the work in progress, select "In Progress" at the bottom of the form and click "Save/Submit" below. When you are ready to complete the appraisal, you can return to the page, fill out the rest of the questions, and submit the appraisal.

**\*\*Slow Loading\*\***

Please note that this page may take up to a minute to save and return to the main Church Conference page. After clicking the Save/Submit button, you will see a "Loading message..." Please wait and do not close this page until you are returned to the main church conference page.

30



If you do not see a "Loading..." message and your web browser does not indicate it is loading, please make sure you have answered the "Submission Progress" question.

**Submission Progress (Required to Save)**

- ☐ In progress
  - ☒ Complete
-

# Report of the Trustees

Form Name

Report of the Trustees [09/20/2023 05:00PM]

The United Methodists  
of Eastern Pennsylvania & Greater New Jersey



*Recruit and develop transformational leaders who make disciples of Jesus Christ  
and grow vital mission congregations for the transformation of the world*

Board of Trustees Report

*To be completed by August 30 of each year.*

*Each of these paragraphs will be uploaded to the Charge/Church Conference Report.*

## Purpose/Mission of A United Methodist Congregation

Make new and deepen the faith of all disciples to be loyal to Christ through their prayers, presence and participation in the church, and to engage in ministries of witness, mercy and justice in the world.

(Based on the membership vows of The United Methodist Church)  
*A congregation builds up the body of Christ to serve in the world.*

Congregations fulfill this purpose as they become vital mission congregations, making disciples of Jesus for the transformation of the world. This requires being centered in Christ and guided by the Holy Spirit so that pastor and congregational leaders work together to provide a clear vision and direction as well as focused attention and action to leading the church in the five vital ministries of the church. You may learn more about vital mission congregational selecting the following link: for GNJ users [www.gnjumc.org/pathways/vitality/](http://www.gnjumc.org/pathways/vitality/) and for EPA users <https://www.epaumc.org/pathways/vital-congregation/>

For this report, "congregation" can be best defined as the weekly worshipers, guests and members. "Leaders" refers to the elected leaders and non-elected leaders who lead ministries such as small groups, Sunday school, mission teams, etc.

The following report is to be completed at least once a year by the Board of Trustees by August 30. Your report will be part of the charge/church conference report.

## Suggestion for the Chairperson to Complete the Report

1. Select the Print Page button to print a copy for each committee member or change destination under print page to Save as a PDF to download the document digitally, and then email a copy to each committee member.
2. Distribute a copy to each committee member to complete and return by a date set by the chairperson.
3. The chairperson reviews everyone's responses and completes one draft based on committee member responses.
4. Chairperson convenes the group and shares the draft of the report.
5. Committee finalizes the report.
6. The chairperson or designee inputs the data into the online report.

If you need assistance completing this document, go to: for GNJ users <https://www.gnjumc.org/administration/board-of-trustees/> and for EPA users <https://www.epaumc.org/administration/board-of-trustees/>. If you do not find the response to your question, type in your question. Your questions will help others in completing the appraisal.

Fields without a set value may default to -1 until changed.

Year: 2023

### Church Information

Church #:  
(GNJ Only)  
1168

GCFA # (Church):  
022201

Church Name:  
UMC in Wayne

Year Founded:  
-1

Month Founded:

32

Conference: Greater New Jersey	District: Skylands
Phone Number: (973) 694-3260	Email: umcwayne@optimum.net
Website: umcwayne.org	
Street Address: 99 Parish Dr	Town/City: Wayne
State: NJ	Zip Code: 07470-6008

Your Congregation's 5 Year Trends are from your statistical report. Goals and conflict rating is from the Church Council.

While we have had many eyes and revisions on creating this table, we understand that as with any significant project, there may be mistakes in the numbers below.

**\*\*For EPA Churches\*\*:** Please note we are still working to migrate church financial information into Arena. The following fields will be incomplete in the table below: % of budget given to mission, Congregational Vitality Markers, Total Missions Giving, % Connectional Ministries Paid, % Billings Paid, Sustainability Level. We expect for this information to be complete by May 19th. Thank you for your patience and grace.

	2022	2021	2020	2019	2018	Vital Y/N	2024 Goals	
People in Worship (Vital - growth over 3 years)	87	96	78	88	86	N	88	
People in Small Groups (Vital - 50% of worshippers)	44	47	61	70	73	Y	44	
People in Hands on Mission (Vital - 60% of worshippers)	30	30	30	45	46	N	30	
New Disciples/Professions of Faith (Vital-1 new profession per 20 worshippers)		8	0	0	8	N	6	
% of budget given to mission (Vital - 18% or more)	16.4134%	22.27%	23.12%	18.15%	13.96%	N	10%	
Congregational Vitality Markers: 0= lowest and 5= highest. To learn more about the markers of vitality go to: for GNJ users <a href="http://www.gnjumc.org/pathways/vitality/">www.gnjumc.org/pathways/vitality/</a> and for EPA users <a href="https://www.epaumc.org/pathways/vital-congregation/">https://www.epaumc.org/pathways/vital-congregation/</a>	1	3	2	2	3			
Baptisms	7	8	0	6	6			
Children under 12	12	20	22	29	30		12	
Youth 13-18	8	8	8	8	9		8	
Candidates for Ministry								
Total Mission and Ministry Spending	\$21,223.94	\$25,715.04	\$26,681.89	\$23,735.00	\$21,162.00			
Reserves/Endowments/Trusts	\$208,375.00	\$221,562.00	\$171,191.00	\$128,819.00	\$125,870.00			



	2022	2021	2020	2019	2018	Vital Y/N	2024 Goals
% Shared Ministries Paid	82.91%	100%	85.59%	80.22%	66.8%		85%
% Billings Paid	100%	90.23%	100%	83.91%	75.64%		100%
Sustainability Level 1 is the lowest sustainability rating and a 5 is the highest. A 1 or 2 rating means your mission and ministry are in jeopardy. To learn more about sustainability go to: for GNJ users <a href="http://www.gnjumc.org/pathways/sustainability/">www.gnjumc.org/pathways/sustainability/</a> and for EPA users <a href="https://www.epaumc.org/pathways/sustainability/">https://www.epaumc.org/pathways/sustainability/</a> .	4	4	4	4	4		
Conflict Level 1 is the lowest level of conflict and 5 is the highest. All churches have some conflict. A 1 or 2 level, if managed well, is healthy. If levels 3, 4, or 5 are present please consult: for GNJ users <a href="http://www.gnjumc.org/pathways/resolvingconflict/">www.gnjumc.org/pathways/resolvingconflict/</a> and for EPA users <a href="http://www.epaumc.org/pathways/pathway-v-conflict-resolution/">http://www.epaumc.org/pathways/pathway-v-conflict-resolution/</a> .	Level 1 - Problem Solving	Level 1 - Problem Solving					

<sup>1</sup>Conflict - Every congregation has some degree of conflict. Use the following descriptions as a guide and select a level of conflict present over the past year:

Level 1 - Problem Solving: Conversation and compromise by leaders are used to address conflicting needs from various parts of or individuals in the congregation.

Level 2 - Disagreement: Differing expectations and needs require negotiation and the possible use of a congregational team trained in conflict resolution, or the involvement of DS, or conference staff.

Level 3 - Contest Level: Win/lose, factions emerging, personal attacks, people threatening to leave or withhold giving.

Level 4 - Fight/Flight: People leaving, loyalty to sub-groups is more important than commitment to the church.

Level 5 - Intractable: No one is talking to anyone else, positions are fixed, and no one is willing to budge.

#### Stewardship of the Church Property and Assets Information

Check boxes for Yes, leave blank for No. Any place you are invited to provide a written response, write up to 300 words.

1. Parsonage- go to: for GNJ users <https://www.gnjumc.org/administration/board-of-trustees/> and for EPA users <https://www.epaumc.org/administration/board-of-trustees/>. (Check for yes.)

☒ Our church owns a parsonage. If no, skip to the next topic.

☒ Our church rents one or more of its parsonages.

☒ If you rent your parsonage, do you have a lease that is renewable on July 1 of each year? If no, at the next lease renewal date, change the lease so that the lease is renewable June one for appointment purposes. Consult the sample parsonage lease at [epa&gnjumc.org](http://epa&gnjumc.org) and switch to this lease or update your lease to include these best practices.

If you own a parsonage, explain and also indicate repairs and updates you will do over the next 12 months  
We will replace the chimney and the roof.

#### 2. Trust Clause

As United Methodists we are part of a connectional system in which all United Methodist Churches are connected around the world and that we share mission, resources and property in common for the mission and ministry of The United Methodist Church. This connectionalism was first practiced in the New Testament church. All the believers were together and held everything in common -Acts 2:44. As a congregation, we understand 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.

You may read about the Trust Clause at: for GNJ users <https://www.gnjumc.org/administration/board-of-trustees/> and for EPA users <https://www.epaumc.org/administration/board-of-trustees/> (Check for yes.)



The trustees have read the trust clause.

If no, explain:

### 3. Church Property Accessibility

As United Methodists we are committed to being a physically accessible church and comply with accessibility standards as best we can in light of the constraints of our resources and facilities. Select the following link to review the accessibility standards: for GNJ users <https://www.gnjumc.org/administration/board-of-trustees/> and for EPA users <https://www.epaumc.org/administration/board-of-trustees/>. (Check for yes.)



The accessibility standards have been reviewed and our church meets the standards. If no, explain and what projects will you complete over the next 12 months to further comply with the standards:

If no:

### 4. Youth and Adult Protection, Safe Sanctuaries

The safety and protection of all youth and adults who participate in our ministries are of paramount importance. A Safe Sanctuaries Policies and Procedures guide the protection of youth and adults. It is essential that each ministry leader have a copy of this report and read and follow the policies and procedures. All church members are to be vigilant in ensuring youth and adults are safe in our ministries and that if any member sees inappropriate conversation or behavior are to report it immediately to the pastor or the chair the trustees or Staff Parish Relations Committee. (Check for yes.)



The trustees have reviewed the church's Safe Sanctuaries Policies and Procedures and our policies are up to date and are being followed. If no, explain why and what you will do over the next 12 months to become compliant:

If no, explain:

Our policy is not up to date and we are in the process of updating it and will have it complete by the end of 2023

The trustees have inquired of the pastor staff, other church staff, ministry leaders if they have reviewed the Safe Sanctuary Policies and Procedures in the last 12 months and are following the procedures. One way the trustees



can facilitate such an important task is to send your Safe Sanctuaries' Policy and Procedures and have them read the policy and send back to the trustees that the policy has been read and the individual complies with the policy.

### 5. Boy Scouts

Select the following link to read further about BSA agreements:

for GNJ users <https://www.gnjumc.org/the-boy-scouts-of-america/boy-scouts-of-america-faqs/>.



We host a Boy Scout Troop (s) in our building. If no, move to the next question area. If yes, answer the following, select all that apply.

We use the following:



UMC-BSA Facilities Use Agreement



UMC-BSA Affiliation Agreement

Other, please enter separated by commas, :

### 6. Building Use by Outside Groups



We have outside groups that use our building. If yes, answer the following questions.

We use the following:



A Facilities Use Agreement as recommended by EPA&GNJ.



A Facilities Use Agreement that we have developed and it meets or exceeds what EPA&GNJ recommend.

Other:

### 7. Church Grounds and Facilities



The trustees have inspected all of the buildings and grounds of the church over the last 12 months, and we do not have any deferred maintenance or updating that is needed at this time. If your answer is no, explain:



- It is estimated the roof of the church will need replacing/repair in: (state year YYYY).  
\_\_\_\_\_
- It is estimated that other roofs of property owned by the church will need replacing/repair in: (state year YYYY).  
parsonage -  
2023  
\_\_\_\_\_
- It is estimated that the church heating and/or air conditioning will need to be replaced in: (state year YYYY).  
heating  
transfer  
valve in  
2024  
\_\_\_\_\_
- It is estimated that other church property heating and/or air conditioning will need to be replaced in: (state year YYYY).  
\_\_\_\_\_
- The trustees will replace, repair or upgrade the following over the next year: (state items separated by comma,)

#### 8. Reserves, Endowments and Trusts

Your statistical report indicates that you have TBD in reserves, endowments and trusts. If you do not have any funds or possibly insufficient funds you are in jeopardy of not sustaining your mission. Reserves are essential for maintaining a vital mission congregation. There are two types of reserves.

1. Operational Reserves – these are reserves to maintain cash flow. The following is generally understood for the size of your church budget.

- Budgets up to \$50,000 in most instances should have a reserve equal to your budget.
- \$50,000 to \$250,000 in most instances should have a reserve equal to 75% of your budget.
- \$250,000 to \$1 million in most instances should have a reserve equal to 50% of your budget.
- \$1 million or more in most instances should have a reserve equal to 25% of your budget.

An operational reserve allows you to pay bills monthly, recognizing that for many churches most of their income is received the last few months of the year. By the end of the year, the operational reserves should be back to the beginning of the year operational reserve amount. Operational reserves should be accessible for use during the year and not placed in an account that you cannot make withdraws from each month.

2. Ministry and Mission Reserves – these are reserves that helps to fund present or expand mission and ministry opportunities and as a general rule, you should not spend more than 5% of these reserves a year. There are several sources for such reserves.

- a. Sale of a parsonage or other church property. By United Methodist polity and The Book of Discipline, these funds must be invested, and the church may spend up to 5% of the fund a year. You may not spend the principle except for a capital improvement. Most churches invest this through the EPA or GNJ foundation and receive a 5% draw each year.
- b. A will or bequest from a church member or friend of the congregation. These funds may only be spent according to the donor's intent. The funds are to be placed into an account, many churches invest such gifts through the EPA or GNJ foundation and receive a 5% draw each year. A 5% or less draw insures that in most cases the funds will continue to grow and that there will be funding for ministry into the future.
- c. A large gift from a member or a significant surplus at the end of the year. Investing these fund, many churches invest through the EPA or GNJ foundation, creates a growing fund for ministry and mission into the future.

If you find that you are spending principal or more than 5% a year from these reserve funds for on your ongoing salary, operations or ministry, this is a serious concern and should be addressed immediately. This is not sustainable and means your congregation is not sustainable.

You may want to consult the following foundations about developing appropriate levels of reserves:

Eastern Pennsylvania – Mid Atlantic Foundation, Jack Brooks jackbrooks.mafoundation@gmail.com

Greater New Jersey – The United Methodist Stewardship Foundation, Brian Roberts broberts@gnjumc.org

If you have reserves, an endowment and/or a trust, respond to the following questions. (Check for yes)

- ☒ 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 socially responsibly invested.

☐ We have a bequest program and educate our members about leaving the church and its mission and ministry in their will.

If you do not answer yes to all of these questions, or are unsure, you should contact:

Eastern Pennsylvania – Mid Atlantic Foundation, Jack Brooks jackbrooks.mafoundation@gmail.com

Greater New Jersey – The United Methodist Stewardship Foundation, Brian Roberts broberts@gnjumc.org

**Vitality:**

What did your committee/team do this year to improve the congregation's vitality?

What will your committee/team do this coming year to improve the congregation's vitality?

Sign by typing in the name of the individual completing the report: Pastor Ninabeth Metcalf and Mike Lakner

Email address of individual completing the report: pastorninabeth@gmail.com

Enter the date this report was completed:

09/20/2023

**Saving Progress**

If you have not completed the appraisal but would like to save the work in progress, select "In Progress" at the bottom of the form and click "Save/Submit" below. When you are ready to complete the appraisal, you can return to the page, fill out the rest of the questions, and submit the appraisal.

**\*\*Slow Loading\*\***

Please note that this page may take up to a minute to save and return to the main Church Conference page. After clicking the Save/Submit button, you will see a "Loading message..." Please wait and do not close this page until you are returned to the main church conference page.

If you do not see a "Loading..." message and your web browser does not indicate it is loading, please make sure you have answered the "Submission Progress" question.

**Submission Progress (Required to Save)**

☐ In Progress

☒ Complete

Date Effective: 1/1/24		2024 CLERGY COMPENSATION AND EXPENSE REPORT Greater New Jersey Conference			District: Skylands	
Clergy Name: Ninabeth Metcalf		Years of Full Time Service: 7	Conference Relationship: FE - Full Elder		Appointment Status: Full Time	
Church Name and City (list city if not shown in name)						
Church A UMC in Wayne		Church B		Church C		
Church # 1168		Church #		Church #		
It is highly recommended to review the instructions as a guide when completing this report. <a href="#">Click here to view these instructions.</a>						
		Church A	Church B	Church C		TOTAL
1	Church Salary	63,036			1	63,036
2	GNJAC Equitable Compensation Grant				2	-
3	GNJAC Salary Supplement Grant				3	-
4	Taxable Cash Allowances (e.g. non-vouchered expenses, bonuses, etc.)				4	-
5	Housing Allowance Paid in addition to cash salary. Recommended to exclude this amount in line 11 if receiving this allowance.				5	-
6	Total Salary (Total of lines 1-5)	63,036	-	-	6	63,036
Tax Sheltered Salary Items (Do not report in W-2 Box 1)						
S A L A R Y  C O M P O N E N T S	7	Tax-deferred UM Personal Investment Plan (UMPIP) If new employer or election, Contribution Election Form must also be completed. Withheld from salary shown on line 6. Report in W-2 Box 12, Code E	3,600		7	3,600
	8	Other Tax-Deferred IRS Section 403(b) Investment Withheld from salary shown on line 6 Report in W-2 Box 12, Code E			8	-
	9	Flexible Spending Account Contribution (FSA) If offered by local church, max allowable contribution is \$2,750. Withheld from salary on line 6. IRS Section 125 Cafeteria Plan. Report in W-2 Box 14			9	-
	10	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		10	15,000
	11	Total Tax Sheltered Salary (Total of lines 7-10)	18,600	-	-	11
Taxable Salary Items (Report Lines 12 and 13 in W-2 Box 1)						
12	Tax-paid UM Personal Investment Plan (UMPIP) If new employer or election, Contribution Election Form must also be completed. Withheld from salary shown on line 6.				12	-
13	Expenses paid directly by the local church not included in lines 1-12 (See instructions for directions/examples)				13	-
14	Cash Paid to Clergy (Line 6 minus lines 7, 8, 9, 12)	59,436	-	-	14	59,436.00
15	Total Federal Taxable Salary (Line 6 minus line 11)	44,436	-	-	15	44,436.00
16	Total Salary (Lines 11 plus 15; must equal line 6)	63,036	-	-	16	63,036.00
<b>Health Insurance:</b> 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. This does not change the church's blended rate.						
<b>Dental &amp; Vision Plans:</b> 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.						
<b>Health Savings Account (HSA):</b> 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.						
<b>Flexible Spending Account (FSA):</b> Contributions to a FSA can be done through HealthFlex Exchange or the church's payroll company. If through HealthFlex Exchange, contributions are not the church's responsibility. Churches should deduct this amount from the pastor's salary.						
<b>Minimum Salary:</b> Clergy in full connection \$48,550; Provisional/Associate Member \$45,130; Full Time Local Pastor \$42,700 (\$300 increase per year of full time service) - If unsure how to calculate, check the Compensation Report Instructions (link at the top).						



Parsonage		Church A	Church B	Church C		
17	Is a parsonage provided for clergy? If YES - enter X under the appropriate church here → If NO - leave this line blank.	X				
		63,036	-	-	TOTAL	
18	Parsonage value for pension purposes If a parsonage is provided, line 17 has an X under appropriate church. (Multiply line 17 by 25%)	15,759	-	-	18	15,759
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 SP or PL, enter X here →						
B. If your conference relationship is DM DR OR RA RD RE RL RO 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 →						
19	Health Insurance Premium for Conference Plan If serving full time, enter \$18,000. If not full time, leave this line blank.	23,400			19	23,400
20	Pension Plan Compensation If a parsonage is provided, this equals line 16 plus 18. If a parsonage is not provided, this equals line 16.	78,795	-	-	20	78,795
21	Clergy Retirement Security Program (CRSP) CRSP is available for FT, 3/4, and 1/2 time clergy. (Multiply line 20 by 14%)	11,031	-	-	21	11,031
22	Comprehensive Protection Plan (CPP) Only available for FT and 3/4 time clergy. Not available for PL or SP. (Multiply line 20 by 3.4%)	2,679	-	-	22	2,679
23	UM Personal Investment Plan (UMPIP) Only available for 1/4 time pastors no longer eligible for CRSP. Represents church's contribution. (Multiply line 20 by 14%)	-	-	-	23	-
24	UMLife Options Only available for 1/2 time clergy. Not available for PL or SP. (Multiply line 20 by 2.2%)	-	-	-	24	-
25	Other Non-Taxable Benefits (See instructions for directions/examples)				25	-
26	Total Benefit Costs (Total of lines 19, 21 or 23, 22 or 24, 25)	37,110	-	-	26	37,110
Reimbursed Business Expenses (Non-Taxable) - These are operating expenses of the church, not salary.						
27	Travel Expenses				27	-
28	Continuing Education Expenses				28	-
29	Other Business Expenses				29	-
30	Total Reimbursed Business Expenses (Total of lines 27, 28, 29)	2,500	-	-	30	2,500
Total Salary and Benefits Package		Church A	Church B	Church C	TOTAL	
31	Total of lines 16, 26, 30	102,646	-	-	31	102,646

Type names below to sign. It is required to add these electronic signatures before sending this report to the regional office. Clicking the "I Agree" box indicates that the salary package has been approved by the appropriate body. Final approval is contingent upon a vote by the church conference and the signature of the District Superintendent.

**Signatures:** The undersigned parties state that the information shown on this report is true and correct. This report does not constitute an employment agreement and/or benefit plan between the Greater New Jersey Annual Conference and the clergy identified herein, but is only a report of the clergy's compensation and benefits paid by the clergy's charge or employing unit to or for the benefit of the clergy.

DATE APPROVED AT CHURCH CONFERENCE: \_\_\_\_\_

TYPE NAME	I AGREE	TYPE EMAIL ADDRESS
Clergy: _____	<input type="checkbox"/>	_____
Church Council Chair A: _____	<input type="checkbox"/>	_____
Church Council Chair B: _____	<input type="checkbox"/>	_____
Church Council Chair C: _____	<input type="checkbox"/>	_____
SPRC Chair A: _____	<input type="checkbox"/>	_____
SPRC Chair B: _____	<input type="checkbox"/>	_____
SPRC Chair C: _____	<input type="checkbox"/>	_____
District Superintendent: _____	<input type="checkbox"/>	_____



## 2023 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 clergyperson'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: Ninabeth Metcalf  
Address: 12 Oak Lane Road, Columbia, NJ 07832

### A. PARSONAGE – Church Provided Housing

#### Church/Housing Exclusion Amount:

Church A: UMC in Wayne - \$15000  
Church B: -\$0  
Church C: -\$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 19 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 11 of the Clergy Compensation Report) for the year 2023 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:

Church A: \_\_\_\_\_  
Church B: \_\_\_\_\_  
Church C: \_\_\_\_\_

#### Church/Housing Allowance Amount:

A: \_\_\_\_\_  
B: \_\_\_\_\_  
C: \_\_\_\_\_

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 5 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 11 of the Clergy Compensation Report) for the year 2023 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

\_\_\_\_\_  
Church Council Chair - CHURCH A

\_\_\_\_\_  
Secretary of Church Conference - CHURCH A

\_\_\_\_\_  
Church Council Chair - CHURCH B

\_\_\_\_\_  
Secretary of Church Conference - CHURCH B

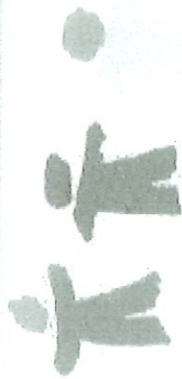
\_\_\_\_\_  
Church Council Chair - CHURCH C

\_\_\_\_\_  
Secretary of Church Conference - CHURCH C

40







## Safe Sanctuaries

# safe sanctuaries Policy certificate of compliance

The safe sanctuaries Policy of Wayne united  
Methodist Church in Wayne, NJ has been reviewed and  
approved by the Greater New Jersey conference of the United  
Methodist Church.

*E. J. Plumer*

Children, Youth and Young Adult Coordinator

2/8/10

Date