



**UMC in Wayne  
2024 Church Conference  
October 6, 2024**

**Presiding Elder: Rev. Luana Cook Scott**

**Pastor: Rev. Ninabeth Metcalf**

**The Congregation of the United Methodist Church in Wayne**

UMC in Wayne  
2023 - 2024 Annual Report  
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## Church Council Report: 8 Key Stone Measures:

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, and what will you do to deepen worship and grow attendance in the coming year? ***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 the number of and participation in small groups are growing, and small group participants faith is deepening, and they have fellowship with one another – What are your strongest small groups and what will you do to have more small groups like this? ***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 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 world? ***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 and our congregation supports them in prayer and fiscally.***
4. Engage members and guests in connecting with community residents, family, friends and go 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 guests and what more will you do in the coming year to increase the number of guests? ***We host gatherings to educate people about the UMC and provide opportunities for those who attend to dialoge with us (Shine A Light) We keep our website current. Our service is available on Zoom and on facebook, for live or convenience viewing.***
5. Engage members and guests 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 you do to teach and model generosity and what will you do in the coming year to increase giving? ***We share personal stories of "Why we give", and to supply more information about what our giving supports. We incorporate generosity into our Bible studies. We also run successful capital campaigns.***
6. Work to end the sin of racism – What has your congregation done over the last year to work to end the sin of racism and what do you plan to do in the coming to continue to work to end the sin of racism? ***We will continue to build trust and address the topic on occasion***

You may find ideas and ministries to end the sin of racism by selecting the following link: [www.epaumc.org/pathways/path-towards-wholeness](http://www.epaumc.org/pathways/path-towards-wholeness) or [www.gnjumc.org/pathways/journeyofhope](http://www.gnjumc.org/pathways/journeyofhope)

7. Stewarding the resources of the church to have a sustainable mission – Your mission sustainability score is 4. You are doing well. What will you do to continue to strengthen your missional sustainability?
8. Support a connectional mission around the world – Review your connectional ministries giving and billings payment in the chart above. What will you do in the coming year to increase both to 100%?



**MINUTES - Church Conference – Skylands District – UMC in Wayne – Saturday, October 28, 2023**

**Held at Butler UMC – 12:05-1pm – Noah’s Ark Room 6 – Heather Valosin, Presiding Elder**

Attendees: Pastor Ninabeth Metcalf, Ryan Clements, Mike Lakner, Jennifer Schiffrin

Pastor Heather started with an opening prayer followed by a Call to Order and invitation to Holy Conferencing. At 12:15pm, Jennifer moved to open the church conference and Ryan seconded. Motion passed.

A moment of centering was followed by the nomination of Jennifer as Recording Secretary. This was seconded by Mike and approved.

Jennifer expressed concern about the number of members from our church that are not present. Although grateful for the hospitality of Butler UMC and acknowledged the easier situation for leadership to manage so many of these conferences on one day, our members have been supportive and present at our church conferences in the past and normally we would have 15-25 present. Jennifer felt that this should be considered when planning for future conferences.

Review of reports ensued –

- 1) 5 year trends and goals indicated many baptisms, relatively stable attendance at worship yet lowered giving amounts. Children attendance fluctuates from 2-10. There is an active Sunday School program and Confirmation class, a handful of small groups including evening worship and gathering times along with morning bible study. Last year we paid all bills but not all Connectional Ministry shares with the opposite happening for this year (proposed). We had several new members by transfer, and sadly, a number of deaths – several being pillars of our congregation.
- 2) Church Council reports a change in our music director has brought new energy to our Sunday worship and a couple new small groups were added (and laity led) this year. Our congregation supports the local food bank and several members attended Red Bird Mission. We are working to update our website, but our services are available on Zoom and Facebook for live or convenience viewing. We are currently working on a stewardship campaign to include members sharing “why we give”.
- 3) The Trustees have been active in the church and education wing and know that the chimney and roof at the parsonage must be fixed and replaced, respectively, over the next few months. Our 2<sup>nd</sup> parsonage is rented. We also rent our building to Giggle & Grow, now in their 11<sup>th</sup> year at our location, which provides approximately 45% of our income. Boy Scouts, AA, and Karate also use our facility weekly.
- 4) Last year’s minutes from church conference was moved to be approved by Jennifer (who was present at that time) and seconded by Mike.
- 5) The officials of the church were discussed – SPRC has ‘classes’ and members usually rotate back on, as it is with Trustees and Finance. Our Church Council is currently operating without a chairperson, although members of the various committees do attend regularly.

Ryan moved to accept these reports, seconded by Mike...passed.

**Finance Report & Budget** – Finance Chairperson was not present. The provided report was reviewed briefly --- motion to receive the report was made by Jennifer.

**Report of the Pastor** – Pastor Ninabeth Metcalf – mentioned that the report is Oct 22 to Sept 23 (HIGHLIGHTS):

- Pastor Jeff Campbell is in extension ministry – not in attendance. No report provided.
- We are excited to have had lots of baptisms and 5 new transfers! However we are saddened by the losses of a few of our long-time members. Names were lifted up.

②

- Our facility is used regularly by Boy Scouts, AA, and rents to a karate school and Giggle & Grow pre-school (now in its 11<sup>th</sup> year at our location)
- We collect and donate to WIN, support community with our rummage sale, and held a summer camp for 1 day a week for children. We have members that go to Red Bird Mission each summer.
- We have many small groups (2 bible study, a book club, Grace Café, Friday morning online, First Friday lunch gathering, and a new ministry starting called Creative Care). Some of these are laity-led.
- The music program is blossoming with the new director and our technicians are supportive and have made updates to the camera and sound to improve the online Sunday experience.
- Vote to approve the report was made by Mike

There are no Certified Lay Servants or Certified Lay Ministers currently up to date in their classes, however, discussion about the few members that have been certified in the past and active in the leadership currently occurred.

**Report of Trustees** – presented by Mike Lakner, Trustee Chairperson

- Provided report was reviewed
  - - highlights include: needing to replace the roof and chimney of the parsonage this year
  - Rental income from Giggle & Grow makes 46% of income and they have made some physical improvements in the property as well
  - Safe Sanctuary Status – currently outdated. There is a class upcoming. Status should be correct by end of 2023
  - Our funds are invested with an investment firm. There is a Janus Fund - Mike will reach out to get an updated report from them.
- Motion to receive the report made by Jennifer, then voted. Passed.

**Clergy Compensation Report** – has gone through (approved) Church Council

- Reflects new health insurance premium
- Ryan asked for clarity on:
  - Comparison of salary to last year – concerned if there was an increase for this year (Although it is unclear and we think it has been increased, looking back at the budget page 19, there does seem to be a slight increase, although not the 3% we were thinking it might be during our meeting.)
  - Continuing Education expenses for Clergy (line 28) – it was noted that this should be broken down out of the Reimbursed Expenses so that it is clearer that Pastor Ninabeth is not taking (does not submit) any Travel Expenses.
- On page 39, there are no people identified on this report and should have some information as to Council members involved.

Motion to adjourn.

Closed with a prayer.



# Charge Conference Nominating Report

Church Name    UMC in Wayne

Year of Report    2025

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

Standard Committees	Role	Gender	Ethnicity	Start	End
<b>Trustees</b>					
John De Vos	Member			01/01/2025	12/31/2026
Chuck Kloo	Member			01/01/2025	12/31/2025
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	Member			01/01/2019	12/31/2027
Michael Lakner	President	M		01/01/2021	
<b>Council</b>					
Janine Canonico	Chair	F		01/01/2025	
<b>Staff Parish Relations Committee (SPRC)</b>					
Tim Cooper	Chair			01/01/2025	
Anita Dispenziere	Chair	F		01/01/2019	
Dianne DeVoes	Member			01/01/2025	12/31/2026
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	
<b>Nominations</b>					
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 2025

Lay Members to Annual Conference					
Patricia Moore	Lay Member to Annual Conf	F		01/01/2025	12/31/2026
Lay Leader					
Donald Matthews	Lay Leader	M		01/01/2021	
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					
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					
Nicole Force	Member			01/01/2025	

## Church Specific Committees

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



- Giving continues to decline.
- Fund raisers include soup/sauce sale for \$651 and grocery cards for \$1,195. Thrivent match of \$286 is included in congregational challenge.
- We continue to rely heavily on rental income (43% of overall income) to support our ministries. It is higher than usual due to lower giving
- To meet our budget we drew \$10,000 from our Janus fund to support capital improvement needs and \$3,500 from our loan to pay shared ministries obligations at year-end.

	July 2024 YTD Actual	2024 Budget	% Spent of Budget (\$B 58%)	2023 Actual	Actual 2022
<b>CASH RECEIPTS:</b>					
Envelopes - Pledged	-	-	--	-	-
Envelopes	60,280	110,000	55%	104,154	\$ 112,865
Plate	628	1,200	52%	841	1,073
Grace Café	-	-	0%	-	-
Sunday School	67	200	34%	140	25
Holiday	1,986	10,000	20%	7,871	8,119
FUND RAISERS (Golf Outing, Fall Festival)	1,846	7,000	26%	7,669	4,281
Capital Appeal	2,650	20,000	13%	10,014	1,700
Trustee LOC Draw	3,500	-	0%	3,500	15,000
Transfer from Janus Fund	10,000	-	0%	24,250	-
CONGREGATIONAL CHALLENGE	286	19,136	1%	1,178	2,773
INTEREST	7	20	36%	14	15
<b>Subtotal General Receipts</b>	<b>81,251</b>	<b>167,556</b>	<b>48%</b>	<b>159,631</b>	<b>145,851</b>
Avg. Weekly Receipt (excl. Fund Raiser)	\$ 2,126	\$ 3,088	69%	\$ 2,389	\$ 2,434
Trustee Envelopes	5,745	8,000	72%	8,045	14,584
Trustee Loan Reduction Giving	-	-	0%	-	-
House Rent	14,235	26,880	53%	26,328	24,776
Other Rentals	51,677	85,756	60%	80,240	68,767
<b>Subtotal Trustee Receipts</b>	<b>71,657</b>	<b>120,636</b>	<b>59%</b>	<b>114,613</b>	<b>108,127</b>
	43%	39%		39%	37%
<b>Total Receipts</b>	<b>152,907</b>	<b>288,192</b>	<b>53%</b>	<b>274,244</b>	<b>253,978</b>
<b>CASH DISBURSED:</b>					
<b>Staff Salaries:</b>					
Pastor's Salary	33,220	61,142	54%	54,508	55,540
Pastor's Professional Expenses	448	2,500	18%	557	-
Music Director	7,961	12,493	64%	8,687	11,890
Secretary	4,613	12,715	36%	14,353	10,525
Federal & State Taxes	3,289	5,460	60%	3,194	9,185
Guest Minister	-	600	0%	150	-
<b>Subtotal Salaries</b>	<b>49,532</b>	<b>94,910</b>	<b>52%</b>	<b>81,449</b>	<b>87,140</b>

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	July 2024 YTD Actual	2024 Budget	% Spent of Budget (SB 58%)	2023 Actual	Actual 2022
Fuel, Electric & Gas	13,470	20,000	67%	20,084	20,729
Water & Sewer	1,072	2,000	54%	1,609	1,488
Telephone / Internet	2,935	5,000	59%	4,984	4,324
Parsonage Cost	1,668	2,800	60%	2,393	4,915
Postage	-	500	0%	13	766
Office Supplies	185	2,000	9%	(801)	2,282
OFFICE EQUIPMENT	1,652	2,400	69%	2,420	2,327
Repairs & Maintenance	7,086	15,000	47%	21,091	14,007
Cleaning Service	5,425	10,800	50%	10,941	10,200
Fire Prevention	1,565	3,000	52%	8,105	2,207
Pest Control	1,250	1,500	83%	2,115	1,639
Landscaping	900	1,500	60%	1,700	1,700
Security System	-	-	0%	-	274
Snow Removal	2,000	3,000	67%	-	6,000
Property Insurance	-	300	0%	300	300
Payroll / Elect. Bank Fees	2,038	3,000	68%	3,739	3,356
Bank Fees & Interest	80	100	80%	80	80
Rental House Improvements	6,832	-	100%	-	-
Capital Improvement	-	20,000	0%	23,700	13,211
<b>Subtotal Building &amp; Operating Expense</b>	<b>48,158</b>	<b>92,900</b>	<b>52%</b>	<b>102,472</b>	<b>89,804</b>
Music Program	2,344	1,000	234%	5,306	1,293
Worship Supplies	425	2,000	21%	186	403
VBS	(25)	200	-13%	15	(165)
Continuing Education	-	100	0%	-	-
Leadership Development / Education	-	100	0%	-	-
Small Group	-	100	0%	-	(97)
Messy Church	-	-	0%	-	-
Fellowship	13	300	4%	94	238
Sunday School	-	300	0%	243	-
Youth Group	-	-	0%	-	-
Evangelism	-	100	0%	-	-
Stewardship	162	150	108%	146	-
Legal Fees	596	870	68%	870	298
<b>Subtotal Worship Expense</b>	<b>3,514</b>	<b>5,220</b>	<b>67%</b>	<b>6,859</b>	<b>1,969</b>

- Fuel costs are running higher than budget due to need for heat valve replacement that is wasting heat.
- Telephone / Internet includes Cablevision and Verizon which should be reviewed for potential savings.
- Repairs & maintenance are lower than budget.
- Rental house improvements are unbudgeted and expected to be approx. \$10,000 in total.
- Capital Improvement costs have not yet been incurred for heat valve replacement in church.
- Worship supplies continue to remain low.
- Billing to G&G for copies of \$2,892 offset office supplies.
- Music program is higher than planned due to purchase of piano cart for \$1,345
- Legal costs include costs to defend the Boys Scout litigation.

Trustee managed expenses

- Conference billables have been paid through May so we are 2 months in arrears or \$8,930
- 48% of shared ministries has been paid to conference due to late 2023 payment credited to 2024.

	July 2024 YTD Actual	2024 Budget	% Spent of Budget (SB 58%)	2023 Actual	Actual 2022
Trustee Loan	3,268	6,000	54%	5,896	3,130
Real Estate Taxes	4,592	9,200	50%	9,183	9,080
Trustee Bank Fees	-	350	0%	171	350
<b>Subtotal Trustee Expenses</b>	<b>7,859</b>	<b>15,550</b>	<b>51%</b>	<b>15,250</b>	<b>12,560</b>
HEALTH INSURANCE (Conference)	9,805	23,400	42%	21,813	18,769
INS- WORKER'S COMP. (Conference)	327	385	85%	367	415
INS- PROPERTY (Conference)	7,806	15,539	50%	14,127	12,586
MINISTERIAL PENSION PLAN	4,596	11,031	42%	10,710	10,630
COMPREHENSIVE PROTECT. PLAN	1,116	2,679	42%	2,601	307
<b>Subtotal Conference Billables Paid</b>	<b>23,650</b>	<b>53,034</b>	<b>45%</b>	<b>49,618</b>	<b>42,707</b>
GCFR Apportionment Funds	5,035	21,639	23%	14,954	14,318
GNJ Shared Ministry Fund	7,710	4,940	156%	1,208	4,631
<b>Subtotal Shared Ministries Paid</b>	<b>12,745</b>	<b>26,579</b>	<b>48%</b>	<b>16,162</b>	<b>18,949</b>
<b>TOTAL CASH DISBURSED:</b>	<b>145,458</b>	<b>288,192</b>	<b>50%</b>	<b>271,810</b>	<b>253,129</b>
<b>Net Cashflow</b>	<b>7,449</b>	<b>(0)</b>		<b>2,434</b>	<b>849</b>

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Trustee managed expenses



## REPORT OF THE PASTOR

1. List of the names of those who received into baptized membership since October 2023: Chase William Puglisi, Emmerson Polito, Adeline Grace Skrivanek, Rayna Lynn Barnes, Aiden Creamer
2. List of the names of those received into professing membership since October 2023:
  - a. Into Profession of faith: Lynn O'Brien, Aiden Creamer, Shea Hill, Kaydence Larsen
  - b. From other United Methodist Churches: Robert DeVoes
3. List of names of those removed from professing membership since October 2023:
  - a. By death: Dora Charlotte Peschel, Mary Ellen Brown, Arlene Franklin

## 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 and 1 youth. We celebrated the life and resurrection of 2 beloved members. In September we confirmed 3 youth.

We continue to add special worship services:

In October we had a blessing of our pets. In December we had a service of Lessons and Carols and 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 weekly Friday morning Prayer and Devotion that follows the United Methodist Order of Morning Prayer and Praise.

### Evangelism/Making New Disciples:

In September we confirmed 3 youth after a year long journey learning about our United Methodist faith. . 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 3 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. Creative Care was a short term group led by Ryan Clements that offered an opportunity to pause and practice Spiritual Disciplines. 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:

Members of the Census group sent out cards saying "Hi" to members that we have not seen in a while. We held a Baked Potatoe Bingo dinner. First Friday Fun is an opportunity to gather over lunch to share our gifts, laugh and learn more about each other. 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:**

In December we ran a program called "Shine a Light on Christianity" where we invited people from various faith communities in Wayne to learn more about the protestant limb of Christianity. Those that attended were from the Jewish, Muslim, Roman Catholic, and protestant communities. The program had a teaching component and then we gathered for dinner and dialogue. The curiosity and dialogue amongst the youth who attended was very inspiring.

During Ramadan the Peace Island Institute shared a meal with us.

We actively support the WIN (Wayne Interfaith Network) food pantry.

3 members of the congregation participated 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 peoples 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. This year they restored the parsonage chimney and rebuilt the parsonage stairs leading to the deck. They made significant repairs and improvements to the rental house. Giggle and Grow installed a new floor in the downstairs classroom. 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. We had a successful capital improvement campaign that brought in monies that helped restore the parsonage chimney.

### **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.

Our confirmands studied and participated in gatherings that addressed this topic.

### **OTHER NEWS**

The Council has met in a series of retreats to discern who we are and where we are going. We are completing our values and vision and hope to introduce them to the community at the end of this year.

Our Census Committee has been working hard to organize our lists of members. They hope to have an accurate list by the end of the year.

In 2025 we plan to organize several new groups; a Worship Team to design and plan our weekly and special worship services, Shepherding team to care for our members, and a Hospitality team.

2025 will be an exciting year.



## 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.
2. We rent our parsonage and have a lease that is renewable on July 1st of each year.
3. 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 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.
4. We are committed to being a physically accessible church and comply with accessibility as best we can based on our resources and physical plant. In the coming year, we will work on the following:
5. We have inspected our church facilities and have noted the following repairs and updates are needed:
  - Other Property Roof Repair
  - Church Heating/AC Repair
6. 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 by church staff, leaders and members. 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. We have reviewed our Safe Sanctuary Policy and our policies not up to date and/or not being followed. We will be working on the following in the coming year:Our policy is not up to date and we are in the process of updating it,
7. We host a Boy Scout Troop(s) in our building, and we use the following: • UMC-BSA Facilities Use Agreement
8. 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
9. We have reserves, an endowment and/or a trust, and:
  - 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

10. The Board of Trustees will do the following this current year to improve the congregation's vitality:

11. The Board of Trustees will do the following next year to improve the congregation's vitality:



Date Effective: (Required) 1/1/25		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 - Full Elder							
Church Name (These sections are dropdown lists.)											
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. <a href="#">Click here to view these instructions.</a>											
					UMC In Wayne	Church B	Church C	Church D	Church E	TOTAL	
1	Church Salary				64,300					1 64,300	
2	GNJAC Equitable Compensation Grant									2 -	
3	GNJAC Salary Supplement Grant									3 -	
4	GNJAC Other Grant									4 -	
5	Taxable Cash Allowances (e.g. non-vouchered expenses, bonuses, etc.)									5 -	
6	Housing Allowance Paid in addition to cash salary. Recommended to exclude this amount in line 12 if receiving									6 -	
7	Total Salary (Total of lines 1-6)				64,300	-	-	-	-	7 64,300	
<b>Tax Sheltered Salary Items (Do not report in W-2 Box 1)</b>											
S A L A R Y  C O M P O N E N T S	8	<b>Tax-deferred UM Personal Investment Plan (UMPIP)</b> 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					8 3,600	
	9	<b>Other Tax-Deferred IRS Section 403(b) Investment</b> Withheld from salary shown on line 7. Report in W-2 Box 12, Code E								9 -	
	10	<b>Flexible Spending Account Contribution (FSA)</b> If offered by local church, max allowable contribution is \$2,850. Withheld from salary on line 7. IRS Section 125 Cafeteria Plan. Report in W-2 Box 14								10 -	
	11	<b>Health Savings Account Contribution (HSA)</b> If enrolled in either the H1500, H2000, H3000, contributions may be made up to IRS limits \$4,150 (single), \$8,300 (family). Withheld from salary on line 7. Report in W-2 Box 12								11 -	
	12	<b>Housing Exclusion</b> 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					12 15,000
	13	<b>Total Tax Sheltered Salary (Total of lines 8-12)</b>				18,600	-	-	-	-	13 18,600
<b>Taxable Salary Items (Report Lines 14 and 15 in W-2 Box 1)</b>											
14	<b>Tax-paid UM Personal Investment Plan (UMPIP)</b> If new employer or election, Contribution Election Form must also be completed. Withheld from salary shown on line 7.									14 -	
15	<b>Expenses paid directly by the local church not included in lines 1-14 (See instructions for directions/examples)</b>									15 -	
16	<b>Cash Paid to Clergy (Line 7 minus lines 8, 9, 10, 11, 14)</b>				60,700	-	-	-	-	16 60,700.00	
17	<b>Total Federal Taxable Salary (Line 7 minus line 13)</b>				45,700	-	-	-	-	17 45,700.00	
18	<b>Total Salary (Lines 13 plus 17; must equal line 7)</b>				64,300	-	-	-	-	18 64,300.00	
Minimum Salary: Clergy in full connection \$56,070; Provisional/Associate Member \$52,120; Full Time Local Pastor \$49,320 (\$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. 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	
19	Is a parsonage provided for clergy? If YES - enter X under the appropriate church here If NO - leave this line blank.	X					
		64,300	-	-	-	-	TOTAL
20	Parsonage value for pension purposes If a parsonage is provided, line 19 has an X under appropriate church. (Multiply line 19 by 25%)	16,075	-	-	-	-	20 16,075
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							
21	Health Insurance Premium for Conference Plan If serving full time, enter \$24,200. If not full time, leave this line blank.	24,200					21 24,200
22	Pension Plan Compensation If a parsonage is provided, this equals line 18 plus 20. If a parsonage is not provided, this equals line 18.	80,375	-	-	-	-	22 80,375
23	Clergy Retirement Security Program (CRSP) CRSP is available for FT, 3/4, and 1/2 time clergy. (Multiply line 22 by 14%)	11,253	-	-	-	-	23 11,253
24	Comprehensive Protection Plan (CPP) Only available for FT and 3/4 time clergy. Not available for PL or SP. (Multiply line 22 by 3.4%)	2,733	-	-	-	-	24 2,733
25	UM Personal Investment Plan (UMPIP) Only available for 1/4 time pastors no longer eligible for CRSP. Represents church's contribution. (Multiply line 22 by 14%)	-	-	-	-	-	25 -
26	UMLife Options Only available for 1/2 time clergy. Not available for PL or SP. (Multiply line 22 by 2.2%)	-	-	-	-	-	26 -
27	Other Non-Taxable Benefits (See instructions for directions/examples)						27 -
28	Total Benefit Costs (Total of lines 21, 23 or 25, 24 or 26, 27)	38,185	-	-	-	-	28 38,185
Reimbursed Business Expenses (Non-Taxable) - Operating expenses of the church, not salary. Full time pastors receive minimum \$2,500							
29	Travel Expenses						29 -
30	Continuing Education Expenses	2,500					30 2,500
31	Other Business Expenses						31 -
32	Total Reimbursed Business Expenses (Total of lines 29, 30, 31)	2,500	-	-	-	-	32 2,500
Total Salary and Benefits Package		UMC In Wayne	Church B	Church C	Church D	Church E	TOTAL
33	Total of lines 18, 28, 32	104,985	-	-	-	-	33 104,985

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"/>	_____
Church Council Chair D:	_____	<input type="checkbox"/>	_____
Church Council Chair E:	_____	<input type="checkbox"/>	_____
SPRC Chair A:	_____	<input type="checkbox"/>	_____

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SPRC Chair B: \_\_\_\_\_  \_\_\_\_\_  
 SPRC Chair C: \_\_\_\_\_  \_\_\_\_\_  
 SPRC Chair D: \_\_\_\_\_  \_\_\_\_\_  
 SPRC Chair E: \_\_\_\_\_  \_\_\_\_\_  
 District Superintendent: \_\_\_\_\_  \_\_\_\_\_

**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: Ninabeth Metcalf  
 Address: \_\_\_\_\_

**A. PARSONAGE – Church Provided Housing**

**Church/Housing Exclusion Amount:**

Church A: UMC in Wayne - \$15000  
 Church B: Church Name - Dropdown - \$0  
 Church C: Church Name - Dropdown - \$0  
 Church D: Church Name - Dropdown - \$0  
 Church E: Church Name - Dropdown - \$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 date effective year as a housing exclusion for this Pastor whose residence is located at the above address.

**B. NO PARSONAGE – Minister Provided Housing**

<b>Church/Housing Exclusion Amount:</b>	<b>Church/Housing Allowance Amount:</b>
Church A: _____	A: _____
Church B: _____	B: _____
Church C: _____	C: _____
Church D: _____	D: _____
Church E: _____	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 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 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.

_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
Date approved at church conference	District Superintendent
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
Church Council Chair - CHURCH A	Secretary of Church Conference - CHURCH A
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
Church Council Chair - CHURCH B	Secretary of Church Conference - CHURCH B
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
Church Council Chair - CHURCH C	Secretary of Church Conference - CHURCH C

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# 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 \_\_\_\_\_ Charge  
 Palisades District Greater NJ Annual Conference  
 For the period beginning \_\_\_\_\_ Sunday, January 1, 2023 and ending December 31, 2023

**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	\$1,199	\$127,437	-\$199,626	\$73,821	\$2,831
Benevolence Fund	\$11,460	\$45,939	-\$38,756	-\$7,219	\$11,424
Building or Improvement Fund	\$0	\$113,913	-\$71,561	-\$42,352	\$0
Board of Trustees' Fund	\$118,547	\$48,691		-\$24,250	\$142,988
United Methodist Women	\$6,853	\$800	-\$600		\$7,053
United Methodist Youth Fellowship	\$0				\$0
United Methodist Men	\$310				\$310
Church School	\$0				\$0
<b>Other Organizations or Funds (enter name):</b>					
Name: Nursery School	\$0				\$0
Name: Grieves Memorial Garden	\$7,004	\$800	-\$1,128		\$6,676
Name: Grieves Memorial Garden-CD	\$25,686				\$25,686
Name: Rent Security CD	\$2,930	\$26			\$2,956
Name:	\$0				\$0
Name:	\$0				\$0
Name:	\$0				\$0
Name:	\$0				\$0
Name:	\$0				\$0
<b>Total amount of cash in all treasuries of the church</b>	<b>\$173,990</b>	<b>\$337,606</b>	<b>-\$311,671</b>	<b>\$0</b>	<b>\$199,925</b>

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 noted:

- Reinforce that expenses be reviewed with Trustee sign-off for all significant Home Depot expenses.
- Enhance process for tracking of fund raisers and reimbursement of expenses to parishioners to include budget, updated check request form and approval prior to reimbursement of funds.
- 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).
- Work w/the Men's group to have two current signors reflected on the account.
- Continue to 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 2024 tracking by block of grocery cards received from Shoprite and Foodtown for clearer auditing (discussed and implemented July 2023).
- Recommend that the stewards of the Grieves Memorial Garden look to obtain a CD with a market value interest rate (currently earning 0.03% for 18 months).

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

\_\_\_\_\_, Chairperson \_\_\_\_\_, Member  
 Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

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