

A Charge/Church Conference Summary Form

20__ Charge/Church Conference

(This form is to be printed and distributed at Charge/Church Conference)

Charge/Church: _____ **Date of Conference:** _____

This covenant outlines the parameters of ministry between Pastor(s) _____

appointed to the _____ Charge and the congregations of the Charge:

Churches of the Charge

_____ UM Church

Worship Times

Paying Agent

The _____ UMC will be the paying agent for the charge, meaning that _____ UMC, _____ UMC, _____ UMC, _____ UMC, _____ UMC, _____ UMC, _____ UMC, will remit to _____ UMC each month the total of its monthly share of salary, pension, hospitalization, housing/parsonage costs and reimbursed expenses, who, in turn, will remit payments to the pastor and conference for pension and health benefits. It is recommended that a fixed amount be paid each month and that biannual adjustments be made to account for fluctuations in reimbursed expenses and utility costs.

PPRC Contacts: (including representatives from other churches on the charge):

Name & Church	Address, Phone, and Email if applicable
Chair	_____
Rep.	_____
Rep.	_____
Rep.	_____
Rep.	_____
Rep.	_____
Rep.	_____
Rep.	_____

Pastor: _____ Status: _____ Years in Current Appointment: _____
 % of Service (Circle One): 100% 75% 50% 25%

Pastor Salary Package (Date effective _____)

The salary and benefits will be divided among the churches as follows:

(If there is only one church and several pastors, put names of pastors in the line for churches)

(If there are more than one congregation and more than one pastor, please duplicate this sheet for each pastor)

Church	Salary	Reimburse	Pension	Hosp.	Cash Housing	Other	%
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____

Parsonage Exclusion Allowance:

The IRS allows that: "A minister's housing allowance (sometimes called a parsonage allowance or a rental allowance) is excludable from gross income for income tax purposes but not for self-employment tax purposes." For that purpose, the amount of \$ _____ is hereby designated as a housing exclusion.

Parsonage:

Pastor _____ will live in the parsonage owned by the _____ UMC.

The cost of parsonage utilities, property tax and routine maintenance (due to normal wear and tear) will be shared as follows:

_____	UMC	_____	%
_____	UMC	_____	%
_____	UMC	_____	%
_____	UMC	_____	%
_____	UMC	_____	%
_____	UMC	_____	%
_____	UMC	_____	%
_____	UMC	_____	%

If the percentage is the same as “% of package” in the Pastor Salary Package” section above, you may simply write “Same as Above” on the line above this text box

The cost of capital improvements and major renovations and expenses will be negotiated between (among) the congregation which owns the parsonage and the other church(es) in the charge.

Office Hours and Community Presence

The pastor will be present on a regular basis in the communities where each church of the charge is located (Through establishing regular office hours within each of the congregations or other method as agreed by the charge SPRC).

Church Staff: (Please list name, phone number, position, and annual compensation):

Name	Phone	Position	Annual Compensation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certified Lay Servants: (Name, Phone, & Email)

Certified Lay Speakers: (Name, Phone, & Email)

Certified Lay Ministers: (Name, Phone, & Email)

District Conference Representatives:

(Conference By-Laws 4.4.3: The following are voting members: lay member to AC, Lay leader, Chair of Council, Pres of UMW, Pres of UMM and Pres of UMYF plus numerous district officers)

2 Principle: _____

2 Reserve: _____

Lay Member(s) to Annual Conference: (Name, Phone, & Email)

Candidates for Equalization Delegates: (Name, Phone, & Email)

Seminary Students: (Name, Seminary, Phone, & Email)

Candidates for Ministry: (Name, Phone, & Email)

Other Clergy:

Deacons: _____

Serving in Extension Ministries: _____

Retired: _____

Other: _____

Signatures:

Senior Pastor: _____

SPRC Chair: _____

Date: _____