

Penns Valley Charge

Church Conference Packet

PENNS VALLEY CHARGE CHURCHES BY CONFERENCE JOURNAL TITLE:

Saint James Coburn – Spring Mills Faith – Sprucetown – Trinity Woodward

Elder Presiding: Rev. Brenda K. Leigey, State College District Superintendent

Theresa M. Heiser, Pastor | October 14, 2019 | Grace UMC, Centre Hall

INFORMATION YOU NEED TO REVIEW FOR THE VOTE:

[If you have any questions about the information contained, see Pastor Theresa.]

2018 Church Audits were completed, approved by Ad Boards and submitted on time

The audits for your church are available by request from Pastor Theresa (Faith/Sprucetown) or Kathy Highbaugh (St. James/Trinity) and they are on file as part of your church's 2019 packet stored at your home church. The Charge Audit is among the forms with your packet for vote.

2019 Church Trustees Reports were completed, approved and submitted on time

Individual church trustees' reports are available later in this report. Charge Trustees report not applicable as the charge has no shared property.

Membership Care Report Summary – No action needed

St. James Coburn:

Four confirmed full members added April 14, 2019, removed Marian Crater and Chad Solt (deceased), and Carol Rankin through membership transfer

Sprucetown:

Removed Charlie Miller and Lynn Korman (deceased)

Spring Mills Faith:

No change

Trinity Woodward:

Tricia Reich added through transfer of membership from Rebersburg UMC, removed Alice Huey (deceased), another member removed (deceased some time ago) to correct the roll

CHARGE/CHURCH OFFICERS FOR 2020 – Begin serving January 1, 2020

Penns Valley United Methodist Charge Officers

Charge SPRC Chair	Molly Buchanan (Trinity)
Charge Treasurer	Kathy Highbaugh (St. James Coburn)
Charge Secretary	Tawnya Childs (Sprucetown)
Lay Member to Annual Conf.	Gary Sundy (Trinity)
Lay Member to Annual Conf.	Beth Brown (Sprucetown)
Lay Member Alternate #1	Molly Buchanan (Trinity)
Lay Member Alternate #2	Kathy Highbaugh (St. James)

Lay members to AC affirmed for vote by the SPRC at their September 14, 2019 meeting.

Sprucetown United Methodist Church Officers

Ad Council Chair	Teresa Leiby
Ad Council Co-Chair	Claude Witmer
Treasurer	Wanda Hockenberry
Asst. Treasurer/Finance Chair	Jean deMin
Audit Committee	Jean deMin, Tawnya Childs, Julia Franklin
Ad Council Secretary	Tami Spotts
Education Chair	Betty Smeltzer
Church Historian	Beverly Foust
Membership	Julia Franklin
Safe Sanctuaries Coordinator	Teresa Leiby
Safe Sanctuaries Advocate	Betty Smeltzer
Trustees Chair	Andy deMin
Trustees	Off in 2020 Mark Leiby, Harry Hockenberry
	Off in 2021 Andy deMin, Chris Spotts
	Off in 2022 Neil Foust, Teresa Leiby
Organist/Worship Chair	Janet Zerby
Lay Leader	Tawnya Childs
Co-Lay Leaders & Liturgists	Tawnya Childs, Wanda Hockenberry, Teresa Snyder-Leiby
Charge SPRC Representatives	
	Off in 2020 Tawnya Childs
	Off in 2021 Julia Franklin
Charge SPRC Alternate 1	Claude Witmer (2022)
Charge SPRC Alternate 2	Betty Smeltzer (2023)
Lay Member to Annual Conference	Beth Brown
Charge Audit Committee Reps	Tawnya Childs, Nancy Witmer

Spring Mills Faith United Methodist Church officers

Lay Leader/Ad Council Chair	Kathy Eisenhuth
Treasurer	Jean Eisenhuth
Trustees Chair	Russell Beaton
Finance Chair/Membership	Kathy Eisenhuth
Church Secretary	Jeannette Breon

Spring Mills Faith continued...

Pianist		Beth Brown
Safe Sanctuaries Coordinator/Adv		Kathy Eisenhuth
Trustees	Off in 2020	Jean Eisenhuth
	Off in 2021	Kathy Eisenhuth
	Off in 2022	Russell Beaton
SPRC Rep	Off in 2020	Kathy Eisenhuth
SPRC Alt.	Off in 2021	Russell Beaton
Audit Committee		Russell Beaton, Kathy Eisenhuth

Saint James Coburn United Methodist Church officers

Lay Leader		Chris Hazel
Asst. Lay Leader		Alma Confer
Financial Chair		Michele Breon
Treasurer		Tammie Strouse
Church Council Chair		Paula Smith
Church Council Secretary		* <u>not filled to date</u>
Safe Sanctuaries Advocate		Rosanna Mersinger
Safe Sanctuaries Coordinator		Kathy Highbaugh
Trustees	Off in 2020	Nash Shawver (youth rep), Kathy Highbaugh
	Off in 2021	Larry Breon, Carson Boob
	Off in 2022	Eileen Clark, Vivian (Biff) Myers
Charge SPRC	Off in 2020	Kathy Highbaugh
	Off in 2021	Jan Artley
Charge SPRC Alternate 1		Sonja Kuppel
Charge SPRC Alternate 2		Paula Smith
Lay Leadership	Off in 2020	Delores Rishel, Kathy Highbaugh
	Off in 2021	Shirley Zimmerman, Chris Hazel
Audit Committee		Tom Corman, Rosanna Mersinger
Membership		Kathy Highbaugh

Trinity Woodward United Methodist Church officers

Lay Leader/Liturgist		Ron Fetzer
Treasurer		Julie Shaffer
Financial Secretary		Peggy Huey
Church Council Chair		Dave Atkins
Finance Chair		Ronald Fetzer
Church Council Secretary		Arlene Fetzer
Safe Sanctuaries Coordinator/Adv.		Molly Buchanan
Trustees	Off in 2020	Fred Ironside, Lester Vonada
	Off in 2021	Julie Shaffer, John Boob
	Off in 2022	Sam Derugen, Ron Fetzer
Charge SPRC	Off in 2020	Ron Fetzer
	Off in 2021	Molly Buchanan
	Off in 2022	Alternate: Dave Atkins
Audit Committee		Dave Atkins, Dawn Vonada
Membership		Patty Derugen, Peggy Huey

Pastoral Compensation for 2020 Approved by Charge SPRC Sept 17, 2019 and approved by the churches' boards Sept 22, 2019

Base Salary	10,300
Soc Security Offset	788
Housing Allowance	24,883
Continuing Education	500 (<i>\$135 carrying over from 2019</i>)
SUB TOTAL	\$36,471
Pensions Contribution	5,392
Travel (Actual Mileage) rate set by IRS up to \$TBD	
Each Church %: Spring Mills Faith 13%, Sprucetown 25%, St James Coburn 32%, Trinity Woodward 30%	

Pastoral Compensation for current year 2019

Base Salary	10,300
Soc Security Offset	788
Housing Allowance	23,170
Continuing Education	500
SUB TOTAL	\$34,758
Pensions Contribution	5,341
Travel (Actual Mileage) rate set by IRS .58 per mile	
Each Church %: Spring Mills Faith 13%, Sprucetown 25%, St James Coburn 32%, Trinity Woodward 30%	

2020 Charge Budget Note: The Charge SPRC meets October 22, 2019 to propose a 2020 budget to cover pastoral compensation, pulpit supply and other shared costs to the charge. Boards will receive the proposed budget for review at your November 2019 meetings. Any issue with the proposed budget should be sent with your 2020 SPRC representative to the organizational meeting in January 2020 where the final budget for the year will be set. Directly following that meeting the monthly statements will be prepared and sent to your church treasurer.

Safe Sanctuaries Reports

Each church has an adopted Safe Sanctuaries Policy reviewed recently, no changes, and on file.

Lay Speakers Serving Pulpit Supply *Affirmed by SPRC Sept. 17, 2019* Randy Muthersbaugh

PA State Form 15-5110 Annual Statement Non-Profit Corp.: Forms for reporting updated officers list for 2020 have been distributed to the four churches and will be mailed to the state by January 31, 2020.

NOTICE OF REPORTS DUE AT A LATER DATE for all churches and the charge:

On-line STATISTICAL REPORTS (Ezra) DUE JANUARY 31 – to be completed by the pastor

No Specific Form Church Treasurer's End-of-Year Report DUE JANUARY 31 **one per church**

FORM # 9 Church Trustees Report DUE JANUARY 31 **one per church**

FORM # 10 Charge Trustees Report DUE JANUARY 31 **if needed**

FORM # 12 Local Church Annual Financial Audit DUE MARCH 15 **one per church**

FORM # 13 Charge Annual Financial Audit DUE MARCH 15 **if needed**

Upon completion of the audit, it should be presented to the council for approval.

**Annual Church Conference
Penns Valley Cluster
November 13, 2018
Grace United Methodist Church, Centre Hall PA**

Attendees:

Pastor: Theresa Heiser

Spring Mills/Faith: Russell Beaton, Jeanette Breon, Kathy Eisenhuth

Sprucetown: Wanda Hockenberry

St. James/Coburn: Carson Boob, Tom Corman, Kathy Highbaugh,

Trinity/Woodward: Dave Atkins, Molly Buchanan, Arlene Fetzer, Ronald Fetzer

District Superintendent Lori Steffensen opened with prayer and led us in worship. She asked how we stay in tune when we are weary? She reminded us we need to start with the fruits of the spirit.

District Superintendent Steffensen stated that only God can do some things. She reminded everyone the Holy Spirit grows the fruits of the spirits in each of us. She provided an example of a divine A-440 tuning fork as a way for everyone to stay in tune with Christ. We should all strive to be more Christ like.

District Superintendent Steffensen reported the new superintendent for the State College District will be named by June 2019. She asked everyone to pray for all representatives that will be attending the 2019 Special General Conference that will be held February 23-26, 2019, in St. Louis, MO.

Tim Parker spoke about the church plant he has been assigned to spearhead in State College. One of his primary responsibilities is to reach out to the unchurched community. Tim has spent much time simply listening to anyone he meets.

Homework:

- Review the Kindle a Fire for Christ handout to see where you can a difference in your church and community.

District Superintendent Steffensen then moved on to the business portion of the church conference. She did roll call for the churches in the Penns Valley charge. Members were present from Spring Mills-Faith, Sprucetown, St. James-Coburn, Trinity-Woodward (see above).

Members of the charge in attendance were asked to review their respective church conference packets, which included the following forms:

- Audit Report
- Membership Care Report
- Lay Members for Annual Conference, where we will elect representatives to the 2020 General Conference
- SPRC members and chairperson
- Pastor Salary Worksheet for 2019
- Local Church Officers
- Lay Servants and Lay Speakers

Lori asked everyone to respond by saying “amen” if they approved the paperwork as presented. All voted to approve the forms presented.

Conference was adjourned.

Respectfully submitted:

A handwritten signature in blue ink that reads "Kathy Highbaugh". The signature is written in a cursive style.

Kathy Highbaugh



Charge Annual Financial Audit
For the period beginning January 1, 2018 and ending December 31, 2018

Due March 15, 2019

The Finance Committee shall make provision for an annual audit of the financial statements of the local charge and all its organizations and accounts, with a full and complete report to the annual charge conference. (The Book of Discipline 2016, ¶258.4.d) *This form is to be completed for all multiple-point charges that have charge accounts.*

NAME OF CHURCHES ON THE CHARGE	Faith-Spring Mills, Sprucetown, St. James-Coburn, Trinity-Woodward
--------------------------------	--

1. Receipts, Disbursements, and Balances:

Record	Jan 1, 2018 Balance	Cash Received and Recorded	Balance Plus Receipts	Total Disbursements	Dec 31, 2018 Balance
Current Expense Fund	4009.05 1456.58 <i>unc</i>	46,708.96	50,718.01	47,094.83	3,623.18
Benevolent Fund					
Building Fund					
Improvement Fund					
UM Youth					
TRUSTEES, INVESTMENT ACCOUNTS (list account fund name in first column)					
A. CD-Parsonage	\$110,845				
B.					
OTHER FUNDS (list type of fund in first column)					
TOTAL AMOUNT OF CASH, ALL ACCOUNTS	4009.05	46,708.96	50,718.01	47,094.83	3,623.18

2. Exceptions and Recommendations:

The Auditing Committee is to list below any inconsistencies in keeping records and make appropriate recommendations:
Attach a separate sheet if necessary.

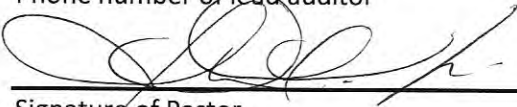
3. Auditor(s) Affirmation:

The Auditor(s) has examined the accounts listed above, has reconciled receipts and disbursements with bank deposits, checks issued for vouchers drawn, and bank balances, and has found the balances displayed to be correct and the records properly kept, except as noted above.

Juanita M. Childs, Kathy J. Cisenhuth-Faith, Rebecca Messinger, Dawn Russell Beator, David M. Atkins - TRINITY
Auditor or Auditing Committee Signature(s)

814-364-9543
Phone number of lead auditor

2/28/19
Date Audit Completed


Signature of Pastor



Church Trustees Report

For the period beginning January 1, 2018 and ending December 31, 2018

Due January 31, 2019

See *The Book of Discipline 2016*, ¶ 2550, for further information.

Church Name St. James-Coburn	Co-Chairs of Trustees Carson Boob / Kathy Highbaugh
Charge Penns Valley	Address, phone & email 541 Lower Georges Valley Rd. / PO Box 110 Spring Mills PA 16875 / Millheim PA 16854

1. What appraised values are to be reported?	
a. Church Building(s) Give physical address for each. 1. 501 Main Street, Coburn PA 16832 2. _____ 3. _____ 4. _____	1. \$613,949 2. _____ 3. _____ 4. _____
b. Equipment & Furniture 1. _____ 2. _____ 3. _____ 4. _____	1. Included above 2. _____ 3. _____ 4. _____
c. Land 1. _____ 2. _____ 3. _____ 4. _____	1. Included above 2. _____ 3. _____ 4. _____
d. Is there a cemetery associated with this church? N/A Is it church owned? Is there a cemetery association? Are plots available for purchase? Will there be future burials? Cemetery (Name and physical address) 1. _____	Cemetery Association name and contact information:
e. Total of Cash, Investments, Other Assets	\$115,877
f. Total Value of Church (property and assets)	\$729,826

g. Parsonage Building (s) Give physical address					
1. _____				1. N/A	
2. _____				2. _____	
h. Church-owned Parsonage Furnishings/Equipment					
1. _____				1. N/A	
2. _____				2. _____	
i. Parsonage Land				N/A	
j. Escrow Accounts for Parsonage				N/A	
k. Total Parsonage Value				N/A	
l. Other Property or Assets (specify)				N/A	
2. Is this church incorporated?				Yes	
If yes, are the conditions of that Incorporation followed? (For information on becoming incorporated contact your District Superintendent)				Yes	
3. Do all deeds contain the trust clause? See ¶12503				No	
4. Legal Documents					
a) Where are the deeds and legal papers kept?				a) First National Bank Safe Deposit Box	
b) Who has access to them?				b) Larry Breon (Trustee) Carson Boob (Trustee) Paula Smith (Board Chair) Thomas Corman	
5. Were there loss control concerns noted by the Conference property and casualty insurance carrier in the last year?				No	
If so, what were they are how were they corrected? (attach explanation)					
6. What bank accounts, bequests, trusts, certificates of deposit, and/or invested funds are entrusted to the Trustees? List each and provide the following items of information for each: (a) amount, (b) where invested, (c) annual income, (d) how used, (e) compliance with Social Principles					
ITEM	AMOUNT	WHERE INVESTED	ANNUAL INCOME	HOW USED	COMPLY w/ Social Principles? ¶160-166
Checking	\$29,500	1 st National Bank		General Fund	Yes
C.D.	\$25,000	1 st National Bank		Investment	Yes
Money Market	\$61,377	BB&T Bank		Investment	Yes

7. Are regular reports on the above funds made to the Church Council (or Administrative Council/Board)?	Yes
8. Report Present Indebtedness (including Conference covenantal commitments)	
Item	Indebtedness Anticipated End
N/A	
9. Rental or Income producing property	
United States Postal System \$3,600	
Centre County Board of Elections \$200	
Penn Township Supervisors \$750	
a. Annual income received	a. \$4,550
b. How is that income used?	b. General fund expenses
10. Has your church sold, purchased, built or renovated a property during the past year?	Date these changes were reported to the Insurance Company: N/A
No	
If not reported, identify the person who will report it and the date it will be reported:	N/A
a. Address of Sold Property	Sale Price:
b. Address of Purchased Property	Cost:
c. Address of New Construction	Cost:
d. Address of Renovation or Demolition	Cost:
11. Does your church have any of the following programs?	If yes, you must fill out Form 9b Weekday Children's Ministry Programs
No	
a. Daycare	
b. Nursery School	
c. Preschool	
d. Other -	
12. Accessibility – are the buildings accessible?	
a. Church	a. Yes
b. Parsonage	b. N/A
13. Has an Annual Safety Inspection been done? <i>The safety inspection is for church use only. Do NOT send a copy to the District Office.</i>	(Yes/No) Date completed: Nov. 2018

Carson Boob Kathy Highbaugh 1-28-19
Signature of Co-Chairs of Trustees Date

FORM #9
YEAR 2018



CHARGE Penns Valley
CHURCH Spring Mills Faith
DISTRICT State College

Church Trustees Report

For the period beginning January 1, 2018 and ending December 31, 2018

Due January 31, 2019

See *The Book of Discipline 2016*, ¶ 2550, for further information.

Church Name Spring Mills Faith	Chair of Trustees Russell Beaton
Charge Penns Valley	Address, phone & email 165 Cooper Street, Spring Mills PA 16875-8102 814-422-8652 (no email)

1. What appraised values are to be reported?

a. Church Building(s) Give physical address for each.

1. Church, 107 Two Steeples Lane, Spring Mills	1. \$ <u>393,583</u>
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

b. Equipment & Furniture

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

c. Land

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

d. Is there a cemetery associated with this church? No

Is it church owned? _____
Is there a cemetery association? _____
Are plots available for purchase? _____
Will there be future burials? _____

Cemetery Association
name and contact
information:

Cemetery (Name and physical address)
1. _____

e. Total of Cash, Investments, Other Assets

f. Total Value of Church (property and assets)

g. Parsonage Building (s) Give physical address					
1. _____				1. _____	
2. _____				2. _____	
h. Church-owned Parsonage Furnishings/Equipment					
1. _____				1. _____	
2. _____				2. _____	
i. Parsonage Land					
j. Escrow Accounts for Parsonage					
k. Total Parsonage Value					
l. Other Property or Assets (specify)					
2. Is this church incorporated?				Yes	
If yes, are the conditions of that Incorporation followed? (For information on becoming incorporated contact your District Superintendent)				Yes	
3. Do all deeds contain the trust clause? See ¶12503					
4. Legal Documents					
a) Where are the deeds and legal papers kept?				a) _____	
b) Who has access to them?				b) _____ _____ _____	
5. Were there loss control concerns noted by the Conference property and casualty insurance carrier in the last year?					
If so, what were they are how were they corrected? (attach explanation)					
6. What bank accounts, bequests, trusts, certificates of deposit, and/or invested funds are entrusted to the Trustees? List each and provide the following items of information for each: (a) amount, (b) where invested, (c) annual income, (d) how used, (e) compliance with Social Principles					
ITEM	AMOUNT	WHERE INVESTED	ANNUAL INCOME	HOW USED	COMPLY w/ Social Principles? ¶160-166
7. Are regular reports on the above funds made to the Church Council (or Administrative Council/Board)?					
8. Report Present Indebtedness (including Conference covenantal commitments)					

Item	Indebtedness	Anticipated End
9. Rental or Income producing property _____ a. Annual income received b. How is that income used?	a. _____ b. _____	
10. Has your church sold, purchased, built or renovated a property during the past year?	Date these changes were reported to the Insurance Company:	
If not reported, identify the person who will report it and the date it will be reported:		
a. Address of Sold Property	Sale Price:	
b. Address of Purchased Property	Cost:	
c. Address of New Construction	Cost:	
d. Address of Renovation or Demolition	Cost:	
11. Does your church have any of the following programs?	If yes, you must fill out Form 9b Weekday Children's Ministry Programs	
a. Daycare	No	
b. Nursery School	No	
c. Preschool	No	
d. Other -	No	
12. Accessibility – are the buildings accessible? a. Church b. Parsonage	a. Yes _____ b. n/a _____	
13. Has an Annual Safety Inspection been done? The safety inspection is for church use only. Do NOT send a copy to the District Office.	(Yes/No) Date completed <u>10/29/201</u>	

Russell W. Beator
 Signature of Chair of Trustees

1/28/19
 Date

FORM #9
YEAR 2018



CHARGE Penns Valley
CHURCH Sprucetown
DISTRICT State College

Church Trustees Report
For the period beginning January 1, 2018 and ending December 31, 2018

Due January 31, 2019

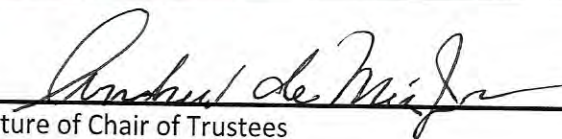
See *The Book of Discipline 2016*, ¶ 2550, for further information.

Church Name <u>Sprucetown</u>	Chair of Trustees <u>Andy deMin</u>
Charge <u>Penns Valley</u>	Address, phone & email <u>252 Upper Georges Valley Rd. Spring Mills, PA 16875 demin369@verizon.net</u>

1. What appraised values are to be reported?	
a. Church Building(s) Give physical address for each. 1. <u>177 Upper Georges Valley Road, Spring Mills PA 16875 (Industrial Appraisal Co.)</u> 2. _____ 3. _____ 4. _____	1. <u>\$591,768.00</u> 2. _____ 3. _____ 4. _____
b. Equipment & Furniture 1. <u>Kitchen stoves/freezer</u> 2. _____ 3. _____ 4. _____	1. <u>\$600.00</u> 2. _____ 3. _____ 4. _____
c. Land 1. _____ 2. _____ 3. _____ 4. _____	1. _____ 2. _____ 3. _____ 4. _____
d. Is there a cemetery associated with this church? <u>No</u> Is it church owned? _____ Is there a cemetery association? _____ Are plots available for purchase? _____ Will there be future burials? _____ Cemetery (Name and physical address) 1. _____	Cemetery Association name and contact information:
e. Total of Cash, Investments, Other Assets	n/a
f. Total Value of Church (property and assets)	\$592,368.00

g. Parsonage Building (s) Give physical address			
1. <u>n/a</u>	_____	1. _____	_____
2. _____	_____	2. _____	_____
h. Church-owned Parsonage Furnishings/Equipment			
1. <u>n/a</u>	_____	1. _____	_____
2. _____	_____	2. _____	_____
i. Parsonage Land		None	
j. Escrow Accounts for Parsonage		Charge Parsonage Acct. (1)	
k. Total Parsonage Value			
l. Other Property or Assets (specify)			
2. Is this church incorporated?		Yes	
If yes, are the conditions of that Incorporation followed? (For information on becoming incorporated contact your District Superintendent)		Yes	
3. Do all deeds contain the trust clause? See ¶2503		Yes	
4. Legal Documents			
a) Where are the deeds and legal papers kept?		a) <u>Safe Deposit Box (Bank)</u>	
b) Who has access to them?		b) <u>Ad Board Chair</u> <u>Treasurer</u> _____	
5. Were there loss control concerns noted by the Conference property and casualty insurance carrier in the last year?		No	
If so, what were they are how were they corrected? (attach explanation)			
6. What bank accounts, bequests, trusts, certificates of deposit, and/or invested funds are entrusted to the Trustees? List each and provide the following items of information for each: (a) amount, (b) where invested, (c) annual income, (d) how used, (e) compliance with Social Principles			
ITEM	AMOUNT	WHERE INVESTED	ANNUAL INCOME
HOW USED	COMPLY w/ Social Principles? ¶160-166		
None			
7. Are regular reports on the above funds made to the Church Council (or Administrative Council/Board)?		n/a	
8. Report Present Indebtedness (including Conference covenantal commitments)		None	

<i>Item</i>	<i>Indebtedness</i>	<i>Anticipated End</i>
9. Rental or Income producing property n/a _____		
a. Annual income received	a. _____	
b. How is that income used?	b. _____	
10. Has your church sold, purchased, built or renovated a property during the past year? No.	Date these changes were reported to the Insurance Company:	
If not reported, identify the person who will report it and the date it will be reported:		
a. Address of Sold Property	Sale Price:	
b. Address of Purchased Property	Cost:	
c. Address of New Construction	Cost:	
d. Address of Renovation or Demolition	Cost:	
11. Does your church have any of the following programs?	If yes, you must fill out Form 9b Weekday Children's Ministry Programs	
a. Daycare	No	
b. Nursery School	No	
c. Preschool	No	
d. Other -	n/a	
12. Accessibility – are the buildings accessible? a. Church b. Parsonage	a. <u>Yes</u> b. <u>n/a</u>	
13. Has an Annual Safety Inspection been done? The safety inspection is for church use only. Do NOT send a copy to the District Office.	(Yes/No) Date completed <u>Nov. 2018</u>	


Signature of Chair of Trustees

1/28/19
Date



Church Trustees Report

For the period beginning January 1, 2018 and ending December 31, 2018

Due January 31, 2019

See *The Book of Discipline 2016*, ¶ 2550, for further information.

Church Name TRINITY-WOODWARD	Chair of Trustees DAVE ATKINS
Charge PENNS VALLEY	Address, phone & email 224 TRINITY LANE WOODWARD, PA 16882

1. What appraised values are to be reported?

a. Church Building(s) Give physical address for each.	
1. Church - 224 Trinity Lane Woodward PA	1. \$601,902
2. Bldg, 0000, Pavilion at 224 Trinity Lane Woodward PA	2. \$ 20,906
3. _____	3. _____
4. _____	4. _____
b. Equipment & Furniture	
1. _____	1. Included Above
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
c. Land	
1. _____	1. Included Above
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
d. Is there a cemetery associated with this church? <u>N/A</u>	
Is it church owned? _____	Cemetery Association name and contact information:
Is there a cemetery association? _____	
Are plots available for purchase? _____	
Will there be future burials? _____	
Cemetery (Name and physical address)	
1. _____	
e. Total of Cash, Investments, Other Assets	\$ 91,171.42
f. Total Value of Church (property and assets)	\$ 714,059.42

g. Parsonage Building (s) Give physical address		1. <u>N/A</u>			
1. _____		2. <u>N/A</u>			
2. _____					
h. Church-owned Parsonage Furnishings/Equipment		1. <u>N/A</u>			
1. _____		2. _____			
2. _____					
i. Parsonage Land		<u>N/A</u>			
j. Escrow Accounts for Parsonage					
k. Total Parsonage Value					
l. Other Property or Assets (specify)					
2. Is this church incorporated?		<u>YES</u>			
If yes, are the conditions of that Incorporation followed? (For information on becoming incorporated contact your District Superintendent)		<u>YES</u>			
3. Do all deeds contain the trust clause? See ¶2503		<u>YES</u>			
4. Legal Documents		<u>FIRST NATL BANK</u>			
a) Where are the deeds and legal papers kept?		a) <u>Millheim, PA.</u>			
b) Who has access to them?		b) <u>Treasurer</u> <u>Ladies Aide Pres.</u>			
5. Were there loss control concerns noted by the Conference property and casualty insurance carrier in the last year?		<u>NO</u>			
If so, what were they are how were they corrected? (attach explanation)					
6. What bank accounts, bequests, trusts, certificates of deposit, and/or invested funds are entrusted to the Trustees? List each and provide the following items of information for each: (a) amount, (b) where invested, (c) annual income, (d) how used, (e) compliance with Social Principles					
ITEM	AMOUNT	WHERE INVESTED	ANNUAL INCOME	HOW USED	COMPLY w/ Social Principles? ¶160-166
<u>Investment</u>	<u>18,330.08</u>	<u>LINCOLN FUND</u>	<u>1,060.76</u>	<u>Church Acct.</u>	<u>YES</u>
<u>CONFERENCE OF</u>	<u>48,500.00</u>	<u>CONFERENCE</u>	<u>418.39</u>	<u>Ladies Aide Acct</u>	<u>YES</u>
<u>check Acct.</u>	<u>16,441.53</u>	<u>N/A</u>	<u>N/A</u>	<u>Church Operations</u>	<u>YES</u>
<u>Ladies Aide V Book</u>	<u>7899.41</u>	<u>N/A</u>	<u>N/A</u>	<u>Ladies Aide Projects</u>	<u>YES</u>
7. Are regular reports on the above funds made to the Church Council (or Administrative Council/Board)?		<u>YES</u>			
8. Report Present Indebtedness (including Conference covenantal commitments)		<u>N/A</u>			

Item	Indebtedness	Anticipated End
	N/A	
9. Rental or Income producing property _____ N/A _____		
a. Annual income received	a. _____	
b. How is that income used?	b. _____	
10. Has your church sold, purchased, built or renovated a property during the past year? NO	Date these changes were reported to the Insurance Company:	
If not reported, identify the person who will report it and the date it will be reported: N/A		
a. Address of Sold Property	Sale Price:	
b. Address of Purchased Property	Cost:	
c. Address of New Construction	Cost:	
d. Address of Renovation or Demolition	Cost:	
11. Does your church have any of the following programs? NO	If yes, you must fill out Form 9b Weekday Children's Ministry Programs	
a. Daycare		
b. Nursery School		
c. Preschool		
d. Other -		
12. Accessibility – are the buildings accessible?		
a. Church	a. YES	
b. Parsonage	b. N/A	
13. Has an Annual Safety Inspection been done? The safety inspection is for church use only. Do NOT send a copy to the District Office.	(Yes/No) Date completed 12/16, 2018	

David M. Atkins

Signature of Chair of Trustees

1-16-2019

Date



FORM #3 (updated 8/28/19)
YEAR 2019

CHARGE Penns Valley

DISTRICT State College

Certification of Election by the Charge Conference of the Lay Member(s) of the Annual Conference

CHARGE NAME Penns Valley

CHARGE CONFERENCE DATE October 14, 2019

1. Lay Members and alternates of the Annual Conference are elected **annually**.
2. **Each Charge elects one Lay Member**, except when the following rules provide for additional Lay Members.

*If any **ONE** of the following applies to a given Charge.*

- a. Charges comprised of **four or more churches** shall elect a second Lay Member, provided that no more than one person shall be elected from any one church.
 - b. Charges of **three or fewer churches, with a total membership of 400-999** shall elect a second Lay Member.
 - c. Charges with **membership of 1000 or more** shall elect **three** Lay Members.
 - d. Charges with **multiple Pastors** shall elect one Lay Member for each Pastor. *(Exception: Local Pastors must be full-time.)*
3. Each Charge elects **one** alternate for **each** Lay Member.
 4. *If there is no Lay Member to be elected and/or no Alternate, please put NONE in the space for the name.*
 5. If a person is elected as an Alternate Lay Member, *he/she is not eligible to serve as a member at large.*
 6. If any of the Lay Members and/or alternates are to be replaced for any reason, **the Pastor shall ask the District Superintendent in a timely manner for approval to hold a special charge conference for an election. The Administrative Council may not replace the elected member.** The name(s), address(es) and phone number(s) of the person(s) elected shall be sent to the Conference Secretary and the District Office on a new form #3. *If the Alternate is to attend Conference in place of the Lay Member, notify the District Office immediately to authorize the change.*

First Lay Member:

Name: Gary Sundy
Church: Trinity Woodward
Street: 665 Pine Creek Road
City: Woodward, PA **Zip+4:** 16882-8405
Email: **Phone:** 814-656-8694
Age (at the time of Annual Conference): 12-18, 19-30, over 30

Second Lay Member (if allowed per instruction #2)

Name: Beth Brown
Church: Sprucetown
Street: 164 Upper Georges Valley Rd.
City: Spring Mills, PA **Zip+4** 16875-9117
Email: oneoldgoat1962@gmail.com **Phone:** 814-364-1544
Age (at the time of Annual Conference): 12-18, 19-30, over 30



Third Lay Member (if allowed per instruction #2)

Name:
Street:
City: Zip+4
Email: Phone:

First Alternate Lay Member

Name: Molly Buchanan
Church: Trinity-Woodward
Street: on file
City: Zip+4
Email: Phone:
Age (at the time of Annual Conference): 12-18, 19-30, over 30

Second Alternate Lay Member (if allowed per instruction #2)

Name: Kathy Highbaugh
Church: St. James - Coburn
Street: on file
City: Zip+4
Email: Phone:
Age (at the time of Annual Conference): 12-18, 19-30, over 30

Third Alternate Lay Member (if allowed per instruction #2)

Name:
Church:
Street:
City: Zip+4
Email: Phone:
Age (at the time of Annual Conference): 12-18, 19-30, over 30



PASTOR: Theresa Heiser
 CHARGE: Penns Valley
 CHURCH:
 DISTRICT: State College

2019

RECOMMENDATIONS FOR 2020 PASTORAL COMPENSATION

A. CHARGE INFORMATION (Section A in instructions)			
1.	Staff-Parish Relations Chair	Molly Buchanan	
2.	Phone of Chair	814-349-5100	
3.	E-mail of Chair	mollysue1@verizon.net	
B. PASTOR INFORMATION (Section B in instructions)			
1.	Name of Pastor	Theresa Heiser	
2.	Conference Relationship	licensed local pastor	
3.	Years of Service	Multiply years of service by multiplier and place in column to the right	
	3.a. Years at Full-time	YEARS X 1 =	
	3.b. Years at ¾ time	2.5 YEARS X ¾ =	1.875
	3.c. Years at ½ time	1 YEARS X ½ =	.50
	3.d. Years at ¼ time	YEARS x ¼ =	
	TOTAL YEARS OF SERVICE	Sum lines 3.a – 3.d	2.375
4.	Appointment level for 2020	Enter: 1 (full-time), ¾, ½, ¼	¾
5.	Health Insurance for Full Time Pastors	Church/charge pays \$14,700 Pastor's portion based on his/her selected options	
6.	Minimum Base Salary Required for 2020 (Section B in instructions)		
C. NEGOTIATED BASE COMPENSATION AND SOCIAL SECURITY TAX OFFSET (Section C in instructions)			
		2019 (Actual)	2020 (Proposed)
1.	Negotiated Base Salary -- If the pastor has elected either a Flexible Spending Account (FSA); Dependent Care Account (DCA); or a Medical Reimbursement, then that amount is INCLUDED here in the base salary.	\$10,300	\$10,300
2.	*Social Security Tax Offset -- 7.65% of the line above shall be paid to offset the difference between self-employment tax rate and the employee Social Security tax rate. (Multiply by .0765)	\$788	\$788
3.	TOTAL SALARY (C.1 & C.2)	\$11,088	\$11,088

D. HOUSING (Section D in instructions)			
1.	If a parsonage is provided, do this:	Multiply LINE C.3 for 2020 times 0.25	\$
2.	If a parsonage is not provided, do this:	Enter the amount of the Housing Allowance to be paid in 2020.	\$24,883

*Social Security offset is not available to pastors who opt out of the Social Security program.

E.	LOCAL CHARGE PENSION CONTRIBUTION (Section E in instructions) <i>This section is for budget-planning purposes, not for vote. The GBOPHB will calculate and bill you. Please note that pension reserves are being used to lower the cost of Pension for the pastor to help off-set health insurance costs. The Conference Board of Pensions has taken action to continue this practice for an additional year. NO PENSION FOR RETIRED CLERGY OR 1/2 TIME</i>		
1.	Negotiated Base Compensation and Social Security Tax Offset	Line C.3 for 2020	\$ 11,088
2.	Housing Amount	Enter D. 1 if parsonage provided or Enter D. 2 if parsonage is not provided	\$ \$24,883
3.	Contribution Base	Add line E.1 and E.2	\$35,971
4.	Defined Contribution	Line E.3 x .03	\$1,079
5.	Defined Benefit	5,750.00 x appointment level (B.4)	\$4,313
6.	LOCAL CHARGE PENSION CONTRIBUTION FOR 2020	Add lines E.4 and E.5	\$5,392

Pastors are expected to contribute to their UMPIP account. If the pastor does not meet annual contribution requirements to his/her UMPIP account, the charge may receive a refund in the subsequent year of up to 1% of line 3

F.	ADDITIONAL PASTORAL REIMBURSEMENTS (Section F in instructions)		
1.	Account Reimbursable Plan (ARP)	Enter amount	\$
2.	Travel Reimbursement: Select Option 1, Option 2 or Option 3 (may be included in ARP)	Option 1: charge-provided vehicle	
		Option 2: church/charge pays flat rate for ownership costs (which IRS counts as salary) and also a per mile fee	Flat Rate: \$ Mile Rate: \$
		Option 3: reimburse vouchered travel at current IRS rate as defined by IRS	SELECT OPTION 3
3.	Continuing Education	New amount budgeted for 2020 (min of \$750 full; \$500 for part-time)	\$500
		Amount carried over from previous years in this appointment	\$135
4.	Other compensation paid by charge (provide specifications)		\$
5.	Vacation - # of weeks (July 1-June 30)		2 WEEKS

G.	CHARGE CONFERENCE ACTION RELATIVE TO PASTOR'S TAX REPORTS (Section G in instructions)		
1.	Rental value of charge-owned parsonage per year	See G.1 in instructions	\$
2.	Parsonage exclusion for furnishings	See G.2 in instructions	\$

List name of churches in a multipoint charge and the percentage of the pastoral support which they provide:

Spring Mills-Faith 13%	St. James-Coburn 32%	Sprucetown 25%	Trinity-Woodward 30%
---------------------------	-------------------------	----------------	-------------------------

SIGNED Molly Buchanan (Chairperson of Staff/Pastor Parish Relations)
Date S/PPR approved recommendations: 9/17/19 Date worksheet send to Finance Committee 9/22/19

9/29/19

YEAR 2019

ANNUAL REPORT OF THE LAY SERVANT
September 1, 2018 to August 31, 2019

Name	Randy Muttersbaugh
Street Address	354 Taylor Hill Rd.
City/State/Zip+4	Centre Hill, Pa. 16828
Home Phone	814 364-9113
Work Phone	
E-Mail Address	smuttersbaugh9113@gmail.com
District	State College
Charge	Penns Valley
Local Church	Spruce town
Church Street Address	
Church City/State/Zip	
Church Phone	

Thank you for your willingness to serve!

PLEASE see the explanation sheet before you fill out the remainder of this form.

I am:

A Certified Lay Servant: I have completed *Equipping God's People* within the past three years **OR** I have completed *Equipping God's People* (8 sessions, Modules 1 & 2), then have taken one (or more) Intensive (Advanced Courses) within the past three years. (Lay Servant 'Years' run from September 1 – August 31)

A NEW Certified Lay Speaker: I am a Certified Lay Servant who has completed the six classes for the "track of study" to BECOME a Certified Lay Speaker (Book of Discipline ¶ 267.3.c) I have been interviewed and recommended by the District Committee on Lay Leadership (¶267.3.d) Date of Approval

Continuing as Certified Lay Speaker: I have been previously listed as a Certified Lay Speaker by my District. I have completed an Intensive Course within the past three years

A NEW Certified Lay Minister: I am a Certified Lay Minister, having completed the requirements for CLM status and with approval of the District Committee on Ministry. Date of DCOM approval

Continuing as a Certified Lay Minister: I am a CLM and have taken at least one Intensive (Advanced) Course in the past year. I have been interviewed and approved by the District Committee on Ministry within the past two years. Date of most recent meeting/approval by DCOM.

If you are not sure of your status, contact the District Team which cares for Lay Leadership.

Question to Certified Lay Servants and Certified Lay Speakers Only:

1. Are you willing to serve beyond the local church? *yes*
2. Are you willing to serve beyond the local church for an extended period of time? *No*
3. Do you have current clearances? *No*
Have you taken a Safe Sanctuaries course within the past five years? *No*

Randy Muthersbaugh *9/17/2019*
 Lay Servant's Signature (Certified Lay Servant, Lay Speaker, or Certified Lay Minister) Date

Pastor's Recommendation of Concurrence for Certified Lay Servant or Lay Speaker

 *9/25/2019*
 Pastor's Signature Date

Charge/Church Conference Recommendation of Concurrence for Certified Lay Servant or Lay Speaker

 Signature of Superintendent/Presiding Elder Date

District Lay Servant Committee's Recommendation of Concurrence

 Signature: Chairperson of the District Committee Date

INTENSIVE Courses within the past three years (Include name of course, instructor, place, and date.)
Intensive Courses are specifically designed for persons who have committed themselves to both education and service as a person with the title of Certified Lay Servant, Certified Lay Speaker, or Certified Lay Minister. Intensive Courses include ten hours of face to face instruction OR an available, approved, minimum 1 CEU class through BeADisciple.com.

1.	<i>Equipping Gods people, Valerie DeBoze, Madisonburg UMC, October 2016</i>
2.	
3.	
4.	
5.	
6.	

Important to note: Please keep a file of your classes for your records.

ENRICHMENT Classes within the past three years (Include name of course, instructor, place, and date.)
Enrichment Classes are available through a variety of scheduling opportunities both from Conference or Districts but also from other, including community, organizations. These classes are typically designed to provide two to five hours of face to face time with an instructor. These classes typically list either no CEU credits or less than 1 CEU credit. They cannot be combined and should be listed separately here. Please attach an extra sheet if needed.

1.	<i>Preaching with Power, Dr. Dilip Abayasekara, Faith UMC, Bellefonte, PA, June 15, 2019</i>
----	--

2.	
3.	
4.	
5.	

Ministry Opportunities within the past year

While every member of every congregation should be active within their community as well as their own congregation, many never have the opportunity to share the extent of their involvement in settings like worship or visitation, teaching classes, music ministries, sharing in different settings, being a helper to someone. If you are a Local Church Lay Servant, a Certified Lay Servant, a Lay Speaker, or a Certified Lay Minister, please share your involvement here.

1.	see attached copy
2.	
3.	
4.	
5.	
6.	

Spiritual Growth Activities within the past year

Attention to our Spiritual Nature includes more than classes. It involves a variety of opportunities where we nurture our spiritual side. What has nurtured you this last year?

1.	
2.	
3.	
4.	
5.	

EXPLANATION SHEET

- ✓ **Certified Lay Ministers** are approved by and under the direction of the District Committee on Ministry (DCOM). They must meet the entrance requirements and complete Local Pastor’s Licensing School. They will NOT be licensed and have no sacramental privilege. Licensing School contains all the study areas required by ¶268.3.c. CLM’s are asked to fill out this report so that their home congregation and the congregation(s) to which they are assigned will be aware of their learning and service activity. Certified Lay Ministers are required to take one (1) intensive course per year. Courses for CLM must be approved by the District Committee on Ministry. DCOM has oversight to continue the CLM in approved status.
- ✓ **INTENSIVE Courses:** These courses require a time commitment of 10 hours of face to face instruction and will often also include reading books or other material. These are offered through your District Committee on Lay Servant Ministries. You may take these courses in another district or setting but check first with your District committee to verify that it will be accepted. Certified Lay Servants and Certified Lay Speakers are required to take one (1) Intensive Course every three years. Some online offerings are available specifically through

- ✓ **ENRICHMENT Classes:** These are classes of less than 10 hours of instruction. These may be online, Conference or District events, workshops, community enrichment or other similar courses. These can include an unlimited variety of subjects.
- ✓ **MINISTRY OPPORTUNITIES:** Church is both in the worship experience and in the community as we share the presence of the Christ. Leaders are often involved in various settings inside and outside the four walls of the church building. Examples include: preaching, leading a Bible Study, teen events, food banks, hospital volunteering, hospice volunteering, delivering meals to elderly, etc.
- ✓ **SPIRITUAL GROWTH ACTIVITIES:** Please note the practices and events that encourage and grow your spirit: retreats, reading, devotions, spiritual direction, walking reflections, fasting, healing services, worship experiences in other settings like vacation, etc.

Additional notes: Changes by the General Conference were implemented by the Conference Leadership Team as follows:

1. **Equipping God's People** is an eight-session introductory class created by the Susquehanna Conference Leadership Development Team. It is taught in two modules as EGP 1 and EGP 2 or Module 1 and Module 2. Those who complete all 8 sessions (EGP 1 & 2 or Modules 1& 2) have fulfilled the requirements for Certified Lay Servant.
2. **(New) Certified Lay Speakers** must first be Certified Lay Servant and then complete six Advanced Course modules in the following areas: preaching, leading worship, leading prayer, discovering spiritual gifts, UM Polity and Doctrine. These courses are available through BeADisciple.com. Preaching course must be taken in person (not on-line). To maintain status as a Certified Lay Speaker, an Intensive (Advanced) course must be taken every three years.
3. **Certified Lay Servants, Certified Lay Speakers** must submit an annual report and receive approval from their pastor, charge or church conference and the District Committee on Lay Servant Ministry. This will include an interview with the district committee at least every three years.

September 9, 2018, Faith

October 14 and 28, 2018, Faith

November 25, 2018, Faith

December 16, and 30 2018, Faith

January 20, 2019, Faith

February 17, 2019, Faith

April 21, 2019, , Faith

April 21, 2019 St. James

May 12, 2019, Faith

May 26, 2019, Faith

June 16, 2019, Faith

June 23, 2019, Sprucetown

June 30, 2019 Faith

July 14, 2019, Faith

July 28, 2019, Faith

August 11, 2019, Faith

August 25, 2019, Faith