

# 2021 Church Conference Report Booklet

October 19th, 2021



## **ARNOLD MILLS UNITED METHODIST CHURCH**

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(401) 333-5203

The Rev. Arlene M. Tully, Pastor



## **SEACOAST DISTRICT**

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David Calhoun, District Superintendent

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## HOLY CONFERENCING IN OUR CHURCHES

### GATHERING REFLECTION FOR BELOVED COMMUNITY

*If I do forget, if I do not faithfully remember those bleeding children of sorrow this day,  
“may my right hand forget her cunning, and may my tongue cleave to the roof of my mouth!”*

*To forget them, to pass lightly over their wrongs, and to chime in with the popular theme,  
would be treason most scandalous and shocking,  
and would make me a reproach before God and the world.*

*--from “What to the slave is the 4<sup>th</sup> of July?” by Frederick Douglass, 1852*

### CALL TO HOLY CONFERENCING AS BELOVED COMMUNITY

#### SCRIPTURAL CALL

Psalm 137.1-6

*-NIV, adapted and augmented*

*Presider:* By the rivers of Babylon we sat and wept  
when we remembered Zion.

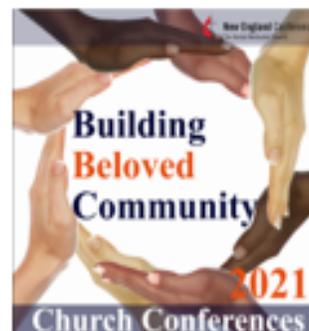
*People:* **We remember our home.**

*Presider:* There on the poplars  
we hung our harps,  
for there our captors asked us for songs,  
our tormentors demanded songs of joy;  
they said, “Sing us one of the songs of Zion!”

*People:* **How can we sing?**

*Presider:* How can we sing the songs of God  
while in a foreign land?  
If I forget you, Jerusalem,  
may my right hand forget its skill.  
May my tongue cling to the roof of my mouth  
if I do not remember you,  
if I do not consider Jerusalem my highest joy.

*People:* **May we never forget the world’s greatest suffering and highest joy. |  
May our songs for God never be forced or silenced.**



#### SONG FOR GOD

‘By the Streams of Babylon’

*Suggested tune: DIX (“For the Beauty of the Earth”)*

**By the streams of Babylon we sit weeping bitter tears.  
Here so many hopes are gone; now we’re filled with countless fears.  
Yet, O God, you tell us: “Rise! See the world through faith-filled eyes!”**

**We will rise and seek your way, knowing love will one day win.  
We won’t let fear rule the day; we will welcome strangers in.  
Every day, we’ll seek and find countless ways to be more kind.**

*Presider:* In the spirit of beloved community, I hereby call the Church Conference of [church name] into session and ask for your response.

*People:* We are here as a United Methodist community of God to account for our ministries, to order our life together, and to resolve that in the year ahead we will answer the call of Jesus Christ to his disciples, leading this church into active ministries of love, truth, and justice.

*Presider:* Knowing that we are all called to ministry of beloved community together, lay and clergy alike, let us enter into the business of your Church Conference.

## WORK FOR GOD'S BELOVED COMMUNITY

1. Vote to authorize virtual meeting (when applicable)  
We move that those who are authorized to participate in the [church/charge] conference of [church name] on [date] hereby agree that we consent to proceed with a virtual meeting using remote technology, and consent that all of our decisions are in accordance with the Constitution of The United Methodist Church (Division Two, Section VI, Article II (§ 33) and with the laws of the church, and are therefore legal and binding actions of the conference.
2. Election of Secretary
3. Recording attendance
4. Approval of Minutes of 2020 Church Conference
5. Approval of Audit/Fund Balance Report from 2020
6. Trustee Report
  - a. Has the congregation received any bequests from a will? Bequests from wills that have been received since the last Church Conference must be accepted by vote.
  - b. Has the congregation used any capital/principle from investments/endowments for operating expenses this year? If so, for what purposes and how much?
  - c. Has the congregation spent any funds realized from the sale of a parsonage? If so, for what purpose and how much? Was this done with permission from the DS?
7. Staff / Pastor Parish Relations Report  
Approval of Compensation for Pastor and Other Staff Appointed by the Bishop
8. Finance Report  
Update on Year-to-Date Finances and Approval of 2022 Budget if prepared
9. Lay Leadership / Nominations Report  
Election of Church Leaders and Trustees
10. Lay Servants / Lay Speakers / Certified Lay Ministers Reports  
Approval and reaffirmation of any in these categories
11. Candidates Reports
  - a. Reaffirmation of Candidates for Ministry

- b. Examination and Paper Ballot Vote for any New Candidate for Ministry
  - c. Examination and Recommendation of Candidates for Church Related Vocations
12. Clergy Reports
- a. Retired Minister(s) Report
  - b. Extension Minister(s) Report
  - c. Pastor(s) Report
13. Membership Report and Remembering our Saints
14. Other business and prayers for the people

## TABLE FELLOWSHIP IN BELOVED COMMUNITY

### SONG FOR GOD

‘By the Streams of Babylon’

**We will pray for those who lead even as we take a stand.**

**We will rise with those in need, seeking justice in the land.**

**We will learn and listen well from the truth that others tell.**

*Presider:* The Lord be with you.

*People:* **And also with you.**

*Presider:* Lift up your hearts.

*People:* **We lift them up to the Lord.**

*Presider:* Let us give thanks to the Lord our God.

*People:* **It is right to give our thanks and praise.**

*Presider:* You are true to who you are and reveal to us the glories of your presence.

You are a God of love, who speaks against oppression and injustice.

You are a God of grace,

who asks us to forgive those who are blind to their privilege,

even as you invite the world to learn from you.

You are the Creator God,

who weaves the beauty of diversity into something fresh and new-

the garment of understanding and wonder.

You call us to follow you out of the familiar and comfortable and to live by faith,  
calling upon your holy name and trusting in the power of your grace.

You invite us to be like Jonah and preach your word in Nineveh,  
bringing salvation to our historical oppressors.

You move our hearts to say with Ruth;

“Wherever you live, that is where I will now live. You will be family.

Your God will be mine. I will even die for you, buried next to you.”

Because you show your mercy to every nation and people upon the earth;  
because you speak every language and delight in every culture;  
we join in your praise with all the earth.

Because you have embraced people from every continent,  
and have walked with all our ancestors;  
because we have continued to hear your praise  
even in forgotten languages that are sung around your throne;  
we join in endless praise, saying:

*People:* **Holy, holy, holy Lord, God of power and might,  
heaven and earth are full of your glory.  
Hosanna in the highest.  
Blessed is the one who comes in the name of the Lord.  
Hosanna in the highest.**

*Presider:* You are holy; and Jesus is Immanuel, God with us.  
Leaving all that was familiar in heaven,  
Jesus was born into the people and culture of Israel.  
Jesus was taught the language and the traditions of his family.  
Jesus worshiped in the temple in Jerusalem.  
Jesus came first to the lost sheep of Israel, people of his race, people of his culture.  
Jesus also shared your grace with Roman oppressors, who lynched his people.  
Jesus entered into deep theological discussions with a Samaritan woman,  
breaking cultural taboos and stereotypes.  
Jesus responded to the needs of a Syro-Phoenician woman,  
going against the deeply ingrained prejudices that his society had taught him.  
Jesus realized that you, O God, love the world so much  
that you wanted everyone to believe, even if it meant personal sacrifice.

When culture dictated that the least important were consigned to wash feet,  
Jesus broke with social convention, left the seat of honor, took off his robe,  
and with a towel and basin in his hands,  
knelt and washed the feet of the one who would betray him;  
washed the feet of the one who would deny him not once but three times;  
and washed the feet of those who would desert him to save their own lives.  
Jesus invites us to do the same.

As an expression of culture,  
Jesus took the bread, remembered the historical struggles of his people,  
and shared it with everyone, saying:  
“Take, eat, this is my body given for you.”

As an expression of culture,  
Jesus took the cup, remembered the historical struggles of his people,  
and shared it with everyone, saying:  
“Drink with me all of you, for this is my blood poured out as a witness  
to the divine covenant of forgiveness with you and the whole world.”

Out of specific culture Jesus worked cross-culturally  
to bring salvation to the whole world.

Jesus came not just to save his own people but all people.

Jesus came not just to save his own economic class but those of any class.

Jesus came not just to save those of his own gender identity,  
but those of every gender identity.

We have testified that this mystery of salvation found in Jesus Christ is for all,  
when we say:

***People:* Christ has died; Christ is risen; Christ will come again.**

*Presider:* Cross-cultural Dancer, Wind of Change,  
use these simple gifts of bread and juice from the vine  
to become for us the body and blood of Christ,  
source of your transforming power.

Cross-cultural Dancer, Wind of Change,  
use the simple gift of our lives, our culture, our faithfulness, and our dreams  
to become for the world, the church:  
the authentic body and devoted partner of Christ,  
source of your transforming power.

Cross-cultural Dancer, Wind of Change,  
be with all those called to cross the social boundaries of race and culture  
to boldly go where only your grace could send them.  
Give them the courage to accept your challenge  
to pick up their cross and follow you.

Use their faithfulness to set the captives free,  
to restore sight to the blind,  
to liberate the oppressed,  
and to share the good news of the availability of your grace to all.

Be blessed by the presence of Christ.  
Be blessed by the power of the Holy Spirit.  
Be blessed by the creativity of the Divine Inspiration,  
who will continually receive all our glory, thanks, and praise.

***People:* Amen.**

*Presider:* Now as those called and empowered by God, let us join with Christ in prayer:

***People:* Our Father\* in heaven,  
hallowed be your name,  
your kingdom\*\* come,**

**your will be done,  
on earth as in heaven.  
Give us today our daily bread.  
Forgive us our sins  
as we forgive those who sin against us.  
Save us from the time of trial  
and deliver us from evil.  
For the kingdom\*\*, the power, and the glory are yours  
now and for ever. Amen.** *\*or Mother/Parent \*\*or kin-dom*

### BREAKING BREAD AND SHARING CUP

#### SONG FOR GOD

‘By the Streams of Babylon’

**By your grace, we’ll rise above even in this troubled hour.  
Where there’s hate, we’ll choose to love; we will speak your truth to power.  
With the poor and refugee we will build community.**

**We will rise and work for peace; we will treasure your good earth.  
We will march, that wars may cease; we’ll see every person’s worth.  
God, now give us faith-filled lives as we heed your call and rise**

### GOING FORTH IN LOVE

#### FORMAL MOTION TO ADJOURN THE CHURCH CONFERENCE

*Presider:* As our time together comes to an end, I declare this Church Conference adjourned.

#### COMMISSION

Colossians 3.16-17 *-The Message, alt.*

*Presider:* Let the peace of Christ keep you in tune with each other, in step with each other.... Cultivate thankfulness. Let the Word of Christ—the Message—have the run of the house. Give it plenty of room in your lives. Instruct and direct one another using good common sense. And sing, sing your hearts out to God! Let every detail in your lives—words, actions, whatever—be done in the name of Jesus, thanking God every step of the way.

**OUR WORSHIP IS OVER. OUR SERVICE BEGINS.**

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The GATHERING REFLECTION is from Frederick Douglass’s speech entitled ‘What to the slave is the Fourth of July?’ from *Oration, Delivered in Corinthian Hall, Rochester on July 5, 1852* (Rochester: Lee, Mann & Co., 1852).

The SONG OF GOD is written by Carolyn Winfrey Gillette. Copyright © 2016. All rights reserved.

The COMMUNION LITURGY is a Great Thanksgiving Celebrating Cultural Diversity (Authenticity) written by Rev. Mike Johnson and adapted for our church conferences. This liturgy can be found at [r-squared.squarespace.com/library/great-thanksgiving-communion-liturgy-celebrating-cultural-diversity](http://r-squared.squarespace.com/library/great-thanksgiving-communion-liturgy-celebrating-cultural-diversity).

The LORD’S PRAYER is the Ecumenical Text, adapted, that can be found in the United Methodist Hymnal #894.

This document was assembled by Rev. Jill Colley Robinson, Superintendent for the Green Mountain District and Dean of the Cabinet.

**Arnold Mills UMC  
CHURCH CONFERENCE  
October 8, 2020**

The Reverend Dr. David Calhoun called the Church Conference of Arnold Mills United Methodist Church into session at 7:00 pm.

***WORK FOR GOD'S BELOVED COMMUNITY***

**1. Vote to authorize virtual meeting-**Dave Larson moved to authorize, Lee Ann Cotta second, 100% in favor

"We move that those who are authorized to participate in the [church/charge] conference of [church name] on [date] hereby agree that we consent to proceed with a virtual meeting using remote technology, and consent that all our decisions are in accordance with the Constitution of The United Methodist Church (Division Two, Section VI, Article II (§ 33) and with the laws of the church, and are therefore legal and binding actions of the conference."

**2. Election of Secretary-**Stacey Johnson was elected secretary of this session after Lee Ann Cotta made the motion, Cindy Mauch second, 100% in favor

**3. Recording attendance-**Reverend Dr. David Calhoun, Pastor Arlene Tully, Stacey Johnson, Dave Larson, Johnna Kosnoff, Lee Ann Cotta, Pam Thurlow, Chip Thurlow, Cindy Mauch, Lindsay Gettinger, Keith Johnson, Laura Thompson, Joyce Fox

**4. Approval of Minutes of 2019 Church Conference-**Correction regarding the Bequest from the minutes as it was unnamed. The bequest was from the Estate of Barbara Gray after Pam Thurlow made the motion, Keith Johnson second and 100% in favor

**5. Approval of Audit/Fund Balance Report from 2019-**Audit for 2019 not completed yet. Report was from 2018. Shepard of the Valley and Arnold Mills were trading audit reports

**6. Trustee Report**-given by Lindsay Gettinger, walk through of the parsonage not required due to COVID. Full report on page 41 of the 2020 Church Conference Report Booklet

a. **Has the congregation received any bequests from a will? Bequests from wills that have been received since the last Church Conference must be accepted by vote.** \$650 received in honor of Rob Arnold. Trustees have been notified of a bequest coming from the estate of Lucille Martin but this has yet to be received. Expecting it to be under \$10,000 allowing for a church council vote to accept but will need a special church council if greater.

b. **Has the congregation used any capital/principle from investments/endowments for a properating expenses this year? If so, for what purposes and how much?** \$15,000 used from the portfolio for the capital expense of painting of the church 12/2019

c. **Has the congregation spent any funds realized from the sale of a parsonage? If so, for what purpose and how much? Was this done with permission from the DS?** NO

**7. Staff / Pastor Parish Relations Report**-The DS met with SPRC for 45 minutes preceding the Annual Conference. Stacey Johnson presented the Pastors salary and our DS explained the tax exempt portion of the salary-expenses related to the parsonage that the church does not buy. Numbers submitted by the Pastor. Full report on page 42 of the 2020 Church Conference Report Booklet.

**Approval of Compensation for Pastor and Other Staff Appointed by the Bishop** CASH SALARY: \$59,275 REIMBURSABLE EXPENSES: \$3,312 HOUSING EXCLUSION: \$3,500 Committee presented so no need for a second, 100% in favor

**8. Finance Report**-Cindy Mauch presented

**Update on Year-to-Date Finances Approval of 2021 Budget if prepared**-See full report pages 26-34 of the 2020 Church Conference Report Booklet

**9. Lay Leadership / Nominations Report Election of Church Leaders and Trustees**-Update needed for chairs etc. See pages 35-37 of the 2020 Church Conference Report Booklet for last years list.

**10. Lay Servants / Lay Speakers / Certified Lay Ministers Reports Approval and reaffirmation of any in these categories**-NA but looking forward to listing Johnna Kosnoff who JUST became a lay leader

### **11. Candidates Reports**

- a. **Reaffirmation of Candidates for Ministry**-John McClintock terminated his candidacy as he does not feel he is called to Parish Ministry
- b. **Examination and Paper Ballot Vote for any New Candidate for Ministry**-NA
- c. **Examination and Recommendation of Candidates for Church Related Vocations**-NA

### **12. Clergy Reports**

- a. **Retired Minister(s) Report**-Pastor Lynn McCracken's report is on page 39 of the 2020 Church Conference Report Booklet
- b. **Extension Minister(s) Report**-NA
- c. **Pastor(s) Report**-Pastor Arlene Tully's report is on pages 38-39. She discussed the commitment of the church members during the pandemic including the Re-Entry Committee. Attendees of the conference sang the praises loud for our Pastor leading us during these trying times and being outstanding in every way. Keith Johnson stated we are ready for in church service providing a safe sanctuary. Our DS reminded us that it is ok if the pandemic requires us to go back inside and to not be disappointed.

**13. Membership Report and Remembering our Saints**-Page 40 of the 2020 Church Conference Report Booklet. 390 members as of today. Viewership has vastly increased with use of online worship. Will continue

to post live even once pandemic is over as this is the direction we were moving prior to COVID. A prayer was offered for the 4 Saints that passed before us.

**14. Other business and prayers for the people-**Church conference attendees retrieved elements and were led in Holy Communion by Reverend Dr. David Calhoun

The 2020 Church Conference was called to an end at 8:17 p.m.

[http://www.amumc.org/uploads/1/2/6/3/126354521/2020\\_church\\_conference\\_report\\_booklet.pdf](http://www.amumc.org/uploads/1/2/6/3/126354521/2020_church_conference_report_booklet.pdf)

# 2020 Audit Report

Date: September 3, 2021  
From: Dale Halburian, Director of Finance, Community Action Partnership of Providence  
RE: Meeting with Cindy Mauch to Audit the Treasurers financials for Arnold Mills United Methodist Church

Treasurer provided Balance sheet for December 31, 2020, documented Treasurer Procedures to provide oversight and guide to procedural processing and bank statements for July 2020 and December 2020.

General observations. Office was very organized, financial documents were kept in a locked cabinet and overall systems were well documented and supported.

Reviewed:

Bank statements:

December bank statement balances tied out to the balance sheet and the check register  
All deposits tied out between deposit logs and bank statements for both months  
Financial Secretary Monthly reports tied out to cumulative deposits on bank statements as well, tested only one month and were reported in the system as indicated on the financial report

Check review:

-reviewed 14 check transactions. Between the two months. Expenses vouchers are used as a cover sheet and signature approval for expenses to be paid.

-One transaction was missing supporting documentation for the reimbursement (receipts)

Recommendation. All reimbursement and check issuance be supported with receipts or invoices. If receipts are lost, then a memo should be included in the file to indicate that receipts are missing and signed by appropriate person overseeing the individual receiving the reimbursement.

-Some transactions were filed as hard copies and others were kept electronically.

Recommendation. For electronically filed documents to complete expense voucher for accounting files and note where the supporting document is housed on the system

General payroll processing:

-reviewed one period to tie out the payroll company reports to the posted entries in the accounting system and then verified the corresponding withdrawals from the operating account. Small payroll tested (3 employees paid), 2 employees were salaried and get a fixed bi-weekly amount and the third was hourly. Time sheets are used for the hourly staff and approved, but for this period was not attached with the payroll records.

# 2020 Audit Report

Recommendation. Ensure that time sheets for hourly staff are enclosed and filed with corresponding payroll period.

## Year-end W-2 review:

-Reviewed December 31, 2020, W-2 forms to Payroll reports for the year end. All W-2 reports tied out to the payroll registers though there was a changed that was reported for the housing allowance for the pastor. This was noted on the payroll reports as an adjustment and Payroll Company was notified to correct the W-2

## Check offering envelopes for two Sunday's with posting sheet.

-Unable to monitor the actual collection and counting of the weekly envelopes. But we verbally reviewed the process

-The collections each week are locked in a cabinet in the office and during the week the two counters come into the office, get the key from the finance office to open the cabinet and begin to count and log the receipts, preparing the posting sheet to record the deposit and present to the Financial Secretary for input on the monthly collection report. It was noted that the key is not kept in a locked location.

Recommendation: The key to the locked cabinet should kept with another employee and the counters would need to retrieve the key from that individual ensuring the key is not lost or does not get into the wrong hands.

-We did review the posting sheets and tied them out to the Financial Secretary report, which indicates the individuals that should be credited. Did not see actual envelopes so unable to confirm beyond the financial report

## Trustee Investment account:

-Was unable to meet with trustees to review the investment account activity therefore unable audit this area of concern.

Dale Halburian

Date



# Fund Balance Report

The Committee on Finance is required to make provision for an annual audit of the records of all the financial officers (including the financial secretary or church business manager and treasurers) of the church and all its organizations and shall report to the Charge Conference. Guidelines for handling of an accountability of funds can be found in the 2017-2020 United Methodist Church Financial Records Handbook and in Guidelines for Leading Your Congregation: FINANCE available at <http://www.cokesbury.com>, and The Local Church Audit Guide, available at <http://umc.org/gcfa/forms>.

**THIS REPORT IS TO BE COMPLETED BETWEEN JAN. 1 AND FEB. 1**  
 THIS REPORT SHOULD NOT BE INCLUDED WITH YOUR OTHER CHARGE CONFERENCE FORMS

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

Church Arnold Mills UMC Charge  
 District New England Annual Conference

For the period beginning 1/1/2020, and ending December 31, 2020

**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 Disbursements for Period (-)	*(d) Transfers + (-)	(e) Balance End Of Period
General Fund	35872.32	232172.25	251024.51	31200.00	48220.06
Benevolence Fund					
Building or Improvement Fund					
Board of Trustees' Fund	1,168,395.09	88868.22	31,200.00		1,226,063.31
United Methodist Women					
United Methodist Youth Fellowship					
United Methodist Men					
Church School					
<b>Other Organizations or Funds (enter name):</b>					
Name:					
<b>Total amount of cash in all treasuries of the church</b>	1204267.41	321040.47	282224.51	31200.00	1274283.37

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

An external auditor Dale Halburian conducted an audit on 9/3/2021 excluding the Trustee portfolio.

3. Recommendations for changes in financial policies and practices (attach additional pages as needed):

Tighten procedures for post office receipt documentation and time sheet documentation.

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

*Cynthia A Mauch*

\_\_\_\_\_, Chairperson

\_\_\_\_\_, Member

Printed Name: Cynthia Mauch

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

Date: 10/5/21

Date: \_\_\_\_\_

**Fund Balance Report, 2017-2020**

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.

## Treasurer Procedures

### Physical assets and records

The Treasurer maintains the church laptop (with QuickBooks and Excel files), checkbook, and current year and prior year files in a locked fire-resistant file cabinet. Other prior year files will be boxed, labeled and maintained in a locked archive room in the back hallway. The laptop will be maintained with password protection. A copy of the file cabinet key may be used by a designated Finance Committee member or other church volunteer as required. If the Treasurer chooses to work from home or another site outside of the church, he/she must hold all assets and records in a safe and secure manner.

Files maintained include:

- Monthly bank statements with monthly reconciliation reports attached
- Copies of counter sheets with attached bank deposit receipts if available
- Monthly Financial Secretary detailed income reports
- Payroll company bi-weekly and quarterly tax reports
- Staff bi-weekly work hours reports filed electronically
- Staff required documents for hiring and direct deposit set up
- ACH documents by vendor used to set up various automatic payments
- Bank print out of vendors paid online
- Vendor files of invoices with attached approved vouchers
- File for staff reimbursements
- File for church member reimbursements

### Budget Activities

#### Income

- Obtain income budget from Finance Chairperson in coordination with the Financial Secretary

#### Expenses

-Obtain expense budget information:

- Provide current year salaries and benefits information to the Staff Parish Relations Committee so they can determine salary recommendations for the upcoming year. Enter Pastor and staff salaries as recommended by the Staff Parish Relations Committee.
- Request budget information from Committee chairs to be returned usually by the end of October.
- Buildings (including Parsonage) related expenses from Trustee Chairperson.
- Program expenses from each Committee Chairperson.
- Fundraiser expenses—use recent years as a guide; check with Fundraiser coordinators to see if they expect any changes.
- Office expenses—get input from Admin and Pastor on needs for coming year; use current year's actual expenses as a guide to develop the budget.
- Finance Committee expenses from the Financial Secretary, Stewardship Chair and Treasurer.
- Mission shares, Building Insurance, Pastor Health Insurance and Pastor Co-Pay—information will be provided by the New England Conference.
- Pastor Pension—Call New England Conference for help with Pastor Pension calculation
- Workers Compensation—The provider will send a salary worksheet which needs to be filled out and returned. The actual workers compensation cost is not available until mid-January and will be provided by New England Conference.

## Process

- Input all information into QuickBooks budget section. Create new income or expense accounts if needed.
- Present the draft budget to the Finance Committee. Make adjustments as recommended.
- Present draft budget to the Church Council. Make adjustments as recommended.
- Present at Annual Church Conference with the District Superintendent

## Preparing for New Fiscal Year

### Files

- Archive oldest year files from the file cabinet to the back hallway locked room.
- Prepare new file folders and drawer for coming year.

### ACH Transactions

- Prepare New England Conference ACH forms for all categories of expenses paid to the New England Conference. (The Pastor Pension and Workers Compensation forms may not come until mid to late January.) Pick different dates for different categories so that everything is not expensed at the same time (could cause a cash flow issue).
- Pastor personal pension contribution—check with Pastor to find out if the current monthly contribution will change in the new year. If it is, contact Wespath to inquire about how to change the amount (transaction will be done on their online system; log-in information is in Wespath folder).
- ACH other—most companies will continue and do not need any special processing at year end. Submit new ACH forms as needed.

### Payroll

- Contact payroll company with changes to hourly or salaried employees pay rates or other changes

## Monthly Treasurer Procedures

### Classes of Income and Expenses

All Income and Expenses will be input into QuickBooks and designated in an appropriate class, as follows:

Operating: Regular income and expenses that reflect the general yearly operations of the church

Wash Items: Non-operating Income and expenses for certain designated funds, programs and projects that are paid in the year income is received.

Special Liabilities Funds: Donations to projects and programs, along with associated expenses, that are ongoing programs of the church.

Parsonage (in use only when parsonage is rented out): Rental income and all parsonage expenses including taxes.

The annual approved Church Budgeted Income and Expenses are also entered in QuickBooks.

### Income

The Treasurer will input into QuickBooks the detailed weekly income information provided by the Financial Secretary (currently sent via email.) Weekly income totals are checked against a copy of the weekly Counters sheet, bank deposit receipt if available, the online bank statement informally and checked once a month formally as part of the checking account reconciliation process. Any discrepancy will be researched and resolved using the counter sheets, bank deposit receipts and in consultation with the Financial Secretary. Income via Vanco Payment Systems will be reconciled via comparing Vanco income as compiled by the Financial Secretary and compared to actual deposits recorded by date on the monthly bank statement.

A direct deposit to the bank checking account from Amazon smile appears periodically. The Treasurer will report this amount to the Financial Secretary in any month such income is deposited.

## **Vendor Expenses**

The Treasurer will set up each church vendor in QuickBooks and make any updates to address, etc. as changes are made. The Treasurer will pay expenses based on having a church voucher detailing the expense amount, reason for expense, and expense category to be charged. Each voucher will have an approval by the approval church committee chair or other approved signer.

Certain reoccurring expenses do not currently require vouchers:

- Approved budgeted amounts paid to the New England Conference (Mission payments, Liability Insurance, Workers Compensation, Pastor Health Expense, Pastor Pension)
- Pastor designated pension contribution to Wespath
- Approved budgeted salary and benefit costs detailed in bi-weekly reports by the payroll vendor
- Monthly payroll vendor charge
- Monthly Vanco Payment systems charge.

All payments will be made by the vendor due date. In the case of staff or church member reimbursement, payment will be made within one month from submission of the reimbursement request.

On occasion, an invoice may be found to be past due or in need of immediate payment due to a vendor requirement. In such cases the Treasurer will make payments as needed and notify and leave voucher requirements for sign-off by the church committee chair or other approved signer.

Preferred payment methodologies are ACH payments and online banking payments. The Treasurer will set up payments via these methodologies whenever possible. Payment by checks should be limited to staff and church member reimbursements and one-time or infrequent checks to vendors or individuals.

## **Wash Items and Special Handling situations**

During the year there are special Wash Item collections or deposits made for various needs. These are offerings or deposits that are collected and paid out in the same fiscal year. These include:

- Regular yearly UM Sunday offerings such as UMCOR Sunday, Peace with Justice, etc.
- Special offerings for other designated UM funds that occur as special needs arise (disaster fund, malaria fund, etc.)
- AMUMC Church created offerings, such as for the Northern RI Food Pantry, support for one-time events or special needs, or other Church Council approved causes.
- Portfolio withdrawal designated for a special church project or program
- Insurance proceeds to be used for a designated purpose

In these cases, the income generated from these collections or checks submitted are documented by the Counters on their regular reports, included on the Financial Secretary monthly income report, and input by the Treasurer on QuickBooks. Each designated offering will be set up with a Wash Item account.

For Mission related special offerings, the chair of the Missions Committee will obtain the collection amount from the Treasurer (via the Financial Secretary report) and submit a voucher for payment.

For Trustee projects, regular vouchers will be submitted for payment with reference to the special project or program.

For payments to the New England Conference, the Treasurer will check the monthly reports and submit payments of special offerings collected the following month. The Treasurer will create a voucher for each payment to ensure proper record keeping.

### **Checking Account Reconciliation**

The Treasurer will reconcile the checking account monthly via QuickBooks. A print out of the month's reconciliation will be filed along with the bank statement for that month. At least once a year, a member of the Finance Committee will review a bank reconciliation statement.

### **Treasurer Reporting**

The Treasurer will produce at a minimum an Operating Statement in comparison to Budget, Wash Item Statement and Balance Sheet on a monthly basis via QuickBooks. Reports are distributed to all Finance Committee members monthly. Reports are distributed to all Church Council members in any month that the Council meets.

### **Payroll Handling**

The Treasurer will be the primary contact with the church's payroll company.

For each new employee, the Treasurer will obtain federal documents required by law and other documents required by the payroll company including a W-4 and direct deposit details. For the Pastor, additional information on voluntary pension contributions is also obtained. The Pastor salary will be set up based on approved SPRC documentation on salary and any housing allowance or exemption approved at the Annual Church Conference. The Treasurer will determine with the benefit specialist at the New England Conference the Pastor pension amount.

On a bi-weekly basis, the Treasurer will contact the payroll company with information for that payroll. This currently includes two employees on hourly pay who submit bi-weekly reports detailing daily hours worked. The Pastor and Music Director are reported based on their approved budgeted salaries. Individual biweekly salary pay reports are distributed to each employee. Any discrepancy or mistake will be resolved by the Treasurer in conjunction with the employee and the payroll company.

### **Year End Report Closeout Activity**

At the end of the calendar year the Wash Item accounts will be reviewed to determine if any balances are remaining. Wash Item accounts needs to be zeroed out at year end. Depending on the size of the remaining balance, the Treasurer will either move the remaining balance to miscellaneous income, transfer funds from a special project back to the Trustee portfolio, or determine some other appropriate resolution of the account working with the Finance Committee.

There will also be a review of funds held in Special Liability accounts at year end. For funds that are not going to be used for their original purposes (due to project completion, etc.) the Church Council will determine where these funds will be moved, based on recommendations of the Finance Committee.

### **Financial Secretary**

### **Records and Communication**

The Financial Secretary maintains and stores the completed annual pledge cards, weekly counter sheets with any associated backup (giving envelopes, alter flower receipts etc.) The Finance Secretary also maintains and monitors the finance.amumc@gmail.com email account which stores the annual and quarterly statement emails, electronic backup of financial giving is stored via this email. Current year and prior year files counter sheets and associated backup are stored in locked cabinet in the church library. The Finance Secretary historically works from home and he/she must hold all records in a safe and secure manner and back up files to a thumb drive monthly.

Files maintained include:

- Annual completed pledge cards
- Counter sheets with associated giving backup (giving envelopes, alter flower receipts.)
- Monthly Financial Secretary detailed income reports
- Weekly giving report, used to track family giving for quarterly and annual giving statements
- Vanco Payment Systems reports

### **Finance Secretary Budget Activities**

Income

- Develop income budget with the finance committee using new year pledged commitments and unpledged giving trend information.

Expenses

- Review expenses with the finance committee – respond, research items as needed.

### **Preparing for New Fiscal Year**

Reports

- Refresh new excel workbook with members updated pledge amounts, new weekly counter sheet dates.

### **Monthly Finance Secretary Procedures**

Record Weekly Giving

- Record details from the counter sheets to the weekly giving report. Ensure accuracy of the counter sheet totals. If there is a discrepancy immediately reach out to the head counter and the Treasurer to resolve the discrepancy.
- Record Vanco Payment Systems income
- Report weekly totals to the Treasurer so the Treasurer can reconcile to the bank deposits.
- Complete monthly Finance Secretary report for finance committee noting aggregate status of pledging families. (At pledge, behind pledge, over pledge.) Totals only as giving confidentiality is maintained.
- Issue quarterly and year end annual giving statements to church families.

Note: Procedures will be updated to include new Vanco Payment Processing which is in the process of being set up.

### **INSTRUCTIONS FOR COUNTERS**

- Gather offerings from the altar area on Sundays or other days when a service is held
- Key to the closet is in the counters' file in the vestry. Check file for mailed-in donations.
- Sort offering into pledge envelopes, loose cash and coins, special donations.
- Enter names of counters and date of recording on all sheets of packet.
- Count loose bills and coins. Enter as open plate.

- Arrange pledge envelopes in sequential order. As envelopes are opened, one person calls the envelope number and marks either it either cash or check and the amount. The other counter will be recording that information on sheet #1.
- Proceed to loose checks, entering on worksheets #2 or 3, next to printed names. You may add names here and if the contributor is unknown, the address is helpful to have.
- Any pew envelopes with cash and a name of the donor are recorded in the second column of worksheet # 3. Cash without a name is added to the open plate.
- Enter Special Funds on sheet #4.
  - All money categories should be kept separate and labeled until the paperwork is finished. Combine only after the report balances.
  - Any memorial funds, Mothers' Day, and Fathers' Day funds go to a designated file in the vestry. Currently they should be placed in Fran Carr's file.
  - Altar flowers orders, as well as those for Christmas and Easter go to the Flower Chairperson's file. Only record and deposit these funds when received with a coupon marked "ready for deposit". Record whether the money is for "live flowers" or "pastor's discretionary fund".
  - Sunday School envelopes go in the school office until ready to be deposited. Always recount any contributions received.
- All totals are listed on the cover sheet. When the report balances a deposit slip is made in ink.
- Endorse all checks with the provided stamp. The bank accepts an adding machine list of all checks and total cash.
- Place deposit in the bank bag and lock it. Use the night deposit key to make the deposit at Navigant Credit Union, Mendon Road. Make sure the key is returned.
- Using the copy machine in the vestry, make a copy of the cover page and place in the church treasurer's file. Worksheets and envelopes go in the financial secretary's file.
- Put supplies back in the closet, lock, and replace the closet key in the counters' file.

## Finance Committee Annual Report

The Finance Committee meets approximately 6 times per year. The Treasurer sends a Balance Sheet and Operating Statement vs budget on a monthly basis. Reports are reviewed at all Church Council meetings.

An external audit was conducted by Dale Halburian, a non-profit Finance Director, during September 2021 of 2020 financials. There were 2 exceptions noted and procedures have been clarified to resolve both. There were additional recommendations that will be reviewed by the Finance Committee. Financial procedures have been updated to include references to Vanco Payment System income. We have also recently set up a Square account so that we may accept credit card payments when fundraisers are held.

Through August 2021 church operating income was \$117,747 and expenses were \$132,000, for a net loss of \$14,253. Pledged income is holding up fairly well although below budget, and non-pledged income has been better than expected. We are trending better than budget year to date. We will not be holding a planned holiday fair due to ongoing covid concerns. This will negatively impact our fundraiser income vs. budget later this year. A three-day yard sale has offset some of this lost income. Mission's shares are paid monthly and are up to date. The church has a commitment to pay 100% of mission shares.

The checking account balance including deposits in transit was \$21,051.52 at the end of August. We have withdrawn \$1,200 from the Trustee portfolio for operating purposes this year. Cash is currently sufficient to meet all obligations.

A Stewardship campaign is being conducted during the month of October. The theme is "First: putting God first in living and giving." Pledge cards are received by the end of the month. The 2022 budget will be compiled by December for review and approval of the Church Council.

Many thanks to this year's Finance Committee members Keith Johnson, Karen Oswain, Laura Thompson, Lindsay Gettinger, Elton Odom, Pauline Belisle, Sammy Burgos and Pastor Arlene Tully.

Sincerely,

Cindy Mauch

11:38 AM  
09/27/21  
Cash Basis

## Arnold Mills United Methodist Church

### Balance Sheet

As of August 31, 2021

Aug 31, 21

#### ASSETS

##### Current Assets

##### Checking/Savings

NAVIGANT CREDIT UNION

15,341.52

##### Total Checking/Savings

15,341.52

##### Other Current Assets

DEPOSITS IN TRANSIT

5,710.00

##### Total Other Current Assets

5,710.00

##### Total Current Assets

21,051.52

#### TOTAL ASSETS

21,051.52

#### LIABILITIES & EQUITY

##### Liabilities

##### Current Liabilities

##### Other Current Liabilities

Altar Flowers

144.00

Boy Scout Cabin

500.00

Current Liabilities

225.40

Kitchen Fund

140.01

MEALS FOR HOMELESS

4,806.34

CHURCH SCHOOL CARTRIDGE FUND

218.69

COFFEE FELLOWSHIP PAYABLE

65.01

PASTOR DISCRETION FUND PAYABLE

1,608.18

YOUTH MISSION FUNDS PAYABLE

1,426.52

##### Total Other Current Liabilities

9,134.15

##### Total Current Liabilities

9,134.15

##### Total Liabilities

9,134.15

##### Equity

Opening Bal Equity

23,244.73

Unrestricted Net Assets (Other Income)

2,241.84

Net Income

-13,569.20

##### Total Equity

11,917.37

#### TOTAL LIABILITIES & EQUITY

21,051.52

**Arnold Mills United Methodist Church**  
**Profit & Loss Budget vs. Actual**  
January through August 2021

	<u>Jan - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATION INCOME</b>				
PLEGGED DONATIONS	88,120	90,600	-4,480	95%
UNPLEGGED DONATIONS	18,239	15,000	3,239	122%
OPEN PLATE	374	400	-26	94%
CHURCH SCHOOL	0	15	-15	0%
INITIAL OFFERING	70	100	-30	70%
EASTER/LENT/ GOOD FRIDAY	2,523	2,500	23	101%
THANKSGIVING	0	0	0	0%
CHRISTMAS	555	0	555	100%
SPECIAL GIFTS (CHRISTIAN ED)	4,000	4,000	0	100%
<b>Total DONATION INCOME</b>	<u>111,881</u>	<u>112,615</u>	<u>-734</u>	<u>99%</u>
<b>OTHER INCOME</b>				
REIMBURSEMENT MISC	0			
MOTHERS DAY GIFTS	100	200	-100	50%
FATHERS DAY GIFTS	100	200	-100	50%
MATCHING GIFTS	2,769	1,000	1,769	277%
ONE TIME GIFTS & MISC	2,498	0	2,498	100%
4TH JULY PARADE COMM	300			
OTHER INCOME - Other	0			
<b>Total OTHER INCOME</b>	<u>5,767</u>	<u>1,400</u>	<u>4,367</u>	<u>412%</u>
<b>FUNDRAISER INCOME</b>				
4TH OF JULY	99	200	-101	50%
HOLIDAY FAIR	0	0	0	0%
<b>Total FUNDRAISER INCOME</b>	<u>99</u>	<u>200</u>	<u>-101</u>	<u>50%</u>
<b>Total Income</b>	<u>117,747</u>	<u>114,215</u>	<u>3,532</u>	<u>103%</u>
<b>Expense</b>				
<b>STAFF</b>				
WORKER COMPENSATION	334	433	-99	77%
<b>PASTOR</b>				
<b>PASTOR COMPENSATION</b>				
SALARY	28,958	29,384	-426	99%
RETIREMENT GBOPHB/WESPATH	8,000	8,000	0	100%
HEALTH INS CO-PAY	2,153	2,153	0	100%
<b>Total PASTOR COMPENSATION</b>	<u>39,111</u>	<u>39,517</u>	<u>-406</u>	<u>99%</u>
<b>PASTOR BENEFITS</b>				
CONFERENCE PASTOR PENSION	6,895	6,894	1	100%
CONFERENCE HEALTH INSURANC	12,472	12,472	0	100%
PROFESSIONAL EXPENSES	227	2,208	-1,981	10%
<b>Total PASTOR BENEFITS</b>	<u>19,594</u>	<u>21,574</u>	<u>-1,980</u>	<u>91%</u>
<b>Total PASTOR</b>	<u>58,705</u>	<u>61,091</u>	<u>-2,386</u>	<u>96%</u>
<b>CHURCH OFFICE MANAGER</b>				
SALARY	8,145	8,320	-175	98%
FICA	623	637	-14	98%
<b>Total CHURCH OFFICE MANAGER</b>	<u>8,768</u>	<u>8,957</u>	<u>-189</u>	<u>98%</u>

**Arnold Mills United Methodist Church**  
**Profit & Loss Budget vs. Actual**  
January through August 2021

	<u>Jan - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>MUSIC DIRECTOR</b>				
<b>SALARY</b>	14,304	14,584	-280	98%
<b>FICA</b>	1,094	1,118	-22	98%
<b>Total MUSIC DIRECTOR</b>	<u>15,398</u>	<u>15,700</u>	<u>-302</u>	<u>98%</u>
<b>Payroll Expenses</b>				
<b>RI Withholding</b>	0			
<b>Medicare</b>	325			
<b>Social Security</b>	-325			
<b>Federal Withholding</b>	0			
<b>Payroll Processing Fees</b>	565	491	74	115%
<b>Total Payroll Expenses</b>	<u>565</u>	<u>491</u>	<u>74</u>	<u>115%</u>
<b>Total STAFF</b>	<u>83,770</u>	<u>86,672</u>	<u>-2,902</u>	<u>97%</u>
<b>CHURCH OFFICE</b>				
<b>SUPPLIES</b>	949	1,100	-151	86%
<b>POSTAGE</b>	407	525	-118	78%
<b>EQUIPMENT REPAIR &amp; MAINT</b>	365	250	115	146%
<b>Total CHURCH OFFICE</b>	<u>1,721</u>	<u>1,875</u>	<u>-154</u>	<u>92%</u>
<b>TRUSTEES</b>				
<b>UTILITIES</b>				
<b>CHURCH</b>				
<b>GAS</b>	4,098	3,700	398	111%
<b>ELECTRICITY</b>	1,223	1,600	-377	76%
<b>TELEPHONE (OFFICE)</b>	1,190	1,200	-10	99%
<b>WATER</b>	122	150	-28	81%
<b>FIRE ALARM MAINTENANCE</b>	303	600	-297	51%
<b>Total CHURCH</b>	<u>6,934</u>	<u>7,250</u>	<u>-316</u>	<u>96%</u>
<b>PARSONAGE</b>				
<b>Parsonage Maintenance</b>	2,218	800	1,418	277%
<b>OIL</b>	1,338	1,200	138	112%
<b>ELECTRICITY</b>	833	1,000	-167	83%
<b>TELEPHONE CABLE INTERNET</b>	616	704	-88	88%
<b>WATER</b>	154	200	-46	77%
<b>Total PARSONAGE</b>	<u>5,159</u>	<u>3,904</u>	<u>1,255</u>	<u>132%</u>
<b>Total UTILITIES</b>	<u>12,093</u>	<u>11,154</u>	<u>939</u>	<u>108%</u>
<b>GENERAL MAINTENANCE</b>	1,977	5,950	-3,973	33%
<b>GROUNDS MAINTENANCE</b>	1,900	1,250	650	152%
<b>CUSTODIAL MAINTENANCE</b>	875	2,165	-1,290	40%
<b>PROPERTY INSURANCE</b>	5,982	5,980	2	100%
<b>Total TRUSTEES</b>	<u>22,827</u>	<u>26,499</u>	<u>-3,672</u>	<u>86%</u>
<b>CONFERENCE &amp; MISSIONS</b>				
<b>MISSION SHARES</b>				
<b>WORLD MISSIONS</b>	4,329	4,330	-1	100%
<b>NEW ENGLAND MISSIONS</b>	4,797	4,796	1	100%
<b>MINISTERIAL SUPPORT</b>	11,739	11,738	1	100%
<b>Total MISSION SHARES</b>	<u>20,865</u>	<u>20,864</u>	<u>1</u>	<u>100%</u>
<b>Total CONFERENCE &amp; MISSIONS</b>	<u>20,865</u>	<u>20,864</u>	<u>1</u>	<u>100%</u>

## Arnold Mills United Methodist Church Profit & Loss Budget vs. Actual

January through August 2021

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
<b>FUNDRAISER EXPENSE</b>				
HOLIDAY FAIR	0	0	0	0%
<b>Total FUNDRAISER EXPENSE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>MISCELLANEOUS</b>				
DONATION PROCESSING	630	534	96	118%
CONFERENCE REGISTRATIONS	0	150	-150	0%
CORPORATE REGISTRATION	47	22	25	214%
<b>Total MISCELLANEOUS</b>	<b>677</b>	<b>706</b>	<b>-29</b>	<b>96%</b>
<b>PROGRAM EXPENSES</b>				
<b>CHRISTIAN EDUCATION</b>				
ADULT EDUCATION	217	175	42	124%
CHURCH SCHOOL GENERAL EXPENSES	207	175	32	118%
CHRISTIAN EDUCATION - Other	0	175	-175	0%
<b>Total CHRISTIAN EDUCATION</b>	<b>424</b>	<b>525</b>	<b>-101</b>	<b>81%</b>
<b>MISSION &amp; OTHER</b>				
HOSPITALITY & MARKETING	37	100	-63	37%
STAFF/PARISH RELATIONS	0	150	-150	0%
<b>Total MISSION &amp; OTHER</b>	<b>37</b>	<b>250</b>	<b>-213</b>	<b>15%</b>
<b>WORSHIP &amp; MUSIC</b>				
<b>WORSHIP</b>				
GENERAL WORSHIP EXPENSES	1,067	825	242	129%
<b>Total WORSHIP</b>	<b>1,067</b>	<b>825</b>	<b>242</b>	<b>129%</b>
<b>MUSIC</b>				
SUBSTITUTE ORGANIST	0	100	-100	0%
MUSIC & SUPPLIES	61	150	-89	41%
GUEST SOLOISTS/MUSICIANS	0	50	-50	0%
<b>Total MUSIC</b>	<b>61</b>	<b>300</b>	<b>-239</b>	<b>20%</b>
<b>Total WORSHIP &amp; MUSIC</b>	<b>1,128</b>	<b>1,125</b>	<b>3</b>	<b>100%</b>
<b>Total PROGRAM EXPENSES</b>	<b>1,589</b>	<b>1,900</b>	<b>-311</b>	<b>84%</b>
<b>STEWARDSHIP &amp; FINANCE</b>				
FINANCIAL SECRETARY	67	50	17	134%
STEWARDSHIP	0	50	-50	0%
TREASURER	475	50	425	950%
STEWARDSHIP & FINANCE - Other	9	0	9	0%
<b>Total STEWARDSHIP &amp; FINANCE</b>	<b>551</b>	<b>150</b>	<b>401</b>	<b>367%</b>
<b>Total Expense</b>	<b>132,000</b>	<b>138,666</b>	<b>-6,666</b>	<b>95%</b>
<b>Net Ordinary Income</b>	<b>-14,253</b>	<b>-24,451</b>	<b>10,198</b>	<b>58%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>NAVIGANT MISC INCOME</b>				
TRANSFERS	1,200			
<b>Total NAVIGANT MISC INCOME</b>	<b>1,200</b>			
<b>WASH ITEMS</b>				
ALTAR FLOWERS	36			
UMCOR SPECIALS	1,135			
MISCELLANEOUS	50,800			

Arnold Mills United Methodist Church  
Profit & Loss Budget vs. Actual

January through August 2021

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
<b>SPECIAL SUNDAY FUNDS</b>				
GOLDEN CROSS SUNDAY UM ELDERC	500			
HUMAN RELATIONS DAY	150			
NATIVE AMERICAN SUNDAY	100			
UMCOR SUNDAY	650			
PEACE WITH JUSTICE	200			
Total SPECIAL SUNDAY FUNDS	1,600			
<b>MISSIONS</b>				
HAPPY BASKETS	800			
HABITAT FOR HUMANITY	275			
Total MISSIONS	1,075			
MEMORIALS	2,000			
STEARNS SCHOLARSHIP	2,400			
UPPER ROOM	155			
Total WASH ITEMS	59,201			
Total Other Income	60,401			
<b>Other Expense</b>				
<b>WASH ITEMS</b>				
ALTAR FLOWERS	36			
MISCELLANEOUS	53,964			
<b>SPECIAL SUNDAY FUNDS</b>				
GOLDEN CROSS SUNDAY- UM ELDERC	-380			
HUMAN RELATIONS SUNDAY	150			
NATIVE AMERICAN SUNDAY	100			
UMCOR SUNDAY	600			
PEACE WITH JUSTICE SUNDAY	200			
Total SPECIAL SUNDAY FUNDS	670			
<b>MISSIONS</b>				
HAPPY BASKETS	500			
HABITAT FOR HUMANITY	275			
Total MISSIONS	775			
MEMORIALS	1,750			
STEARNS SCHOLARSHIP	2,400			
UPPER ROOM	103			
WASH ITEMS - Other	0			
Total WASH ITEMS	59,718			
Total Other Expense	59,718			
Net Other Income	683			
Net Income	-13,570	-24,451	10,881	55%



# Report of the Finance Committee

The report of the Finance Committee shall be made on this form, or one revised and adapted by the Annual Conference. Numbers in parentheses refer to paragraphs of the 2016 *Book of Discipline*.

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

Arnold Mills UMC Church Arnold Mills UMC Charge  
 Seacoast District New England Annual Conference

For the period beginning 10/20 and ending 10/19/21  
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

## I. ORGANIZATION

1.a. Has the committee been organized according to the 2016 *Book of Discipline* (§258.4)?  Yes  No

b. Names of officers?

Chairperson \_\_\_\_\_ Vice Chairperson \_\_\_\_\_  
 Treasurer(s) Cynthia Mauch Financial Secretary Karen Oswain

## II. BUDGET AND COMMITMENT PLAN

2.a. Has the committee submitted to the Church Council, or its equivalent, a complete budget for the ensuing year?  Yes  No

If not, why not?

We wait until after our October Stewardship campaign to better gauge income.

b. Did the committee give the Church Council an opportunity to request financial support for recommended ministries (§258.4)?  Yes  No

If not, why not?

3. How frequently does the Financial Secretary/Treasurer send members and contributors regular reports of their giving?  
 Monthly  Quarterly  Semi-annually  Annually  No, we do not send reports

4. Is giving by individual participants in the local church regularly reviewed?  Yes  No;

If not, why not?

It is reviewed as needed.

5. What are the plans for raising sufficient income to meet the budget adopted by the Church Council (§258.4)?

We conduct a month long stewardship campaign to educate and encourage members and friend:

6. Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge?  Yes  No

If not, why not?

### III. THE HANDLING OF CHURCH FUNDS

7. Does the Treasurer regularly make reports to the Committee on Finance and the Church Council on the financial position of the church (§258.4b)?  Yes  No

If not, why not?

8. Are all benevolences and other connectional funds remitted monthly to the conference treasurer (§258.4b)?

Yes  No

If not, why not?

Timing of receipt of funds and reports. It may be 2 months.

9.a. What bank(s) have been designated by the Church Council as a depository (§258.4d)?

Navigant Credit Union

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b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit?  Yes  No

If not, why not?

c. Are all accounts in the name of the church?  Yes  No

If not, why not?

10.a. Has the committee established written financial policies to document the internal controls of the local church (§258.4d)? (Attach as a supplement.)  Yes  No

b. Have these policies been reviewed by the committee and found to be adequate and effective (§258.4d)?

Yes  No

11. Are the church offerings counted by a counting committee in accordance with the mandates of the

Discipline (§258.4a)?  Yes  No

If not, why not?

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance (¶258.4a, d)?  Yes  No

If not, why not?

13. Are financial officers of the church bonded (¶258.4b)?  Yes  No

If not, why not?

14.a. Have the financial records of the church and all its organizations been audited for the prior fiscal year (¶258.4c)?  Yes  No

b. If not, why not?

c. Were there any recommendations or exceptions?  Yes  No

d. If there were recommendations or exceptions, how has the church addressed them?

New procedures for the handling of postage reimbursements and the filing of time sheets

Signed Cynthia A Mauch

Printed Name: Cynthia A Mauch

Date: 10/4/21

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**Report of the Finance Committee 2017-2020**

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose

## Arnold Mills United Methodist Church 2022 Officers, Ministries, and Work Chairs

### The Church Council

Church Council Chair .....	Keith Johnson (2023)
Recording Secretary.....	Rebekah Puleo (2022)
Lay Leader .....	VACANT (2024)
Chairpersons of Staff/Pastor-Parish Relations Committee.....	Stacey Johnson (2022)
.....	VACANT (2024)
Chairperson of the Finance Committee .....	VACANT (2024)
Chairperson of the Board of Trustees.....	Lindsay Gettinger (2022)
Vice Chairperson of Trustees.....	Fran Carr (2023)
Chairpersons of Christian Education .....	Lee Ann Cotta (2023)
Chairperson of Missions.....	Chip Thurlow (2022)
Chairperson of Marketing .....	Cindy Mauch (2023)
Chairperson of Worship Committee .....	Pam Thurlow (2021)
Church Treasurer.....	Cindy Mauch (2023)
Assistant Treasurer .....	Laura Thompson (2023)
Financial Secretary.....	Karen Oswain (2023)
Assistant Financial Secretary.....	Pauline Belisle (202)
Lay Member to Annual Conference.....	Cindy Mauch (2023)
Alternate to Conference.....	VACANT (2024)
Membership Secretary (Paid Staff).....	George Jutras
At-Large Members of Council.....	Joyce Fox (2023)
.....	Don Fox (2023)
.....	Mark Farnell (2024)
.....	Johnna Kosnoff (2023)

### Trustees

Chair (Elected by Trustees) .....	Lindsay Gettinger (2022)
1. Chairperson/Building use:.....	Lindsay Gettinger (2022)
2. Assistant Chairperson/Grounds:.....	Fran Carr (2023)
3. Parsonage Liaison: .....	Tom Hetherington (2022)
4. Technology: .....	Matt Cedor (2023)
5. Preventive Maintenance: .....	Dave Larson (2022)
6. Secretary/Insurance:.....	Scott Murphy (2024)
7. Treasurer:.....	Tom Cabana (2022)
8. Legal:.....	Tom Hetherington (2022)
9. At Large:.....	Mark Farnell (2024)

## Finance Committee

Chairperson.....	VACANT
Treasurer .....	Cindy <u>Mauch</u> (2023)
Assistant Treasurer .....	Laura Thompson (2023)
Financial Secretary .....	Karen <u>Oswain</u> (2023)
Assistant Financial Secretary.....	Pauline Belisle (2022)
Auditor (arranged by Finance Committee).....	TBD
Lay Leader .....	VACANT
Trustee Rep .....	Lindsay Gettinger (2022)
At Large Member.....	Samuel Burgos (2023)

### Counters

Team #A ..... Charles (Chip) or Pam Thurlow, Fran Carr

Team #B ..... Laura Thompson, Kathy Murphy

Team #C..... Lindsay Gettinger, Tom Hetherington, Pauline Belisle

## Lay Leadership Committee

Chair (Pastor by rule of Discipline) .....	Arlene Tully
Vice Chair .....	VACANT (2024)
Lay Leader .....	VACANT (2024)

**Members:** Young Adult (2024)

## Worship & Music Committee

Chair.....	VACANT
Music Director.....	Joey Mazzarella
Acolyte Coordinator .....	Stacey Johnson (2022)
Altar Communion Stewards, Coordinator.....	Ross Hancock (2023)
Choir Representative .....	VACANT
Liturgist Coordinator .....	Rebekah Puleo (2022)
Altar Flower Coordinator .....	Sharon Bizier (2023)
Greeter Coordinator .....	VACANT
Usher Coordinator.....	VACANT
Altar Guild.....	Rachel Odom (2023)
.....	Ann Hetherington (2023)

### Christian Education

Chair.....Lee Ann Cotta

**Members:** Stacey Johnson (2022), Kerri McMahon (2023), Sarah Shaw (2023)

### Missions/Outreach

Chair.....Chip Thurlow (2022)

**Members:** Marianne Alger (2022), Tom Cabana (2024), Dave Larson (2023), Karen Oswain (2024), Mark Farnell (2024)

### Misc.

Flea Market Chair .....Group Effort

History Committee .....Craig Johnson

Holiday Fair Co-Chairs .....Group Effort

July 4<sup>th</sup> Chair .....Group Effort

Kitchen Committee.....Sharon Bizier

Publicity .....Ron Blais

### Staff-Parish Relations Committee (SPRC)

Chairs.....Stacey Johnson (2022)

.....**VACANT**

Lay Leader: **VACANT (2024)**

Lay Member to Annual Conference: Cindy Mauch (2023)

**Members:** Sandi Angell (2022), Joyce Fox (2022), Anne Hetherington (2023), Chris Ferretti (2023)

### Stearns Service Award

Chair .....Chip Thurlow

#### **Members:**

Representative from Christian Ed (chosen by CE) .....Lee Ann Cotta

Representative from Trustees (chosen by Trustees) .....TBD

At Large.....Rebekah Puleo (2022)

At Large.....Chuck Tramontana (2023)

At Large.....Holly May (2024)

**LAY SPEAKER  
ANNUAL REPORT TO THE CHARGE CONFERENCE**

Initial Application or Request for Renewal



Report for year ending \_\_\_\_\_

**SECTION I: DATA ON THE LAY SPEAKER**

Name (Mrs.  Ms. \_\_\_ Mr. \_\_\_) Cynthia Mauch  
Address 23 Wollen Drive City/State/Zip Cumberland RI 02864  
Telephone 401-837-0817 E-mail camauch@gmail.com  
Name of District Seacoast  
Name of Church Arnold Mills United Methodist Church  
Church Address 690 Nate Whipple Highway City/State/Zip Cumberland RI 02864  
Church Telephone 401-333-5203

**SECTION II: STATUS OF THE LAY SPEAKER**

**For initial application** as a Lay Speaker

1. Are you currently a Certified Lay Servant? \_\_\_ Yes  No
2. What year did you complete your Basic Course? 1/23/21
3. What year did you complete your Advanced Course for certification as a lay servant? 2021
4. What was the title of your Advanced Course? Becoming an Effective Witness for Jesus Christ
5. Which of the following required Lay Speaking courses have been completed?  
 Leading Worship                       Leading Prayer                       Discovering Spiritual Gifts  
 Preaching                                      \_\_\_ United Methodist Heritage                       United Methodist Polity

*(Upon completion of the required course work, the Lay Speaker candidate will be examined by the district committee on Lay Servant Ministries and recommended to the conference committee on Lay Servant Ministries to be considered for certification.)*

\_\_\_ **For renewal** as a Lay Speaker

1. What year did you first become certified as a Lay Speaker? \_\_\_\_\_
2. Date of last review of Lay Speaker status: \_\_\_\_\_ Approved: \_\_\_ Yes \_\_\_ No
3. What year did you complete your last Advanced Course? \_\_\_\_\_
4. What was the title of your last Advanced Course? \_\_\_\_\_

**SECTION III: REQUEST OF THE LAY SPEAKER**

I request recommendation of my pastor and my charge conference to begin/renew as a Lay Speaker for the ensuing year.  
Date 9/29/2021 Lay Servant Cynthia A Mauch *Cynthia A Mauch*

**SECTION IV: RECOMMENDATION OF THE PASTOR**

I recommend concurrence with the request of this person to begin/renew as a Lay Speaker for the ensuing year.  
Date 10-05-21 Pastor *[Signature]*

**SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE**

The church council/charge conference of \_\_\_\_\_ (church/charge)  
recommends the above person begin/renew as a Lay Speaker for the ensuing year.  
Date \_\_\_\_\_ Church Council Chair or District Superintendent \_\_\_\_\_

(To be completed by those requesting renewal as a Lay Speaker)

**SECTION VI: MINISTRIES BY THE LAY SPEAKER**

During the past year, I have participated in *caring ministries* as follows:

- served as a volunteer in a care-giving institution  provided one-on-one caring  
 at a hospital, nursing home, or to a shut-in  in membership/evangelism visitation  
 served in caring/outreach projects (food pantry, prison ministry, etc)  
 other caring activities (Please list) volunteer tax preparer for low income workers

During the past year, I have participated in *leading ministries* as follows:

- served as member of committee, board, commission, council, task force, etc.  
 as a volunteer at a community agency  
 at my local church  
 beyond my local church  
 on my District  Conference  Jurisdiction  General Church level  
 other leading activities (Please list) \_\_\_\_\_

During the past year, I have participated in *communicating ministries* as follows:

- brought message in 2 worship services  
 served as worship leader in \_\_\_\_\_ services  
 delivered \_\_\_\_\_ devotional messages  
 taught \_\_\_\_\_ classes  
 shared my faith story \_\_\_\_\_  
 other speaking activities (Please list) Liturgist every 4-5 weeks

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):

**SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER**

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, communicating and speaking?  
My main focus this past year has been on completing the course requirements. See below for additional response.

**SECTION VIII: FEEDBACK BY THE LAY SPEAKER**

1. Do you feel called to be in service in any area of ministry, either in the church or outside the church, in which you are not currently involved?  Yes  No (If yes, please list those areas below.)  
Social Justice organizing

2. What additional training or support do you need or would suggest to further your ministry:  
I am currently the Treasurer and would need to offload some of my workload to do this.

3. Give any recommendations you have for improving Lay Servant Ministries in your District or Conference:  
no

(Note: District Directors are encouraged to respond to any comments within this section.)

**NOTICE:** After this form is completed and signed by those listed above, the Recording Secretary of the Charge Conference is requested to reproduce THREE copies: (1)Lay Speaker, (2)District Director of Lay Servant Ministries, (3)District Superintendent. The Recording Secretary of the Charge Conference keeps the ORIGINAL. (Revised September 2016)



**LAY SPEAKER  
ANNUAL REPORT TO THE CHARGE CONFERENCE**  
Initial Application or Request for Renewal



Report for year ending 2021

**SECTION I: DATA ON THE LAY SPEAKER**

Name (Mrs.  Ms.  Mr. ) Johnna Kosnoff  
Address 31 Pass Farm Road City/State/Zip Attleboro, MA 02703  
Telephone (310) 343-8699 E-mail jskosnoff@yahoo.com  
Name of District SeaCoast  
Name of Church Arnold Mills UMC  
Church Address 690 Nate Whipple Hwy City/State/Zip Cumberland, RI 02864  
Church Telephone (401) 333-5203

**SECTION II: STATUS OF THE LAY SPEAKER**

**For initial application** as a Lay Speaker

1. Are you currently a Certified Lay Servant?  Yes  No
2. What year did you complete your Basic Course? 2020
3. What year did you complete your Advanced Course for certification as a lay servant? 2020
4. What was the title of your Advanced Course? Discover Your Spiritual Gifts
5. Which of the following required Lay Speaking courses have been completed?  
 Leading Worship       Leading Prayer       Discovering Spiritual Gifts  
 Preaching       United Methodist Heritage       United Methodist Polity

*(Upon completion of the required course work, the Lay Speaker candidate will be examined by the district committee on Lay Servant Ministries and recommended to the conference committee on Lay Servant Ministries to be considered for certification.)*

**For renewal** as a Lay Speaker

1. What year did you first become certified as a Lay Speaker? \_\_\_\_\_
2. Date of last review of Lay Speaker status: \_\_\_\_\_ Approved:  Yes  No
3. What year did you complete your last Advanced Course? \_\_\_\_\_
4. What was the title of your last Advanced Course? \_\_\_\_\_

**SECTION III: REQUEST OF THE LAY SPEAKER**

I request recommendation of my pastor and my charge conference to begin/renew as a Lay Speaker for the ensuing year.  
Date 09/2/82021 Lay Servant Johnna Kosnoff

**SECTION IV: RECOMMENDATION OF THE PASTOR**

I recommend concurrence with the request of this person to begin/renew as a Lay Speaker for the ensuing year.  
Date 10-05-21 Pastor [Signature]

**SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE**

The church council/charge conference of Arnold Mills United Methodist Church (church/charge)  
recommends the above person begin/renew as a Lay Speaker for the ensuing year.  
Date \_\_\_\_\_ Church Council Chair or District Superintendent \_\_\_\_\_

(To be completed by those requesting renewal as a Lay Speaker)

**SECTION VI: MINISTRIES BY THE LAY SPEAKER**

During the past year, I have participated in *caring ministries* as follows:

- served as a volunteer in a care-giving institution  provided one-on-one caring
- at a hospital, nursing home, or to a shut-in  in membership/evangelism visitation
- served in caring/outreach projects (food pantry, prison ministry, etc)
- other caring activities (Please list) \_\_\_\_\_

During the past year, I have participated in *leading ministries* as follows:

- served as member of committee, board, commission, council, task force, etc.
- as a volunteer at a community agency
- at my local church
- beyond my local church
- on my District  Conference  Jurisdiction  General Church level
- other leading activities (Please list) \_\_\_\_\_

During the past year, I have participated in *communicating ministries* as follows:

- brought message in \_\_\_\_\_ worship services
- served as worship leader in \_\_\_\_\_ services
- delivered \_\_\_\_\_ devotional messages
- taught \_\_\_\_\_ classes
- shared my faith story \_\_\_\_\_
- other speaking activities (Please list) \_\_\_\_\_

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):

\_\_\_\_\_

**SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER**

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, communicating and speaking?

\_\_\_\_\_

**SECTION VIII: FEEDBACK BY THE LAY SPEAKER**

1. Do you feel called to be in service in any area of ministry, either in the church or outside the church, in which you are not currently involved?  Yes  No (If yes, please list those areas below.)  
\_\_\_\_\_
2. What additional training or support do you need or would suggest to further your ministry:  
\_\_\_\_\_
3. Give any recommendations you have for improving Lay Servant Ministries in your District or Conference:  
\_\_\_\_\_

(Note: District Directors are encouraged to respond to any comments within this section.)

**NOTICE:** After this form is completed and signed by those listed above, the Recording Secretary of the Charge Conference is requested to reproduce THREE copies: (1)Lay Speaker, (2)District Director of Lay Servant Ministries, (3)District Superintendent. The Recording Secretary of the Charge Conference keeps the ORIGINAL. (Revised September 2016)



**LAY SPEAKER  
ANNUAL REPORT TO THE CHARGE CONFERENCE**

Initial Application or Request for Renewal



Report for year ending 2021

**SECTION I: DATA ON THE LAY SPEAKER**

Name (Mrs. \_\_\_ Ms. \_\_\_ Mr. ) MARK FARNELL  
Address 890 ROOSEVELT AVE City/State/Zip PANTUCKET RI 02860  
Telephone 1-401-574-6912 E-mail iammsf32@gmail.com  
Name of District SEACOAST  
Name of Church APOLLO MILLS UNITED METHODIST CHURCH  
Church Address 690 NATE WHIPPLE HWY. City/State/Zip CUMBERLAND RI 02864  
Church Telephone 1-401-333-5203

**SECTION II: STATUS OF THE LAY SPEAKER**

For initial application as a Lay Speaker

1. Are you currently a Certified Lay Servant? \_\_\_ Yes  No
2. What year did you complete your Basic Course? 2021
3. What year did you complete your Advanced Course for certification as a lay servant? N/A
4. What was the title of your Advanced Course? N/A
5. Which of the following required Lay Speaking courses have been completed?  Intro to Lay Ministry  Basic Course  
\_\_\_ Leading Worship      \_\_\_ Leading Prayer      \_\_\_ Discovering Spiritual Gifts  
\_\_\_ Preaching      \_\_\_ United Methodist Heritage      \_\_\_ United Methodist Polity

(Upon completion of the required course work, the Lay Speaker candidate will be examined by the district committee on Lay Servant Ministries and recommended to the conference committee on Lay Servant Ministries to be considered for certification.)

For renewal as a Lay Speaker

1. What year did you first become certified as a Lay Speaker? \_\_\_\_\_
2. Date of last review of Lay Speaker status: \_\_\_\_\_ Approved: \_\_\_ Yes \_\_\_ No
3. What year did you complete your last Advanced Course? \_\_\_\_\_
4. What was the title of your last Advanced Course? \_\_\_\_\_

**SECTION III: REQUEST OF THE LAY SPEAKER**

I request recommendation of my pastor and my charge conference to begin renew as a Lay Speaker for the ensuing year.  
Date 10-7-2021 Lay Servant MARK FARNELL

**SECTION IV: RECOMMENDATION OF THE PASTOR**

I recommend concurrence with the request of this person to begin renew as a Lay Speaker for the ensuing year.  
Date 10-10-21 Pastor [Signature]

**SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE**

The church council/charge conference of \_\_\_\_\_ (church/charge)  
recommends the above person begin renew as a Lay Speaker for the ensuing year.

Date \_\_\_\_\_ Church Council Chair or District Superintendent

(To be completed by those requesting renewal as a Lay Speaker)

**SECTION VI: MINISTRIES BY THE LAY SPEAKER**

During the past year, I have participated in **caring ministries** as follows:

- served as a volunteer in a care-giving institution \_\_\_\_\_ provided one-on-one caring
- \_\_\_\_\_ at a hospital, nursing home, or to a shut-in \_\_\_\_\_ in membership/evangelism visitation
- served in caring/outreach projects (food pantry, prison ministry, etc)
- \_\_\_\_\_ other caring activities (Please list) FOOD DELIVERIES to Cumberland Sr. Center

During the past year, I have participated in **leading ministries** as follows:

- \_\_\_\_\_ served as member of committee, board, commission, council, task force, etc.
- \_\_\_\_\_ as a volunteer at a community agency
- \_\_\_\_\_ at my local church
- beyond my local church
- \_\_\_\_\_ on my District \_\_\_\_\_ Conference \_\_\_\_\_ Jurisdiction \_\_\_\_\_ General Church level
- \_\_\_\_\_ other leading activities (Please list) LOCAL POOR PEOPLE'S Campaign

During the past year, I have participated in **communicating ministries** as follows:

- \_\_\_\_\_ brought message in \_\_\_\_\_ worship services
- \_\_\_\_\_ served as worship leader in \_\_\_\_\_ services
- \_\_\_\_\_ delivered \_\_\_\_\_ devotional messages
- \_\_\_\_\_ taught \_\_\_\_\_ classes
- shared my faith story \_\_\_\_\_
- other speaking activities (Please list) GEORGE WIREY CENTER, FAIRVEGET, RD.

During the past year I have participated in additional opportunities for ministry as follows (Additional writing space below):

AMUMC - WEDNESDAY ADULT STUDIES / SUNDAY BIBLE STUDIES.

**SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER**

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, communicating and speaking?

AMUMC - WEDNESDAY ADULT STUDIES / SUNDAY BIBLE STUDIES  
EXPLORING THE BIBLE  
THE DICKINSON SERIES.

**SECTION VIII: FEEDBACK BY THE LAY SPEAKER**

1. Do you feel called to be in service in any area of ministry, either in the church or outside the church, in which you are not currently involved?  Yes \_\_\_\_\_ No (If yes, please list those areas below.)  
SOCIAL-ECONOMIC JUSTICE ADVOCACY - STATE OF ID
2. What additional training or support do you need or would suggest to further your ministry:  
ALWAYS looking to DO BETTER - SO ANYTHING HELPS
3. Give any recommendations you have for improving Lay Servant Ministries in your District or Conference:  
USING 2016 SOCIAL PRINCIPLES AS A GUIDE, DOUBLE DOWN + ACT ON THE THINGS THAT WE SAY WE BELIEVE IN.

(Note: District Directors are encouraged to respond to any comments within this section.)

**NOTICE:** After this form is completed and signed by those listed above, the Recording Secretary of the Charge Conference is requested to reproduce THREE copies: (1)Lay Speaker, (2)District Director of Lay Servant Ministries, (3)District Superintendent. The Recording Secretary of the Charge Conference keeps the ORIGINAL. (Revised September 2016)



## 2021 PASTOR'S REPORT

This past year was once again dominated by the COVID-19 pandemic. It has been an up and down experience:

- At our last church conference we were looking forward to cautiously returning to indoor worship. Unfortunately, we were back in the sanctuary for only 3 Sundays when another wave of COVID infections forced a return to online worship.
- At the end of May, with the availability of vaccines and the subsequent drop in infection rates, we were once again able to return to in-person worship and limited building usage.
- By the time the delta variant wave hit, we were worshiping safely outdoors – something we had already planned for July and August because of the popularity of outdoor worship last summer.
- By the second week of September we were back in the sanctuary for both Sunday worship services and Sunday School, and the building was reopened to outside groups.

We hope to be able to continue our current situation until the pandemic ends. Meanwhile, all indoor worship services, meetings, and other activities require adherence to our COVID safety protocols.

Because of our reliance on recorded and livestreamed media, and the ongoing technical challenges of using a cell phone as the primary recording and broadcasting device, the Trustees recently approved the purchase of a streaming camera and related equipment. This has vastly improved the quality and reliability of our livestream. The system is simple and easy to use, making livestreaming virtually stress free. Additionally, the camera is capable of livestreaming via a cell phone hotspot, giving us the opportunity for livestreaming off-campus events. The Trustees also approved the purchase of a fine portable sound system that can be used for outdoor worship, events in Cargill Hall, etc. We now have an AV system that is high quality, transportable, flexible, and easy to use.

It seems clear that “virtual church” is here to stay. A surprising number of parishioners prefer to participate from home (not entirely due to the pandemic). We also have a virtual community of folks who have connected with the church online, who may not choose in-person involvement even when the pandemic is over. In true Wesleyan spirit, we have affirmed that the *virtual* world is also our parish. It is quite an unexpected mission field. We continue to explore how to make livestreamed church services a truly hybrid experience, where viewers feel themselves to be a part of the worshiping body and not merely the audience.

On Pentecost Sunday we confirmed 8 of our youth. Meeting (virtually) for several weeks with these amazing young people in preparation for that day was one of the year’s highlights for me. While in-person Sunday School was suspended, Lee Ann Cotta and I offered a Sunday morning Kids’ Time, which featured a Bible lesson and time of prayer. We continue to host a Kids’ Game Night each month for Sunday School aged children.

Adult studies have included the Wednesday evening online class and an outdoor in-person book discussion group. In September, Johnna Kosnoff began facilitating an Adult Sunday school class, which meets outdoors, weather permitting. As the pandemic becomes more controlled and people are more comfortable with in-person activities, we are experimenting with a hybrid study model (with people participating both in person and via Zoom).

In July the Church Council adopted an overhauled Safe Sanctuary policy, which includes more safeguards, social media guidelines, and a requirement for background checks. In order to comply with the new policy, and because of a shortage of teachers, Sunday School was moved into Cargill Hall in a “one room schoolhouse” arrangement. While this is working in the short term, it will likely present some logistical tensions in the future.

The important work of the church’s administrative committees continued uninterrupted thanks to Zoom. The Finance Committee monitored the church’s income and expenses during this challenging time, and was able to secure a Paycheck Protection Program loan, which was later converted to a grant. The ad hoc Reentry Team (whose members likely could not have imagined that we would still be meeting a year and a half later) has stayed up-to-date with COVID data and recommendations from public health officials, and has made thoughtful, theologically grounded, and sometimes unpopular recommendations for AMUMC’s COVID safety protocols. The SPRC ensured that our valued employees were able to continue their work safely off site with no loss of income. The Trustees, who met in person as needed, were busy with maintenance and repairs in the church and parsonage, as well as navigating the fallout from the Boy Scouts of America’s bankruptcy filing. The Church Council continued to monitor the ministries and spiritual health of the church, and will begin developing a strategic plan for the future as soon as it is feasible. That undertaking has been delayed by the pandemic, but we acknowledge the need to discern a clear vision for AMUMC and to develop a strategy to move us toward that future.

A sad point in my ministry this past year was the loss of Facility Dog Kirby, who died in November of an aggressive form of lymphoma. Although I had initially decided against working with another facility dog, I eventually chose to continue what has been a part of my ministry for the past 20 years. In July I spent two weeks at Canine Companions for Independence’s northeast campus, training to be the handler for a sweet 2-year-old Golden Retriever named Nali. Our opportunities for visitation and community ministry are currently limited by pandemic restrictions, but I hope that I will be able to fully utilize her in the near future.

In addition to my responsibilities here at AMUMC, I serve in connectional ministry at the district level on the District Committee on Ordained Ministry, as an Associate to the District Superintendent (presiding at church conferences), and as a mentor to clergy and candidates for ministry. At the conference level I serve on the Committee on Episcopacy. My continuing education this year included the 2021 Festival of Homiletics, the 2021 Leadership Institute, Worship Design Studio's "Reboot Your Worship: Pandemic Edition", several online GCORR courses on racism and implicit bias, Parker Palmer's "Bridging the Political Divide" online course, a Missioninsite webinar, Jason Moore's "Both/And" webinars, and Sheffield Institute for Interdisciplinary Biblical Studies' event entitled "A Diverse Theology: A Conversation on Race, Gender, and the Bible".

It is my hope and prayer that the pandemic will soon be behind us. I also hope and pray that the lessons we have learned, the blessings we have discovered, and the opportunities that have presented themselves in the midst of this challenging time will remain with us long after the coronavirus has disappeared.

**TOTAL MEMBERSHIP DECEMBER 31, 2020:** 387 Professing Members

**Baptisms:**

Lillian Mae Gomes	5/16/2021
Cora Elizabeth DiNardo	8/29/2021

**Members Added:**

Olivia Carney	Profession of Faith	05/23/21
Joaquin Cardoso	Profession of Faith	05/23/21
David Cedor	Profession of Faith	05/23/21
Jessica Cunningham	Profession of Faith	05/23/21
Josie Cunningham	Profession of Faith	05/23/21
Ben Johnson-McMahon	Profession of Faith	05/23/21
Cole Parent	Profession of Faith	05/23/21
Pasquale Saccoccio	Profession of Faith	05/23/21
Mark Farnell	Profession of Faith	07/04/21
Lucinda Bellairs	Affiliate Membership	07/04/21
Jane O'Donnell	Profession of Faith	07/11/21

**Members Removed by Death:**

Elizabeth Woods	5/15/2021
John Boutiette	7/24/2021

**TOTAL MEMBERSHIP YEAR TO DATE:** 397 Professing Members

**AVERAGE WORSHIP ATTENDANCE (IN-PERSON AND ONLINE):** 91

Note: Online attendance is calculated by multiplying by 1.7 the number of viewers logged on for more than 1 minute (the longest period of viewing time reported by Facebook).

Greetings in the name of Jesus, our Lord and Savior, who us companions always and through all things.

Retirement has been kind to me, minus the never-ending Covid restrictions. In CT we are back to wearing masks at all indoor events. This includes my beloved gym. It is difficult to wear a mask when your heart rate is up around 130 beats per minute, and you can't see because sweat covers your eyes. I try to convince myself that this is fun.

Courtney and I spent a week at the Wooden Boat School in Brooklin, ME. He finally built the mast for the skiff he began building in 2003. I took a watercolor class. The medium I worked with in the past was acrylic paint. I discovered how much fun watercolor can be. I hope to be able to take more classes in this medium.

The publishing industry persists in calling me. The process of getting an agent and becoming a published author has been an education. I am a member of three critique groups. Each group has between eight and ten members. We share our work and revise it on a continuous basis (once a week for each group on Zoom). The groups are supportive and helpful. I continue to take online writing classes. Since retirement I have written and revised eight picture books and am currently working on a middle grade novel. My plan is to begin submitting my work this fall.

Spiritual direction has maintained my connection to others, both as a recipient and a director. During Covid it has taken place on Zoom. I look forward to the day when we can physically work in this way. Zoom, as you know, is just not the same as being in person.

My home church is the Mystic Congregational Church. They have recently returned to in-person worship. I have not gone to the building because of my concerns for our grandchildren who are too young to be vaccinated. Worship for me has been an online experience. It has been a positive practice to attend worship at different churches.

In June, our son Eamon and his family traveled to New England and stayed with us for six days. This resulted in having two family reunions back-to-back over a two-day period, one for the Jacksons and one for the McCrackens. We are too many with the new generation to all be in one place. This was the first time we saw Eamon since his deployment to Iraq in August of 2019. It was also the first time we saw our siblings since March of 2019. I am grateful for our family time together.

Grace and Peace,  
Pastor Lynn

Retired United Methodist Pastors affiliate with a local church as their church conference. Upon my retirement on July 1<sup>st</sup>, I requested to affiliate with Arnold Mills. The transition from active pastoral ministry to retired status is still new to me. I set a goal of treating this first year as a "sabbatical" year which to me means that I am cautious about commitments. In general, I am not preaching anywhere, although I would be available in an emergency and especially if someone were needed to celebrate communion.

I am taking advantage of this opportunity to worship either remotely or in person in a variety of churches, although I have worshipped at Arnold Mills about half of the weeks since retirement. I have also participated in the adult study on the social principles.

I continue to serve as the co-registrar of the Seacoast District Committee on Ministry. On the conference level I serve as a member of the Conference Committee on Episcopacy and the Clergy Response Team. In July, I began serving as the community Spiritual Director for the Southern New England Walk to Emmaus. I am also a trained candidate and clergy mentor although I am not currently serving in that capacity.

Thank you for the opportunity to connect with Arnold Mills United Methodist Church.

Blessings,

Rev. Beverly E Stenmark

### AMUMC MEMBERSHIP REPORT – October 19, 2021

TOTAL MEMBERSHIP DECEMBER 31, 2020

*Full Members: 387*

#### NEW MEMBERS RECEIVED

Profession of Christian Faith

Mark Farnell, Jane O'Donnell, Joaquin Cardoso, Olivia Grace Carney, David Cedor, Jessica Cunningham, Josie Cunningham, Benjamin Johnson-McMahon, Cole Parent, Pasquale Saccoccio

Certificates of Transfer

*Total Additions: 10*

#### REMOVALS:

Removed by Death

Elizabeth Woods. John Boutiette

Certificate of Transfer

Withdrawn

Charge Conference Action

*Total Removed: 2*

TOTAL MEMBERSHIP October 19, 2021

*Full Members: 397*

#### BAPTISMS:

Added to Preparatory Membership List

Lillian Mae Gomes, Cora Elizabeth DiNardo

## Report on Church Council

The Church Council has continued to meet on the 3<sup>rd</sup> Monday of every other month via Zoom, throughout the pandemic period. Each meeting starts with a Worship Time, prepared by the Chair, which is intended to set the mood for a cooperative spirit and a reminder that we are gathered to focus on advancing the Kingdom during our deliberations.

Besides the traditional Committees and Committee reports, one of the most active committees has been the Re-Entry Committee which has been focused on remote meetings and gatherings as well as the safety precautions which will be exercised as in-person gatherings are resumed. **We have been particularly blessed** by a Pastor who has accepted the challenge of learning the technologies required to orchestrate remote worship services, classes, meetings, and special functions including prayer meetings. She has learned to adapt and improve, with the help of talented church members, the equipment combinations necessary to record and post meaningful worship services – whether outside or in the sanctuary. The members are very appreciative of these accomplishments, and this has contributed to quite widespread participation and continued financial support during this sea change in our normal interface opportunities.

One of the major accomplishments, in the past year, has been the adoption of a Safe Sanctuary policy which includes procedures and guidelines for all Church related activities as well as all outside organizations which use the facilities of the Church. This is something which Arnold Mills never had --- and now we have this policy in-place. One of the more difficult challenges which we face, as a congregation, is the recruitment of new volunteers to serve on committees and to accept many of the routine assignments during worship and administration. I am grateful to the persistent contributions and participation by all of our Council members.

We look forward to more in-church, in-person engagement as control of Covid is improved. This includes the initiation of an adult Sunday School class which will meet on Sunday mornings prior to the 10:30 AM service.

Sincerely,            Keith Johnson, Chair



# Report of the Trustees

The trustees are amenable to the Charge Conference and as such are required to make an annual report

(¶ 2550). Additional reports should be made as requested by the Charge Conference or Church Council or equivalent. Numbers in parentheses refer to paragraphs in the 2016 Book of Discipline.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and the board of trustees.

Arnold Mills United Methodist Church Church \_\_\_\_\_ Charge \_\_\_\_\_  
RI/SE MASS. District New England Annual Conference  
 For the period beginning 10/08/20 , and ending 10/19/21  
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

1. Organization for the present conference year was effective (date) \_\_\_\_\_, by electing the following officers (no less than three, and up to nine persons):

	Name	Term Expires
President	<u>Lindsay Gettinger</u>	_____
Vice President	<u>Fran Carr</u>	_____
Secretary	<u>Scott Murphy</u>	_____
Treasurer	<u>Thomas Cabana</u>	_____
Member	<u>Thomas Hetherington</u>	_____
Member	<u>Dave Larson</u>	_____
Member	<u>Matt Cedor</u>	_____
Member	_____	_____
Member	_____	_____

2. Is the local church incorporated (¶2529.1a)?  Yes  No I.D. # 26998

3. a. Name or names in which title to each piece of property is recorded, as shown by civil land records (¶¶2536, 2538):

Recorded at the Town Hall of Cumberland, RI.

	Name(s)	Office	Book	Page
Church Buildings	<u>AMUMC - 690 Nate Whipple Highway</u>		<u>49</u>	<u>144</u>
Church Buildings	_____		_____	_____
Parsonages	<u>696 Nate Whipple Highway</u>		<u>"</u>	<u>"</u>
Parsonages	_____		_____	_____
Other	<u>Cemetery</u>		<u>60</u>	<u>106</u>
Other	<u>Vacant lot</u>		<u>263</u>	<u>336</u>

b. Who is the custodian of deeds and other legal papers? Rockland Trust

c. Where are they kept? Safe Deposit Box

4. Does each deed contain trust clause (¶2503)?  Yes  No

5. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate?  Yes  No

6. a. Insurance (¶2533.2, 2550.7) next page

Item Insured/ Insurance	Replacement Value	Amount of Coverage	Type of Coverage	Company	Restricted By Coinsurance (Yes or No and amount)		Expires When
Church Buildings	\$ 3,193,340.	\$ 3,992,332.	Property	Church Mutual	Y <input type="checkbox"/>	Amount::	08/01/22
Parsonages	\$ 293,642.	\$ 3,992,332.	Property	Church Mutual	N <input checked="" type="checkbox"/>	Amount:	08/01/22
Church Furnishings and Equipment	\$ 436,733.	\$ 3,992,332.	Property	Church Mutual	Y <input type="checkbox"/>	Amount::	08/01/22
Parsonage Furnishings and Equipment	\$ 28,638.	\$ 3,992,332.	Property	Church Mutual	N <input checked="" type="checkbox"/>	Amount::	08/01/22
Vehicle(s) <i>Shed Garage</i>	\$ 4,499. \$ 35,482.	\$ 3,992,332.	Property	Church Mutual	Y <input type="checkbox"/>	Amount::	08/01/22
General Liability		\$11,000,000.	Liability	Church Mutual	N <input checked="" type="checkbox"/>	Amount::	08/01/22
Worker's Compensation				Church Mutual	Y <input type="checkbox"/>	Amount::	01/01/22
Directors and Officers/Errors and Omissions/Crime		\$5,000,000.	Liability	Church Mutual	N <input checked="" type="checkbox"/>	Amount::	08/01/22
Professional Liability Coverage (Including Sexual Misconduct)		\$10,000,000	Liability	Great American	Y <input type="checkbox"/>	Amount::	08/01/22
					N <input checked="" type="checkbox"/>		

b. Have the buildings been inspected for fire and other safety hazards within the past year?  Yes  No

c. Have you assessed the replacement value within the last 5 years?  Yes  No

d. Who performed the assessment? *Fred C. Church Insurance*

e. Does the church have a Safe Sanctuary Policy?  Yes  No

f. Is the amount of insurance adequate?  Yes  No

(to determine adequacy of coverage, please use the GCFA Insurance Worksheet found at <http://www.gcfa.org/gcfa/united-churchofchristianity-insurance-requirements>)

7. a. Has an annual accessibility audit for church properties been conducted (§ 2533.6)?  Yes  No  
(attach as a report; an example accessibility audit form may be found at <http://www.gcfa.org/forms-and-resources>)

b. If needed, have you developed an accessibility plan?  Yes  No (Attach plan)

8. Provide a detailed list of income-producing and permanent funds:

Item	Date Received	Amount	Where Invested	Income	How Income is Used for Ministry
<i>See attached financial report from Rockland Trust dated 09/30/21.</i>					

(Attach as a supplement a statement "clarifying the manner in which these investments made a positive contribution toward the realization of the goals outlined in the Social Principles of the church and showing the investments are socially responsible..." § 2533.5 and § 2550.9)

President of Trustees

*Lindsay F. Gettinger*

Printed Name:

*Lindsay F. Gettinger*

Date:

*10/14/21*

**ARNOLD MILLS UMC TRUSTEE ACCOUNT**

**September 2021**

	A	B	C	D	E
1		<b>PREVIOUS</b>		<b>BALANCE</b>	
2		<b>BALANCE</b>			
3	<b>DESIGNATED AMOUNTS</b>			<b>BALANCE</b>	
4	Ella F. McKenzie Endowment	\$109,386.82		\$109,386.82	
5	Alice M. Coddington Endowment	\$115,521.55		\$115,521.55	
6	Lois Whitcomb Endowment	\$10,000.00		\$10,000.00	
7	<b>TOTALS</b>	\$234,908.37		\$234,908.37	
8	<b>UNDESIGNATED AMOUNTS</b>				
9	Estate of Henry and Ruth Wiley	\$20,567.40			
10	BJ Gray Endowment	\$20,000.00			
11	Barbara Gray Bequest	\$50,000.00			
12	Lucille Martin Bequest	\$10,000.00			
13		\$100,567.40			
14					
15					
16		<b>Monthly Activity</b>			<b>Year to Date</b>
17					<b>Activity</b>
18	<b>ROCKLAND TRUST ACCOUNTS</b>				
19	Interest/Dividend Received	\$1,978.90			\$12,605.08
20	<b>TOTAL</b>	\$1,978.90			\$12,605.08
21	Less Bank Fees	(\$1,019.72)			(\$7,459.75)
22	<b>NET INCOME</b>	\$959.18			\$5,145.33
23					
24	<b>Security Transfers</b>	\$0.00			\$0.00
25	<b>Other</b>	\$0.00			\$0.00
26					
27	<b>PORTFOLIO</b>				
28	Beginning Market Value	\$1,390,522.57			\$1,226,063.31
29	Ending Market Value	\$1,341,659.80			\$1,341,659.80
30					
31	Change in Market Value	(\$48,862.77)			\$53,023.96
32	Realized Gains/Losses	\$0.00			\$0.00
33	(Included in Total Above)				
34					
35	<b>MEMORIAL FUNDS / GIFTS RECEIVED</b>				
36					
37	J. Robbins Arnold Memorial Gifts				\$885.00
38	Alan Cargill Memorial Gifts				\$1,035.00
39	Marion Shepard Memorial Gifts				\$300.00
40	Lucille Martin Bequest				\$10,000.00
41	Norma Pilkington				\$600.00
42	Black, Butler and Arnold				\$1,000.00
43	Allan Cargill				\$50.00
44	Barbara Callahan				\$100.00
45					
46					
47	<b>TOTAL FUNDS / GIFTS RECEIVED</b>	\$0.00			\$13,970.00
48					
49	<b>DISBURSEMENTS</b>				
50	Stearns Awards				\$1,200.00
51	Church Operations				\$1,200.00
52	Church Audio	\$3,123.08			\$3,123.08
53					
54					
55	<b>TOTAL DISBURSEMENTS</b>	\$3,123.08			\$5,523.08
56					
57					
58					
59					
60					

Overview of Your Account - xx1700 Arnold Mills United Methodist Church Agency

Investment Objective: Balanced

Activity Summary

	This Period (\$)	Year to Date (\$)
Beginning Market Value	1,390,522.57	1,226,063.31
Cash & Security Transfers	0.00	0.00
Contributions	0.00	63,970.00
Income & Capital Gain Distributions	1,978.90	12,605.08
Fees	-1,019.72	-8,479.47
Withdrawals	-3,123.08	-5,523.08
Change in Account Value	-46,698.87	53,023.96
<b>Market Value on Sep 30, 2021</b>	<b>\$1,341,659.80</b>	<b>\$1,341,659.80</b>

Income Earned

	This Period (\$)	Year to Date (\$)
Taxable Income	0.00	0.00
Tax-Exempt Income	1,978.90	12,605.08
Tax-Deferred Income	0.00	0.00
<b>Total Income Earned</b>	<b>\$1,978.90</b>	<b>\$12,605.08</b>
<b>Total Short Term Realized Capital Gain/Loss</b>	<b>-\$13.65</b>	<b>\$34,670.62</b>
<b>Total Long Term Realized Capital Gain/Loss</b>	<b>\$0.00</b>	<b>\$22,816.16</b>
<b>Total Realized Capital Gain/Loss</b>	<b>-\$13.65</b>	<b>\$57,486.78</b>

This summary is for your reference. It is not intended for tax reporting purposes.

Asset Allocation on September 30, 2021

	Market Value (\$)	Percent
Common Stock	537,418.84	39.60%
Taxable Fixed Income	351,243.17	25.89%
International Equity	145,396.77	10.72%
Diversifying Funds	112,245.60	8.27%
Diversifying Taxable Funds	108,542.24	8.00%
International Fixed Income	57,802.43	4.26%
Money Market Funds	44,237.67	3.26%
<b>Subtotal</b>	<b>\$1,356,886.72</b>	<b>100.00%</b>
Liabilities	-15,226.92	
<b>Total of Your Account</b>	<b>\$1,341,659.80</b>	



## Christian Education Committee Report

### Christian Education Committee 2020

The 2020-2021 church school year began in mid-October with a one room school house approach. We continued with the Power Xpress rotational workshop curriculum. Due to the ongoing pandemic, we only met three times before the decision was made to suspend in person church. At that point, weekly slide shows were created and sent to all church school families so they could continue with the workshop lessons in their own homes. Pastor Arlene also continued with her weekly children's time via zoom. Her lessons with the children correlated with the weekly slideshows.

As of the end of September of this year, we have 8 children registered with an average Sunday attendance of 6 children.

The current Christian Education Committee consists of Stacey Johnson, Kerri Johnson, and Lee Ann Cotta.

Respectfully Submitted,

Lee Ann Cotta  
Christian Ed Chair

## 2021 Staff Parish Relations Committee Report

The Staff Parish Relations Committee met throughout the year as needed via Zoom and through emails due to the ongoing pandemic. Pastor Arlene and the office manager were able to return to the church in person and resume office hours that are open to the congregation. The Trustees had proposed that we switch to a cleaning service to take care of the custodial needs of the church therefore, our custodian's last day of service was 10/23/21. The current committee members are Sandy Angel, Lee Ann Cotta, Christopher Ferretti, Joyce Fox, Anne Hetherington, and Stacey Johnson.

Respectfully submitted,

Stacey Johnson and Lee Ann  
SPRC Co-Chairs

Cotta

### SPRC Recommendation for 2022 Pastoral Compensation

Cash Salary	\$61,052.22
Professional Reimbursable Expenses	\$3,312.00
IRS Housing Exclusion Allowance	\$3,500.00

## 2020 Worship Committee Report

Challenges continue as we have learned to live with the impact of Covid. The restrictions we observed were more significant this past year and had a greater effect on our Worship life.

Our Christmas Service was held on the front steps of the church. Although the service was no less meaningful, the rainy weather prohibited our ability to stream, and fewer members could participate in worship.

For Easter, our choir recorded individually "I Believe" by Mark Miller. It was so beautiful, and I think our church family enjoyed in. Also recorded virtually was Silent Night. A big shout out to our Music Director, Joey Mazarella for coordinating music during difficult times. During the cold weather continued to be streamed as individual choir recorded music at home that was then sent to Joey to be played during the streaming service.

Spring brought warmer weather and we were able to have our services outdoors on our large front lawn. Despite having to keep our distance it was wonderful to see our neighbors and friends gathered. We were able to have a soloist at an individual microphone and with the acquisition of new equipment we became more proficient at streaming.

I am also pleased to report that 8 young adults were confirmed in late Spring under a beautiful sunny sky. We also had a Baptism and early this Fall, we welcomed three new members to the church.

We have returned to inside worship with masking, social distancing, and effective air circulation. Despite the adjustments, a sense of normalcy is returning to our church family.

We pray that the number of Covid cases continues to drop and look forward to seeing more of our church family at in-person worship.

### Members of the Worship and Music Committee

Chair and Choir Representative	Pam Thurlow
Music Director	Joey Mazarella
Acolyte Coordinator	Stacy Johnson
Liturgist Coordinator	Rebekah Puleo
Altar Flower Coordinator	Sharon Bizier
Greeter Coordinator	TBD

**Arnold Mills United Methodist Church**  
**Missions, Outreach and Social Concerns Committee**  
**2021 Charge Conference Report**

The members of the Missions and Social Concerns Committee for 2021 continue to be actively involved in a variety of programs and activities that support and enrich our community locally, regionally, nationally and internationally. AMUMC members provide support for specific missions projects throughout the year. The members of the Committee view ourselves as organizers of the missions and outreach efforts of AMUMC, but our entire congregation is the Missions and Social Concerns Committee.

**The ongoing health crisis has caused adjustments to a variety of our mission's activities and programs. Those that could be conducted or modified were implemented with those changes as necessary and appropriate.**

**Activities and Programs:**

**Adopt-a-Family Christmas Presents**

Our annual Christmas present campaign provided for 64 presents for 10 children and their parents in the Northern RI area. All of the Christmas ornaments will be selected and the presents will be purchased, wrapped and delivered to the Adopt-A-Family center in Woonsocket. **Due to the ongoing health care concerns the Adopt-a-Family Agency has cancelled the program for 2020. However, other organizations are exploring providing some of those services. We will keep AMUMC members informed of any opportunities to provide holiday gifts for local children and their families.**

**Cintas Clothing Donations: 2010 - Present**

Members of AMUMC have been delivering donated clothing twice monthly to the St. James Episcopal Church Clothing Closet and the Community Care Alliance, both in Woonsocket, for distribution to needy families in Northern Rhode Island. **This program was restarted following a temporary closure of the St. James Clothing Closet due to the safety protocols for the Covid-19 pandemic. They resumed accepting clothing donations in August from AMUMC members and the Cintas Warehouse.**

**Easter Baskets**

For the past several years, we have provided 40+ Easter baskets to the children of the Woonsocket Shelter. The assembly of the baskets has been shared by the Girls Scouts and the children of our church school program. **Unfortunately, the program was suspended due to the health care concerns. In both 2020 and 2021. We are hopeful it can resume in 2022.**

**Franklin Farm Garden - 2007 - Present**

Since 2007 volunteers have raised over **440,000 pounds of fresh vegetables** for distribution to the RI Community Food Bank (over 260,000 pounds) and local soup kitchens and food pantries in Northern RI. Modified safety protocols from 2020 were developed that allowed for the continuation of the vegetable growing and donation program. Over 30 volunteers from AMUMC worked in the community garden this year. **This year the donation totals were over 30,000 pounds of farm fresh vegetables.** The vegetable stand reopened and the local agencies – the Woonsocket based Community Care Alliance, the Pawtucket Soup Kitchen, the Salvation Army of Pawtucket and the Northern RI Food Pantry directly received portions of the vegetables on harvest evenings. The RI Community Food Bank continued to receive the largest portion of donations, over 16,000 pounds.

**Habitat for Humanity**

For the last several years volunteers have worked with the West Bay & Northern R.I. Chapter of the Habitat for Humanity. We usually work on the 2<sup>nd</sup> Saturday of the month from 8:30 am to 3.30 pm. This year the volunteers were not able to participate in construction projects due to the Covid-19 shut down requirements. Hopefully the building program will resume in the next few months.

**HAPPY Baskets**

Since 2011 AMUMC members have participated in the HAPPY Basket program which provides food and Christmas presents for needy families in Cumberland. Last year's collection was taken in November and December and \$734 was delivered to the HAPPY Basket program along with over 100 pounds of boxed and canned goods. We are hopeful that the program will continue for 2020.

**Soup Kitchen Meals – 2011- Present**

AMUMC provides one lunch a month to needy families and individuals at an inner-city location. We feed over 100 meals during this luncheon and are now packing brown bag meals "to go" for evening sustenance. This is a year-round program and coordinated by local churches, business and individuals for the City of Woonsocket.

**The Woonsocket Shelter Donations: 2001 - Present**

The Woonsocket Shelter is open 24 hours a day, 365 days per year, providing housing and independent living skill training for nearly 80 persons per night through the shelter and six emergency apartments. In the hallway by the display case there are baskets that are used to collect items that are needed by the residents such as food, school or personal care supplies. Over the years we have donated personal care items, bedding supplies and occasionally furniture. Since January of his year, we have donated significant numbers of boxed and canned foods and personal care items and linens to the Shelter.

Respectfully submitted,

Chip Thurlow, Chairperson, AMUMC Missions and Social Concerns Committee

# **ARNOLD MILLS UNITED METHODIST CHURCH**

## **SAFE SANCTUARY POLICY**

### **I. INTRODUCTION**

When the disciples attempted to keep the children away from Jesus he was quick to respond, "Let the children come to me." Jesus taught that children were to be included and provided for within the community of faith. Today the church may be the only place where some children find the unconditional love and care they so desperately need to grow and thrive. As Christians, we must take our responsibilities to the children and other vulnerable persons very seriously. We fail in those responsibilities if we neglect to take adequate precautions against abuse in our churches. While it is unlikely that we can completely prevent abuse in every situation, it is possible for us to greatly reduce the risk by following a thorough and practical policy of prevention.

### **II. PURPOSE**

The congregation of the Arnold Mills United Methodist church is committed to providing a safe and secure environment for all children, as well as for those who work with them. The following policy reflects our congregation's commitment to preserving this church as a sacred place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others.

### **III. STATEMENT OF COVENANT**

As a Christian community of faith committed to ministry to and with children and other vulnerable persons, we pledge to conduct all our activities and ministries in such a way that assures the safety and spiritual growth of all those entrusted to us. We will follow reasonable safety measures in the selection and recruitment of workers and we will be responsible in overseeing our programs and events and in training our staff, so that they are able and equipped to minister to children in Jesus' name. We will report and respond to all witnessed or suspected incidents of abuse as is required by state law and our moral conscience and we will be prepared to minister to the families of both the abused and the perpetrator.

### **IV. DEFINITIONS**

- **Adult:** A person 18 years of age or older.
- **Youth:** A person between the age of 12 and until 18.
- **Child and/or Children:** A person younger than age 12.
- **Young Child:** A person under the age of 5.
- **Vulnerable Person:** Any person, 18 years and older, who because of mental, emotional, physical, or developmental disability or dysfunction, or brain damage, or the infirmities of aging may be vulnerable to maltreatment.
- **Abuse:** Any verbal, physical, or sexual abuse of a person under the age of 18 or an Adult who is classified as a Vulnerable Person.

- **Physical Abuse:** Any act of commission or omission that endangers an individual's physical health, including intentional physical injury, punishment that is overly punitive or inappropriate to the individual's age or condition, and purposeful acts that pose a serious danger to physical health of the individual.
- **Sexual Abuse:** Child sexual abuse is the sexual abuse or exploitation of a child. This includes, but is not limited to:
  1. Incest,
  2. Rape,
  3. Prostitution,
  4. Romantic Involvement,
  5. Sexual intercourse or other sexual contact,
  6. Sexualized Behavior that communicates sexual interest and/or contact,
  7. Making comments or innuendo of a sexual nature,
  8. Inappropriate touching of the subject's body or inappropriate kissing,
  9. Displaying pornography or sexually suggestive visual materials, and
  10. Exposing the genitals or touching or rubbing oneself in the presence of the subject.
  11. The National Center on Child Abuse and Neglect defines child sexual abuse as: "Contacts or interactions between a child and an adult when the child is being used for sexual stimulation of the perpetrator or another person when the perpetrator or another person is in a position of power or control over the victim."
- **Verbal Abuse:** Any verbal act that humiliates, degrades or threatens.
- **Staff:** All paid Church personnel.
- **Helper:** Anyone who aids in ministry and is not counted in the 2-worker rule, including persons younger than 16 years of age.
- **Regular Worker:** Any person who works with children, youth or vulnerable individuals regardless of how infrequent.
- **Occasional Workers:** Those volunteers who do not regularly work with children, who are called upon to assist Regular Workers with short notice.
- **Social Media:** Web-based and mobile technologies used to advance interactive communication --- both public and private uses; including, instant messaging, texting, emailing, and video chat. Examples include blogs, Facebook, Flickr, Foursquare, Google, Instagram, Instant Messenger, SnapChat, Tumblr, Twitter, Vimeo, and YouTube.

## V. SAFE SANCTUARY PROCEDURES

This policy applies to all persons, including paid and unpaid workers, whether lay or clergy, who have any direct or indirect contact with the children, youth, and/or vulnerable persons who participate in any ministries, activities, or events sponsored by Arnold Mills United Methodist Church. Additionally, all outside groups using the building shall sign a statement that they are in compliance with the SAFE SANCTUARY BUILDING USE AGREEMENT or have an equivalent policy in force, which is to be verified by the Screening Committee.

## 1. SCREENING

- All screening information (references, background checks, etc.) shall be held in strict confidence and all documents will be securely stored. Social Security numbers recorded on background check waiver forms shall be blacked out once the background check is completed.
- A Screening Team shall be formed to conduct all screening procedures. This team will be comprised of the pastor, SPRC chair, and the supervisor of ministry under which that program or event falls (e.g., for Sunday School classes – the Sunday School Superintendent). Any member of the team may conduct screenings; however, only the pastor will conduct criminal background checks.
- All workers (staff or volunteer) must be screened prior to working with children and youth.
- All paid church staff must be screened regardless of whether they will have regular contact with children. (Note: At the time of implementation of this policy, current employees will not be required to undergo the screening process, but all will be subject to a criminal background check.)
- As part of the screening process, all paid staff and workers will undergo criminal background checks. Criminal background checks may be waived for persons who provide documentation of a current criminal background check (e.g., public school teachers). Criminal background checks will include national criminal and sex offender databases and a Social Security trace. Additionally, motor vehicle records searches are required for drivers on church-sponsored trips for which transportation is provided (e.g., mission trips). Background checks must be renewed every 3 years.
- Workers will be required to complete a BACKGROUND VERIFICATION RELEASE form and a VOLUNTEER APPLICATION FORM AND RELEASE, which shall include the following:
  - Identification (including a license or picture ID, or that of a parent if a minor)
  - Address
  - Phone number
  - Social Security number (Note that the Social Security number will be blacked out as soon as the background check is complete.)
  - Employment history for the last 5 years
  - Volunteer work for the last 5 years
  - Information regarding whether the applicant holds a valid driver's license and if so, whether it has been suspended or revoked in the last 5 years
  - 2 personal references (not related to the applicant) with complete addresses
  - Consent to verify all information provided and to contact the references
  - Acknowledgement that the applicant has read and understood the Safe Sanctuary policy
  - Waiver of any right to pursue damages against the church caused by reference's responses
  - Certification that the information provided is true and correct.
- No individual who has been convicted of a crime involving either sexual or physical abuse will be permitted to serve as a worker in any church-sponsored program, event, or

ministry involving children. The Screening Team will determine the suitability of other applicants based upon reference and background checks.

- All workers are expected to participate in an orientation and training session. Scheduling, preparing for, and facilitating orientation and training sessions are the responsibility of the Screening Team. These sessions will be conducted as needed as an orientation for new workers. This will include a review of the Safe Sanctuary policies as well as emergency procedures.
- The Safe Sanctuary orientation and training is required for all workers. Additional training may be provided occasionally (e.g., presentation of responsibilities as a state mandated reporter) which may or may not be mandatory.
- All regular workers are required to sign the SAFE SANCTUARY PARTICIPATION COVENANT annually. Note that this includes an affirmation that the worker has reread and understands the Safe Sanctuary Policy.

## 2. SUPERVISION:

- At all times during any church-sponsored program, event, or ministry involving children and youth, there shall be a minimum of 2 adult workers who are at least 5 years older than the group with which they are working and are not from the same household. Youth group leaders must be at least 21 years of age.
- If the 2-adult rule cannot be observed, a screened roamer will regularly check on groups with only one adult.
- While helpers may assist workers in church-sponsored programs, events or ministries involving children, only screened and trained workers may directly care for children (e.g., bathroom escort, changing diapers)
- Because a one-to-one relationship is essential to the unique nature of the confirmation program, confirmation mentors and their confirmands are exempt from the “2-worker rule”. However, all confirmation mentors shall be screened and parental/guardian consent is required.
- There shall be unobstructed visibility to all activities where children are present.
- All rooms that are regularly used as classrooms or nursery must have windows. These windows must remain unobstructed at all times. Rooms that are not regularly used as classrooms or nursery need not have windows installed. However, when using those rooms for any program, event or ministry involving children, the door must remain open at all times.
- Changing a diaper or assisting a Young Child in the bathroom should take place where the worker is in the line of sight while protecting the child’s privacy.
- In the event that a Child needs to use a restroom that is not within the line of sight, 2 workers must accompany the child to the restroom. If that leaves only one worker with the children, a worker from another room must float or stand in the line of sight of the room(s) in which there is only one worker left. The worker(s) will confirm that the restroom is unoccupied before allowing the child to enter. The worker(s) will wait outside of the restroom for the child and will escort the child back
- In the event that a child under the age of 5 needs to use a restroom, they will be escorted to the restroom where an adult will check to make sure the bathroom is empty before

allowing the child to enter. The adult will wait outside of the restroom and a second adult will be in the line of sight during the interaction.

- Staff and Workers will not message or post to any personal form of social media pictures of children attending any church-sponsored program, event, or ministry involving children.
- In the interest of safety and security, parents/guardians are responsible for all children and youth on church property who are not participating in a worker-supervised class or activity.
- The Safe Sanctuary policy will be enforced at off-site church-sponsored ministries, events and locations. Transportation to and from will be the sole responsibility of the child's parent or guardian. In the event of a church-sponsored trip for which transportation is provided (e.g. mission trip) the 2-worker rule applies at all times, including in each vehicle and all drivers must undergo a motor vehicle background check. Overnight events involving a mixed gender group require both male and female workers/staff present. Single gendered groups must have at least one worker/staff of that gender.
- Any off-site activity requires advance notification to parents/guardians and completion of an ACTIVITY PERMISSION SLIP signed by a parent/guardian.
- When the pastor meets a child or youth for one-on-one counseling, they shall meet in a room that has an unobstructed door window, and there must be a second adult in the vicinity with access to the line of sight.
- Physical discipline of children and youth is not allowed. Disruptive children and youth will be given a "timeout". If disruptive behavior continues the parent/guardian will be notified to remove the child or youth from the class or activity.
- All workers shall report immediately to the pastor any unsafe condition or behavior that, while not clearly physically, emotionally, or sexually abusive, does appear inappropriate.
- Copies of the Safe Sanctuary Policy, related forms, and emergency response procedures checklist shall be kept in a binder in all children's classrooms and the nursery.

### 3. SOCIAL MEDIA

- Workers, helpers, and staff shall protect the privacy and identity of all children, youth and vulnerable adults in online writings, postings and discussions.
  - Workers, helpers, and staff must not post photos or video which identify children, youth or vulnerable adults on any online site or printed publication without written consent from a parent/guardian.
  - All social media groups and pages associated with children's, or youth ministry areas will be designated as "closed" groups, requiring all those who wish to gain access to be approved by the page administrators.
  - All church-related social media groups and pages must have at least two administrators. If an administrator is no longer associated with the ministry, that individual's administrative status must be revoked.
  - Photos of minors may only be published or posted on social media, church newsletters, websites, blogs, etc., after a photo release has been signed by a parent/guardian. Photos must not include any identifying information of minors. Photos may only be posted to the social media page by page administrators.

- When checking in on any location-tagging social media, workers, helpers, and staff may only “check in” for themselves, never for children. Workers, helpers, and staff will not tag or reveal any other participants’ location without their expressed permission, but rather create a hashtag to facilitate conversation.
- Workers, helpers, and staff shall maintain appropriate relational boundaries with minors.
  - No workers, helpers, or staff shall initiate Friend Requests, Follow Requests, Circle Requests, or other online connections with a minor or vulnerable adult. Workers, helpers, and staff shall not accept such requests by minors without the permission of a parent/guardian.
  - Any electronic conversations with minors shall not occur in open social media channels without parental permission (see Media Release Form). When emailing, texting, tweeting, or using any social media messaging a child, workers, helpers, and staff will copy another adult (a parent/guardian or another screened worker) on the message, or post it in a public venue (e.g., a Facebook wall as opposed to a private message). This will allow adults to virtually maintain the “two adults present” procedure when using social media.
  - Social media, even though it offers convenient and private channels, is not an appropriate medium for counseling. Pastoral conversations will begin or immediately transition into a mandated Safe Sanctuary model (i.e., office with windows, two adult rule, etc.).
- Engaging in the creation, viewing or distribution of pornography is prohibited.
- Engaging in, encouraging or condoning cyberbullying is prohibited.
- We will look for opportunities to educate children in the safest and most effective ways of using social media and technology to live out their Christian witness in what they write, post, share, and view.

## VI. RESPONSE AND REPORTING

- All reports shall be kept confidential except as necessary to assist law enforcement, Child Protective Services, the United Methodist Church, and other investigative bodies and agents. All written reports shall be filed securely.
- In the event of a **witnessed** event of abuse:
  - **Immediately** take any necessary steps to ensure the victim’s safety.
  - **Calmly** remove all children and youth present from the situation and immediately notify the victim’s parent/guardian (if that person is not the perpetrator).
  - Do not confront the accused abuser with anger and hostility, but do immediately remove him or her from further contact with children and youth.
  - Secure and maintain the integrity of the area and protect all evidence for professional investigation.
  - Immediately report in the following order to:
    - Law enforcement agency (911)
    - The Department of Children, Youth, and Families Child Abuse Hotline (1-800-742-4453) or (1-800-RI-CHILD)
    - The pastor (who will then immediately contact the District Superintendent)

- The District Superintendent will advise further action and/or notification.
  - If the pastor is the perpetrator, immediately report in the following order to:
    - Law enforcement agency (911)
    - The Department of Children, Youth, and Families Child Abuse Hotline (1-800-742-4453) or (1-800-RI-CHILD)
    - SPRC chair (who will then immediately contact the District Superintendent)
    - If the SPRC chair is unavailable, the witness will immediately report directly to the District Superintendent
    - The District Superintendent will advise further action and/or notification.
  - As soon as the situation is safe, the victim (if possible) and the witness should record their statements using the REPORT OF WITNESSED ABUSE form.
  - As soon as possible, the pastor (or SPRC chair if the perpetrator is the pastor) shall complete the RECORD OF ACTION FOR WITNESSED INCIDENT OF ABUSE form. This form should be updated as further action is taken.
  - After conferring with the District Superintendent, the pastor (or other individual designated by the District Superintendent) will prepare a brief and honest statement that can be made to the congregation without giving unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns.
- In the event of an alleged (i.e., reported, not witnessed) abuse:
  - The person(s) receiving the report shall immediately notify the pastor
  - As soon as possible, the person(s) to whom the allegation is made shall record their statements using the REPORT OF SUSPECTED ABUSE form.
  - If the pastor is the accused, the person receiving the report shall immediately notify the SPRC chair.
  - The pastor (or SPRC Chair if the pastor is the accused) shall immediately contact parent/guardian (if that person is not the alleged perpetrator)
  - The pastor (or SPRC Chair if the pastor is the accused) shall contact The Department of Children, Youth, and Families Child Abuse Hotline (1-800-742-4453) or (1-800-RI-CHILD)
  - The pastor shall immediately notify the District Superintendent. If the pastor is the alleged perpetrator, the SPRC chair will inform the District Superintendent. The District Superintendent will advise further action and/or notification.
  - The accused shall immediately be removed from any further involvement with children/youth until the case is resolved.
  - As soon as possible, the pastor (or SPRC chair if the perpetrator is the pastor) shall complete the RECORD OF ACTION FOR SUSPECTED INCIDENT OF ABUSE form. This form should be updated as further action is taken.
  - After conferring with the District Superintendent the pastor (or other individual designated by the District Superintendent) will prepare a brief and honest statement that can be made to the congregation without giving unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns.
- Public response to witnessed or alleged abuse:

- All inquiries will be forwarded to the District Superintendent for comment unless s/he appoints a spokesperson
  - If a spokesperson is designated, all media inquiries will be addressed by him/her only
- Note that on the larger church level, there is care about and concern for victims of misconduct. Efforts will be made at that level to facilitate and support an appropriate response. In the event of clergy misconduct, the District Superintendent will relay specific allegations to the Bishop.