

## Y. GENERAL RECOMMENDATIONS COUNCIL ON FINANCE AND ADMINISTRATION

*(Adopted 1997)*

The Council on Finance and Administration makes the following recommendations to the Annual Conference for consideration and action:

1. That all pastors and lay members shall call to the attention of their Administrative Boards and local church treasurers that the treasurer shall remit each month to the Conference Treasurer at least one-twelfth of their shares of ministry and their premiums for Property and Casualty and Health Insurance.  
Contributions to benevolences shall not be used for any causes other than that for which they have been given.  
In order that all phases of our church administration be conducted with good business procedure, it is expected that each local church pay in full their shares of ministry for the Conference Budget as required by the 1996 DISCIPLINE, Paragraphs 248.14, 719 and 912.
2. In the event payments on the shares of Ministry fall short of the Budget, the Council on Finance and Administration shall determine where to adjust the Budget.
3. In the event that funds received in the Benevolence Budget exceed those budgeted then the additional funds shall be distributed to each Conference Benevolence in proportion to the amount budgeted.
4. The line item for Board of Higher Education/College Scholarships be allocated as determined by the CCOM upon recommendation of the Board of Higher Education and Campus Ministries based on an audit of the number of students enrolled from Central Pennsylvania Conference churches.
5. The line item for Benevolent Homes/Health Care Ministries Services will be administered by a grant process determined by the Commission on Health Ministries.
6. The line item for Social Ministries will be administered by a grant process determined by the Conference Board of Global Ministries and its Committee on Parish Development.
7. In view of General Conference action funding Africa University at a cost of \$20,000,000, only \$10,000,000 of which will be raised through shares of ministry, we strongly urge each local congregation to make a special effort to raise additional funding in the total amount of \$47,000 per year for this quadrennium. All funds will be remitted through the Conference Treasurer as a World Service Special using the line item provided on the Treasurer's remittance form.
8. That each local church give serious consideration to the receiving of an offering for the Pennsylvania Council on Alcohol Problems, or that an amount for the Council be included in its budget.
9. All requests for funds shall be submitted to the Council on Finance and Administration for review and recommendation before being presented to the Annual Conference.
10. In compliance with the 1996 DISCIPLINE, the Council draws attention to paragraph 611.5a & b regarding conference-wide appeals. Appeals approved by the Annual Conference may be implemented within the next conference year.
11. Dated information. See 1999 Journal.
12. FUND RAISING AND PUBLICITY POLICIES OF THE CENTRAL PENNSYLVANIA CONFERENCE OF THE UNITED METHODIST CHURCH. For these policies see 1989 CONFERENCE JOURNAL, pages 266 and 267, and as amended in the 1994 JOURNAL, page 411.
13. That in case of oversight of any essential item, the Council on Finance and Administration shall be authorized to make such adjustments as necessary.
14. That no board, commission or committee shall be entitled to payment of a deficit not previously authorized or as approved by CF&A.
15. Any Task Force established in the Annual Conference without funding from their own administrative account, needs to be authorized by CF&A.
16. In compliance with auditing procedures recommended by the Auditor of our Conference funds, all vouchers presented to the Treasurer-Comptroller for payment, including miscellaneous items, shall include the date of purchase and the name of the item or service purchased.
17. Mileage for conference employees eligible for reimbursement shall be paid at the rate set by the Commission on Equitable Compensation as a part of the travel allowance policy. **Expenses will be reimbursed only upon submission of a travel voucher to the Treasurer-Comptroller.**
18. Those volunteers eligible for travel reimbursement for official meetings of Annual Conference agencies shall be paid at the current IRS rate for volunteers. The Council strongly urges carpooling when practical in the interest of saving energy, as well as being good stewards of Conference funds.

19. That the salary claim for pastors involved in a move to a new charge, or for the pastors taking appointments for the first time, begins normally on July 1. No charge shall make salary payments on an advance basis, but rather for service completed.
20. That the Annual Conference pay 50% of the cost of a pastor's move up to 16,000 pounds (19,000 pounds for a clergy couple), not including the cost of packing, with the local church paying the remaining 50% of this amount, except where a pastor is transferring from outside of the Annual Conference, in which case the payment ratio will be as follows: 1/3 to be paid by the Conference, 1/3 by the local church receiving the pastor and 1/3 by the pastor. In all moves the pastor will be responsible for weight in excess of 16,000 pounds. This recommendation applies to seminarians moving to their first assignment within the Annual Conference. Further recommended that in all moves the pastor's furnishings should be subject to weight limitations. The conference will pay for a maximum of 6 wardrobes, 6 mattress cover boxes and 2 barrels (not to include the cost of packing) per family, per move. If a pastoral change occurs in the local church within two years of a previous change the cost of the move may be negotiated by the Cabinet and the Council on Finance and Administration.
21. That the Annual Conference assume the expense of moving retired pastors or the surviving spouse up to 300 miles maximum. Should a pastor or surviving spouse of a pastor elect to move via truck rental, that person should estimate the weight of their household goods and secure a price for shipping them 300 miles. Then they should submit the actual cost of the move by truck rental, not including the cost of packing goods. That person will be reimbursed for the lesser of these two amounts. When a pastor has been on a sabbatical leave, leave of absence, or returning from a special assignment, the cabinet shall be empowered to negotiate the amount of reimbursement for the cost of the move.
22. That, in keeping with good business procedure and the 1996 DISCIPLINE, Paragraph 262.4a, all financial income in the local church shall be counted by two or more unrelated persons.
23. All monies received in the Conference Finance Office up to and including the first three (3) working days of the next year will be credited to the previous year budget.
24. All statistical reports shall be submitted to the Conference Finance Office by January 31. The Council reminds local churches that shares of ministry are calculated using selected statistical data submitted by each local pastor on Table I and Table II of the Year-End Statistical Report Forms. These reports are due January 31 of every year. The Council recommends that persons responsible for year-end statistical reports carefully compare them with prior year-end report, in order to identify possible large increases which cannot be explained. Care should be taken in reporting the correct membership figure on Table I and special attention to lines 64, 65, 66, 67, 68, 69, 70, 71 and 72 on Table II.

Pastors are given a second opportunity to review the financial statistical figures on Table II in February or March each year as these completed forms are returned from the Finance Office for final approval by the local church. Corrected reports must be returned to the Finance Office **no later than March 15**.

Being sensitive to this problem of statistical errors affecting shares of ministry, the Council will provide a third opportunity to make corrections. Following Annual Conference, when the new conference budget has been approved a comparison calculation using the current budget and the new budget figures will be prepared.

Local churches which show substantial increases, will be advised to review the pertinent statistical information. All adjusted statistical information must be returned to the Finance Office **no later than July 15** of each year.

The shares of ministry are calculated and mailed to each pastor in August. Once they have been calculated, no changes will be made.

25. The Grade Figure for calculating Shares of Ministry shall be based on the Gross Shares of Ministry Income Line in the Budget and calculated using the following proportions:

Local Expenditures which include current expenses for program, operating expense; pastor's salary, travel and parsonage utilities/housing; salaries for diaconal ministers and lay employees will be calculated at 62½%. Expenses associated with church-provided pre-school, day-care, elder-care and college campus ministries under direct, complete and active control of the local church shall be included in statistical information but may be exempt from the calculations for shares of ministry on a form provided by the Finance Office.

Membership will be calculated at 37½%.

26. **CALCULATION SHARES OF MINISTRY FOR NEW AND MERGED CONGREGATIONS** — In the situation where there is a new congregation, the shares of ministry will be based on a token amount which will be set for the years starting from the point of the first full year after chartering. The token amount will be based on consultation between the Council on Finance and Administration and the District Superintendent by looking at the individual situation. Then the church would receive their shares calculated on only 20% of the formula statistics the first year, 40% the second year, 60% the third year and 80% the last year. The congregation would review the situation annually at charge conference with the District Superintendent. If possible, the congregation will be encouraged to accelerate this percentage.

In a merged congregation, on the first year following the merger, the statistics will be combined from the former congregations, but only 80% will be used to calculate the shares of ministry. If the merger takes place after the formula has been set, this formula will be effective for the second year following the merger.

27. Certain churches, for the sake of mission to the community, may join together to share resources, staff and facilities, and to develop a strategy for evangelism, outreach and mission to the community. Such churches would be considered for review and designated Mission Status and their surrounding neighborhood a field of mission. Churches so designated by the Bishop and Cabinet may qualify for a reduction in Shares of Ministry responsibility. This reduction would be negotiated by the Administrative Boards/Councils and Cabinet, and must be submitted by May 1 for approval by CF&A as to the amount, strategy and gradual incremental return to full payment of Shares of Ministry. **The mission status shall be reviewed annually.**
28. In recognition that members attending the Annual Conference receive some benefit in the form of meals during Conference and in order to defray part of the cost of convening the Conference a shared housing and food fee of \$30 will be asked of each member of the Conference upon submission of the pre-registration application. Child care will be provided for clergy and lay members to annual conference during conference sessions as needed at no additional cost. It is recommended that attendees who live within commuting distance of the site of Conference not use Conference provided housing.
29. One Workbook will be provided each clergy and lay member of the annual conference. One copy of the Journal shall be provided for each clergy person and each **lay member**. Churches or others wishing to purchase additional copies will be billed at cost, provided that order for same is received by the Conference Secretary prior to or by the close of the Annual Conference session.
30. CHRISTIAN ASSETS MANAGEMENT — For our Investment Policies see 1986 Journal, Pages 206-207.