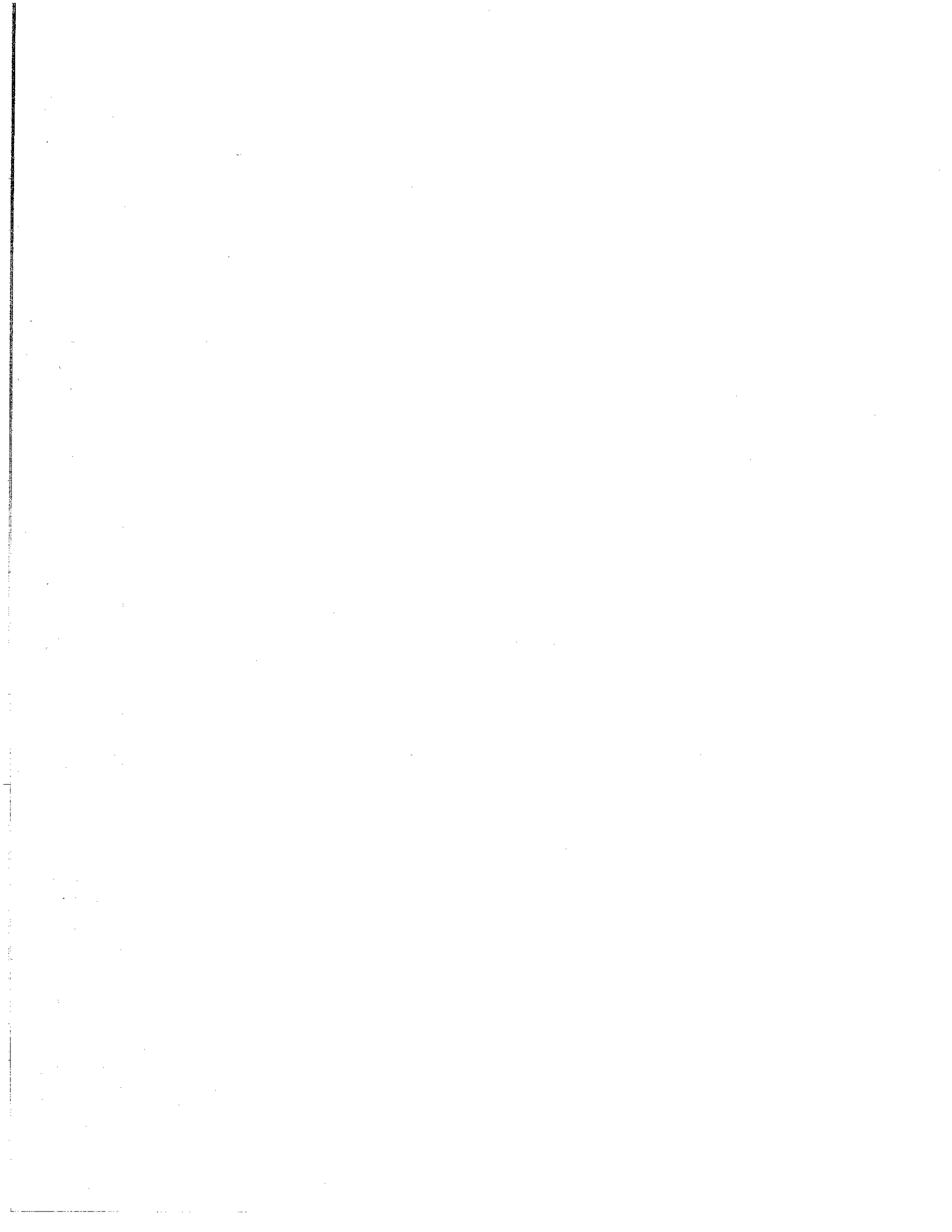


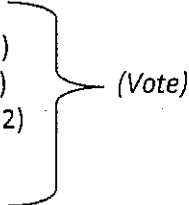


2011
Church
Conference

January 22, 2012



2011 CHARGE CONFERENCE AGENDA - 1/22/2012

1. Welcome – District Superintendent Phil Strom
2. Pastor's Report - Pastor Fred Vanderwerf
 - a. Clergy report
 - b. Discipleship plan
 - c. Mission's Report- Steph Putzier
3. Nominations Report – Pastor Fred
 - a. Hilltop's Servant Leadership List Presented for Approval *(Vote)*
 - b. Vote for Nominating Committee Members *(Vote)*
4. Lay Speaker's Reports
 - a. Jeff Adams (form 2)
 - b. Marj Blommel (form 2)
 - c. Goldie Bosard (form 2)
 - d. Rhonda Friesen (form 2)
 - e. JJ Morgan (form 2)
 - f. John Phelps (form 2) *(Vote)*
5. Candidates for Ordained Ministry Report
 - a. Continuation of the certification of JJ Morgan (form 3) *(Vote)*
6. Membership Report – Pastor Fred
 - a. Complete List of Professing Members, Constituents, Baptized Members, New Members, Newly Baptized, & Withdrawn Members.
 - b. Inactive/Unresponsive Membership Report (form 4) *(Vote)*
7. Trustees Report
 - a. Parsonage Evaluation (form 9)
 - b. Report of Trustees (form 10)
8. Finance Report
 - a. Finance Report (form 11)
 - b. 2012 Approved Budget *(Already approved on 11/17,2011)*
 - c. Pastoral Compensation *(form 5, already approved on 11/17/2011)*
 - d. Reimbursable Items & Parsonage Utility Budget *(form 6, already approved 10/17/2011)*
9. Other Business
10. Closing Prayer





2011 PASTOR'S REPORT FOR CHURCH CONFERENCE - REV. FRED VANDERWERF

MISSION

Our mission at Hilltop is as follows: **To Invite All To Celebrate God (*Upward*), To Grow in Christ (*Inward*), and To Serve Others (*Outward*).** We have since strived to allow this mission to shape our decisions and activity.

2011 FOCUS AREAS

After our January Leadership Retreat in 2011 we celebrated the accomplishment of the 2010 Goals and began to discern what areas of focus God might be leading us towards. After much Spirit led consideration we established these focus areas for 2011 with our mission guiding us.

Focus Area 1. Develop a more intentional plan of Christian Education for children and youth.

Focus Area 2. Formulate a more intentional plan for pastoral care.

Focus Area 3. Implement a plan for building renovation and repurposing.

Focus Area 4: Implement the Discipleship Plan from 2010 - Beginning with Alpha

All focus areas have had great leadership and dedicated leadership behind them. We named these focus areas instead of goals this year, because we wanted to first do the hard work of data collection for these areas in order to focus our goals. All three focus areas have already moved to action plans (goals).

END OF YEAR EVALUATION OF FOCUS AREA 1

Karin Gavin has taken on the new role of Christian Education Coordinator, and combined with Stacy Vanderwerf, and Kelly Rivers, they have taken seriously the challenge to revamp our CE for our children. This fall we experimented with a rotational model of Sunday School called Kids' Kinection. The Model has provided new energy to our program. Benefits of this new model has been that the workload on our volunteer teachers has been reduced yet the biblically based subject matter seems to be grasped better by our children as it is taught through four different formats for learning. Andrew Bittner was named our Youth Director with assistant directors, Mallory Westpal, Kalli Truki, and Dexter Oswald. The youth program gave more attention to Sunday Morning participation, but due to poor turnout has moved back to Wednesday nights. Andrew and his leadership continue to try various ways to lead our youth into vital relationship with Christ. It's a daunting task that will need our continued prayer and commitment.

2011 YTD EVALUATION OF FOCUS AREA 2

A group of 10+ met on a regular basis throughout the summer and fall to provide a more systematized approach to our pastoral care. We now have developed a pastoral care team with leaders in charge of visitation, meals and rides, household chores, as well as data entry and follow up. A system of reporting has been established and a tool kit with training has been provided to our church members who desire to serve this team by making home and hospital visits. I couldn't be more pleased with this team. It has achieved many things. 1) It has given organization to something Hilltop already does well and believes in - caring! 2) It has called on and put to use those persons in our congregation who feel particularly called to this kind of ministry. 3) It helps ensure someone in need of pastoral care doesn't fall through the cracks, and 4) it greatly alleviates the pastors schedule as now I am confident our persons are begin visited. Since we began giving attention to this it has been confirmed by many books on church growth as well as reiterated by our bishop that such a team is essential before we can move outward in mission.

2011 YTD EVALUATION OF FOCUS AREA 3

Paula Smithson has chaired a building renovation task force comprised of the Warmacks, Kraywinkels, Oachs, and Jeanette Phillips. Much of the year was devoted to data collection. This task force has met with contractors, sound technicians, other churches, and our own church leaders to put together a plan that

would provide good stewardship of our resources but also bring needed updates to our facility. Some funding has already been set aside for this, and the first phase of renovation has begun to our narthex.

2011 YTD EVALUATION OF FOCUS AREA 4

In 2010 we determined that a clear plan of discipleship from the moment folks walk in our doors to the moment they are making disciples of others is essential, so we developed a three step discipleship plan. See attachment. In 2011 we began the crucial second step of this plan which was the launching of the Alpha program. Since then we have had over 45 go through the course or 15 help assist or lead the course. We have heard a handful of testimonies in worship of the value of this program to move people along in faith. Special thanks to Barb Keith who is now in her third semester as Alpha Coordinator.

SUGGESTED NEXT STEP FOR 2011 AND BEYOND

To faithfully live out God's mission and vision for Hilltop in 2012, I believe we should give special attention to the following areas:

1. *Visioning and Identification of new Goals:* On Jan 14, 2012 we held an initial strategic planning retreat. Leaders came together and undertook a SWOT analysis. These results will be processed by a smaller visioning task force and assist us in developing a vision. This vision should stretch us beyond ourselves and be set over at least 3 years.
2. *Increase Awareness and Leadership of Discipleship Plan:* Though it's nice to increase membership, we are, in fact, called not to make members but to make disciples. Giving greater attention to how we do it and how we are doing at it is vital. Alpha is coming along nicely and now attention needs to be giving to the equipping small group leaders who can lead *Upward, Inward, or Outward* focused groups.
3. *Congregational Development:* I would like to see Hilltop's vision include a risk taking step towards reaching new people. The conference supports such endeavors in part with the Congregational Development Fund.
4. *Establish a Unified Action Plan for all Teams and Committees.* We expend much energy at Hilltop, what we need is power – i.e. focused energy. An example of focused energy is how our teams and committees have worked together on Imagine No Malaria. Because we had a common focus we have accomplished much. It is my hope that all of us will work toward the accomplishment of the vision that gets formulated (see "1"). That we would show unified effort.
5. *Increasing Our Worship Space:* We must respond to our increase in worship attendance and to God's purposes for us to be His witnesses to Judea, Samaria, and the ends of the Earth. Hilltop has done great work in applying some short term solutions but in 2012 we must take seriously the implementation of more proactive and long term solutions. (We increased our Christmas Eve service attendance by 100 simply by adding a service). A full sanctuary is 150 persons. We have had 37 Sundays in 2011 with 150 plus persons. It's time to let more in.
6. *Youth and College Ministry:* This is the age population least likely to be active in our church. Hilltop owes it to its youth to invest in them and assist in their faith development. Furthermore, we are located in college community where Kingdom impact can be made on this population who are making decisions for the rest of their lives.
7. *Offer More Equipping Opportunities for Church Leadership.* Equip, equip, equip! We need to provide more training on site or through sending leaders to seminars. It's a worthwhile investment.
8. *Cross-Cultural Mission Trips.* In 2012 a trip to Red Bird Mission is underway; more trips like this can be a great way to ignite a church to see beyond its walls.
9. *Improve Our Website, Social Networking, and Online Ministry.* Our world is not becoming less digital but more so. People now choose a church home online, well before making a in person visit.

10. *That One Thing*: What will be the one thing that Hilltop is known for in this community? Will it be something that is transformative to the community in which we have been placed? Let's determine what it will be and give ourselves to it with great abandon.

PREACHING AND TEACHING OF THE WORD:

I remain more committed than ever to the preaching of God's word. It has been my intent to expose the church to the richness of Scripture, to teach their application to our lives, and to use illustrations and forms that are relevant to our 21st century living. In 2011, I offered the following sermon series with those things in mind: "Advent Conspiracy", "Reaching the Nones", "Jesus Gives", "The Methodist Message", "God Speak", and "Parables". Facebook postings allow us to journey through it together. Together, too, we have given more attentiveness to sharing our faith stories with one another as worship have been peppered with persons testifying to how God's word has shaped their lives.

SIGNS OF HEALTH

Each year I want to identify what I believe are evident signs of health at Hilltop, because I do believe we are healthy. It is very hard to narrow it to just a few things, but some highlights that come to mind as I write are:

- Children! We keep making them!
- The 2011 Men's Retreat!
- Giving! Hilltop continues to do well at giving. The amount of pledging and pledging units continue to rise.
- We have rocked Imagine No Malaria, not to mention numerous other missions giving.
- Praying at the Altar! And the flash mob prayer at Steph's house.
- Walk To Emmaus experiences!
- Alpha!

PASTOR'S CONTINUING EDUCATION IN 2011

In 2011 I was able to attend these seminars: *Leading Change and Managing Transition*, and a *Stewardship Training Event*. I have also spent much time in professional reading including but not limited especially books related to the *Pastoral Leadership Development* course I have enrolled led by Congregational Development Director, Dan Johnson. I was involved in a Clergy 8-Way group focused on Healthy Congregations and a member of the Mankato Area Ministerial Association.

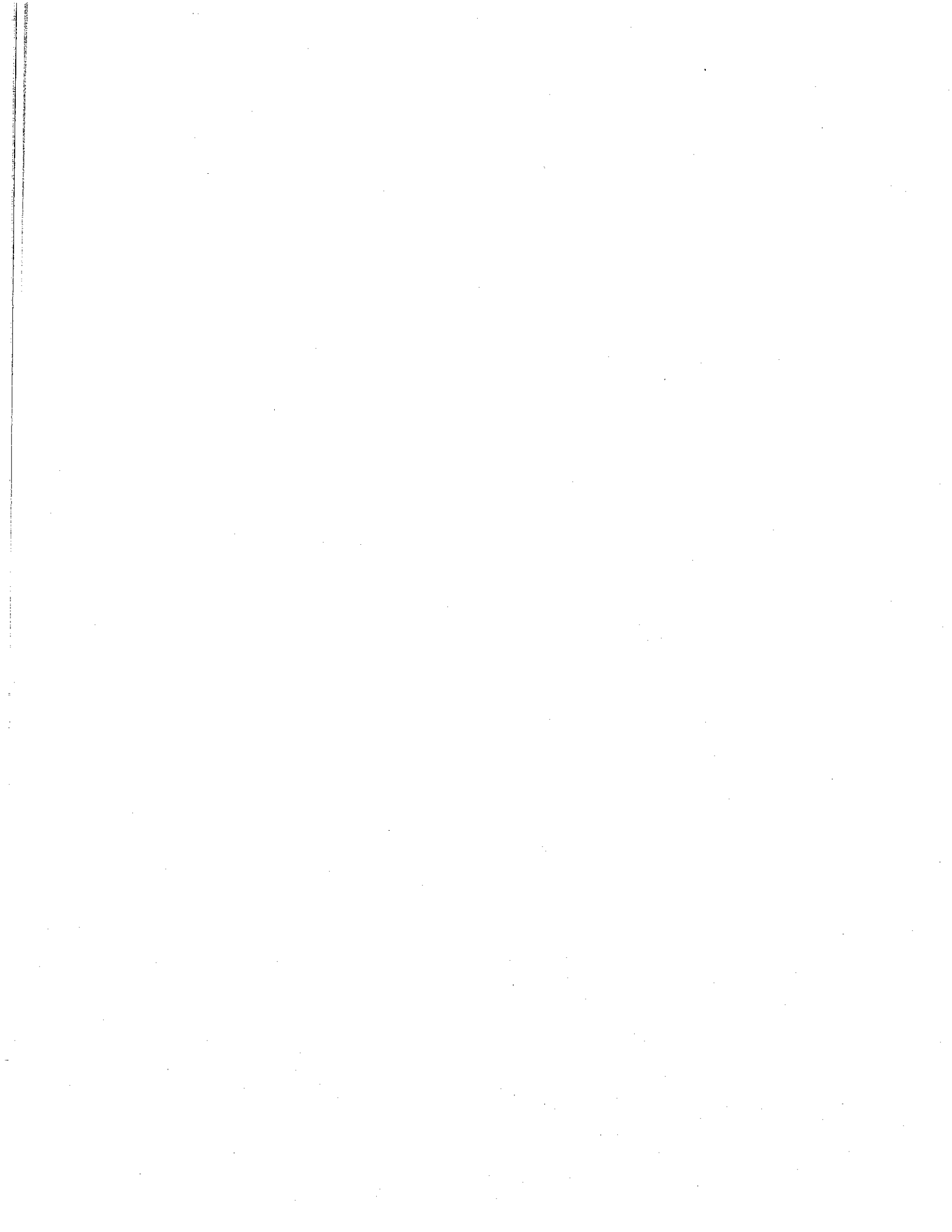
Note: In 2012 I have been accepted on full scholarship to the non-residential Doctor of Ministry program at Asbury Theological Seminary. Staff Parish will be sharing details in the coming days.

PERSONAL MEANS OF GRACE PRACTICES

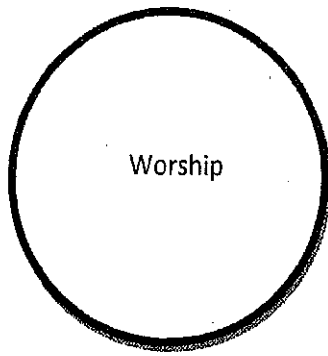
Monthly communion, daily prayer, some journaling, bible study, active listening to online sermons, monthly participation in Clergy Day Apart.

STATISTICS

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Average Attendance	136	132	136	153	156	164	
# of Members at Year End	264	254	264	281	281	294	
# of services with 150+	13	13	14	27	29	37	
Worship Attendance to Membership Ratio	51.5	51.9	51.5	54.4	55.5	55.8	
Pledge Giving \$				97,620	139,232	154,311	172,754



1.



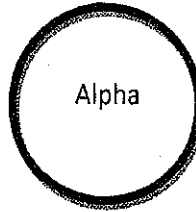
Worship

This is the current primary entrance into Hilltop's plan of discipleship. (But other entrances are possible.)

This is our first step of invitation to the non/nominally religious. "Hey join us in worship"

Our focus is to move people further along the journey.

2.



Alpha

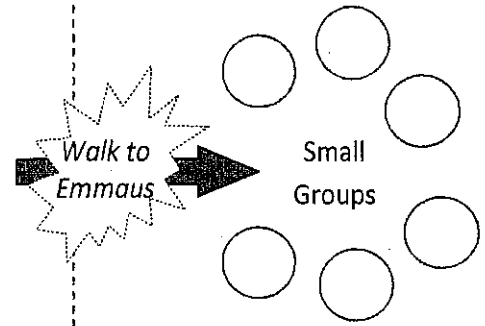
Alpha is a great next step, because it helps us:

Learn: Basic Christian concepts and framework.

Connect: Builds relationships and promotes a safe environment to ask questions.

Move: It provides a recruitment base for persons to move to the next step, and on the job training for those leading the next step.

3.



Small Groups

Small groups provide:

Small groups can be open or closed, service or study focused, long or short term, specific or general.

Small groups are the proven Wesleyan model of discipleship, care, and service.

Current examples might be: Chat room, scoochers, women's bible study, home groups, faith growers, men's morning risers, college group etc.

Small groups (and individuals) should periodically take the spiritual assessment tool.

KEYS TO REMEMBER

Assisting people in moving through each step is as important as the steps themselves – "the baton exchanges"

Persons can enter in at any point, but this is the "general" process.

We must collectively direct, encourage, and move persons through this process and not *compete* for them.

Relationships, relationships, relationships.

Walk To Emmaus

Persons should be encouraged to go on a Walk. It's an effective tool to catapult a believer into passionate discipleship and a great step to develop them as Christians who lead at the local church.

THOUGHTS CONCERNING THE DISCIPLESHIP PLAN

Discipleship plan: In response to our mission *to invite all to celebrate God, grow in Christ, and serve others*, we formulated 3 goals for 2010. One goal was to establish a clear plan of discipleship. This serves as a fluid and first time attempt to meet that goal. In 2011 we ran two Alpha Courses, and hope to offer this on a semester basis.

Natural Church Development Results: Our NCD survey results indicate that our minimum factors were holistic small groups and passionate spirituality. This plan of discipleship provides a simple and practical method to encourage an active and achieving small group ministry targeting these minimum factors.

Leadership Training: Small group leadership is a vital skill for any person seeking to disciple others. The more disciple-makers Hilltop can invest in the more disciples for God's kingdom. Alpha course provides a great small group leadership training course, and provides a great entry level experience to train under. Plus it provides a means by which future small group leaders can get to know future small group participants (a relational recruiting base).

New Members plan: This alleviates two concerns I have with the increasing membership growth at Hilltop: Connecting them to the life of the church, and discipling them. Potential new members will be directed to Alpha Course. This will not be a requirement but strongly affirmed as a good entry point into the journey of faith and life in the Body.

Results Sought:

1. The initial Alpha Coordinator will establish a mentoring relationship with their replacement and so on.
2. Each alpha course will identify and encourage alpha small group facilitators for the next course.
3. Alpha small group facilitators will be encouraged to either be an Alpha Coordinator or lead a third step small group and/or lead a Hilltop committee or Team.
4. Third Step small groups will have much freedom and limited oversight but members will be encouraged to make periodic personal spiritual assessments and adjust accordingly in order to balance their growth in discipleship.

Tools:

Spiritual Assessment Tool to give individualized guidance towards the next step of discipleship.
Clearly identified new and existing small groups and their central aim (Inward, Upward, or Outward).
An attendance measuring tool to monitor our effectiveness.

Evaluation of ALPHA in 2011:

At the end of 2011 we have had 48 persons attend the course (40 completing it). We have had 13 participate in leadership, and numerous weekly servants give themselves to the cooking and clean up. For 2012 we have 16 signed up for the course. Barb Keith has done a marvelous job as coordinator but we would do well to have another work alongside of her to relieve her. Alpha has proved helpful as a solid next step to direct those who become frequent visitors to Hilltop.

Church/City: Hilltop UMC / Mankato, MN Date 1/17/12

To be completed by the Mission Committee and/or Pastor.

Mission Chair's Name Stephanie Putzier
Home Address 160 Country Club Dr, Mankato, MN 56001
Home Phone (509) 345-1533 E-Mail Address drswp@hickorytech.net

Tell us how your congregation was engaged in missions in 2011. **Please complete this survey of 14 questions and return it to your district office by January 30.** Mission recognition certificates will be given at the 2012 Annual Conference to churches with positive answers for questions 1-6. Thank you for the many ways you share God's love to others.

1. Did your congregation pay World Service and Conference Apportionments in full?

Yes
 No

2. Did you take the One Great Hour of Sharing offering?

Yes
 No

3. Did you take at least one other Special Sunday Offering? Check those that were taken.

Human Relations Day	Native American Ministries Sunday
Golden Cross Sunday (MN. Conf. offering)	Peace with Justice Sunday
World Communion Sunday	United Methodist Student Day
<input checked="" type="checkbox"/> Love offering for Annual Conference	<input checked="" type="checkbox"/> UMCOR - Tsunami Relief

4. Did you support at least one General Advance program or UMCOR appeal? (pg. F1-F6 in MN. Resource Book of Missions) Every church received a copy at the 2009 annual conference.

# <u>901435</u>	Title <u>Midwest Mission Distribution Center</u>
# <u>773978</u>	Title <u>Red Bird Missionary Conference (Red Bird School)</u>
# <u>10010</u>	<u>Ganta Hospital, Liberia</u> <u>Imagine No Malaria</u>

5. Did you support at least one Conference Advance program? (pg. E1-E8 in MN. Resource Book of Missions)

Title <u>Emma Norton Services</u>	<u>Parish Nurse Program</u>
Title <u>OC Ministries</u>	

6. Have you completed paperwork for a Covenant Relationship with a UM missionary?

Yes Name of Missionary David & Shannon Goran, Ukraine
 No

7. How can the Conference Mission Team serve you to be more fruitful in mission?

8. How do you serve your local community? Describe briefly. 2nd yr. of community garden, \$4 food → Echo Food shelf, VINE Faith in Action, Committee Against Domestic Abuse (4 goods), Backpack Food Program, 2 Red Cross Blood Drives, 4 meals for Salvation Army, rang bell & donated money to Salvation Army

9. Do you have an active/ongoing program of mission education? (Examples are mission speaker, mission moments, newsletter and/or bulletin articles, bulletin board.) Describe briefly. monthly potluck benefiting special missions, mission speakers at Harvest Home Dinner, Mission bulletin board, articles in monthly church newsletter

(see other side)

2011 Annual Report- Missions

Church/City: Hilltop UMC / Mankato, MN Date 1/17/12

10. Have any of your members been involved in a UMC Volunteer in Mission work trip this year?

List name(s) of participants and projects. Bob Berg - medical mission trip to Sierra Leone through Africa Uplifted (approved by DC Ministries)

11. Have any of your members been involved in other volunteer work mission trips this year (not United Methodist)? yes - Deb Michalski helped distribute surgical eqpt. & educate re/its use in Jamaica

12. Tell us a mission story if you have one to share. Mary Martha Circle continues to make clean delivery kits which are taken to Sierra Leone & shipped to Liberia. Many church members knit & crochet caps for children in Sierra Leone & those who come to the local Salvation Army office. This was the 6th trip by a parishioner to Manokoh, Sierra Leone, where a permanent clinic now exists, more wells have been dug, and new classrooms have been added onto the primary school.

13. Did you have a mission Sunday? What theme or materials did you use?

Yes
 No

A good resource is the DVD "All Good Gifts" Stories of UM Connectional Giving, available from your district mission coordinator.

14. Does your church or someone in your church subscribe to the United Methodist Mission magazine *New World Outlook*?

Yes
 No

For additional information, call your District Mission Coordinator or see www.minnesotaumc.org

Administrative Council

Chairperson Don Putzier 2012
 Vice Chair John Phelps 2012
 Recording Secretary Katie Grunloh 2013
 Lay Leader Paulette Adams*
 Lay Mem. to AC Karla Lassonde 2014
 Finance Chair/Treas Jan Marble 2012
 Bldg. Treasurer Tricia Woitas*
 Finance Sec. Adela Scherer*
 Trustee Chair Bill Scherer 2014
 S/PPR Chair Terri Horn 2014
 Youth Director Andrew Bittner*
 SS Education Chair Karin Gavin*
 Fellowship Chairs Paula Peterson 2012
 Missions Chair Jean Jackson 2012
 Worship Chair Kari Juni 2012
 Evangelism Chair John Phelps*
 Parish Nurse Judy Argetsinger*
 Stewardship Chair Jeanette Phillips*
 Pastor Fred Vanderwert*

Members at large:

2012 Harry Argetsinger, Jodi McDonough
 2013 Mark Oachs, Scott Page
 2014 Mallory Westphal, Chris Aasen

Nominating & Leadership Development Committee

Chair: Pastor Fred
 2012 Patti Cole, Mark/Deb Oachs
 2013 Marj Blommel, _____
 2014 _____, _____

Staff/Pastor Parish Relations Committee

Chair: Terri Horn 2014
 2012 Karla Lassonde, Mark Kraywinkel
 2013 Herb Fast, John Harrington
 2014 Scott Page, Harry Argetsinger

Lay Delegate to AC: Karla Lassonde

Trustees Committee

Chair: Bill Scherer 2014
 Vice Chair: _____
 2012 Nate Smithson, Mark Oachs
 2013 Paula Smithson, Chris Scherer
 2014 Bob Berg, Peggy Phelps,

Kitchen Coordinator: Peggy Phelps*

Funeral Coordinator: Beverly Cox*

Finance Committee

Chair: Jan Marble 2012
 Vice Chair: _____
 Members at large:
 2012 Doug Smithson, Alison Nelson
Scott Foss,
 2013 Don Bohn, George Lindsay
 2014 Joann Hutchinson, Dan Held
 Finance Secretary: Adela Scherer*
 Building Fund Tres: Tricia Woitas*
 Memorials: Terri Goebel*
 Auditor: Marj Blommel*

Fellowship Team

Chair: Paula Peterson
 2012 Char Kraywinkel, Deb Birr
 2013 Jackie Dittrich, Chriss Page
 2014 Kerry Rausch, Carolyn Allen,

Missions Team

Chair: Jean Jackson 2012
 2012 Sandy Cooper, Rusty & Cathy Andela-Ruth
 2013 John Steinbauer, Steph Putzier,
 2014 Nancy Haas, Matt Lassonde

Evangelism Team

Chair: John Phelps 2012
 2012 Andrew Bittner, Kevin Phillips
 2013 Barb Keith, Mike & Dee Mattox
 2014 Bob & Virginia Clark, Dan Rivers
 Alpha Coordinator: Barb Keith*
 Membership Secretary: Karen Frydendall

Worship Team

Chair: Kari Juni 2012
 Members at Large:
 2012 Deb Michalski, Jodi McDonough
 2013 Kari Pratt, Carrie Willodson
 2014 Paulette Booker, Sandy Allen
 Acolyte Coordinator: Carrie Willodson*
 Communion Steward: Joyce Long, Dianne Mell
 Head Usher: Bill Warmack*
 Music Director: Paulette Adams*
 Wedding Coord: Cindy Scherer*
 Tech Team Chair: Don Putzier

Rep. to Campus Ministry & Wesley Foundation: Sandy Allen*
Rep. Lakeview Health Care Facility: Phyllis Cole*

Certified Lay Speakers

Jeff Adams, Marj Blommel, Goldie Bosard, John Phelps,
JJ Morgan.

The teams below are selected by the chairs and not elected.

Stewardship Team

Chair: Jeanette Phillips*

Members: Bill Scherer, Neil Westby

Pastoral Care Team

Parish Nurse: Judy Argetsinger*
Visitation Coordinator: Terry Berg,
Meals & Rides Coord: Sandy Cooper
Household Chores Coord: Karen Frydendall, Phyllis Cole
Special Gifts: Pastor Fred
Data Entry: Terry Berg
Care Follow Up: Marj Blommel

Kids' Kinection Team

Coordinator: Karin Gavin*
Teachers: Kari Juni, Kerry Rausch, Kelly Rivers, Holly Aasen,
Mary Bittner, Leah Baumbach
Shepherds: Abbie Weetz, Retta Gavin, Angie Marble,
Leslie Putzier, Dan Rivers, Wendy Pearson
Music: Stacy Vanderwerf, Debby Westby
Xmas Prog Dir: Debby Westby
VBS Coord: Cindy Scherer
Nursery Coord: Stacy Vanderwerf
Adult Classes: Jeff Adams, Jeanette Phillips

Youth Team

Director: Andrew Bittner*
Asst Directors: Kali Trukki, Dexter Oswald, Mallory Westphal

Tech Team

Chair: Don Putzier*
Members: Bob Berg, Jeff Adams, Angie Marble, Bryan Pratt

Building Renovation Task Force

Paula Smithson, Bill & Karen Warmack, Bob & Char Kraywinkel,
Mark & Deb Oachs, Jeanette Phillips, Pastor Fred

Christmas Festival Task Force 2011

Terry Berg, Shari Schroeder, Rhonda Friesen.

*indicates that these persons would like to be asked on a year to
year basis

2011 Report of Lay Speaker

Make four copies of this report; send one to the district office to be forwarded to the district director of lay speaking, one for the church office, one to be submitted with the church conference forms, and one to be kept by the applicant.

If this report is to recommend a person to take the basic course and become a local church lay speaker, the recommendation of the administrative council is sufficient. (See ¶1267.1a of the 2008 Book of Discipline.) If this report is for a lay speaker to continue as a local church or certified lay speaker, the church or charge conference's recommendation is required.

Name Jeff Adams
Preferred Name Jeff Adams
Address 1602 Sherwood Drive
City/State/ZIP North Mankato, MN 56003
Home Phone (507) 345-6097
Work Phone (507) 625-6621 ext. 356
E-mail Address jadms@hotmail.com

Course Title _____

STATUS

I am CURRENTLY
 A Local Church Lay Speaker
 A Certified Lay Speaker
 Wanting to enroll in the Basic Course
I am applying to RENEW my status as
 A Certified Lay Speaker
 A Local Church Lay Speaker

Request of the Lay Speaker

I hereby request the recommendation of my pastor and my local church to

- BEGIN (fill out this page only)
- RENEW for the ensuing year as
 - A Certified Lay Speaker
 - A Local Church Lay Speaker
- WITHDRAW from Lay Speaking

Signature Jeff Adams (digitally signed)
Lay Speaker

Date 1/17/2012

TRAINING (Additional pages can be added if necessary)

I completed the basic course on 2002
I was certified on 2002 (date of interview)

I took the following advanced courses in the last three years:

Date Next available, I'm due

Location _____

Course Title _____

Date _____

Location _____

LOCAL CHURCH RECOMMENDATION

This charge conference, church conference, or administrative council recommends concurrence with the request of this layperson as stated.

Signature _____
Convener

Date _____

LOCAL CHURCH

District (circle one): BW NW RV SP TC

Church Name Hilltop UMC

Church Address 104 South Manitau Drive

City/State/ZIP Mankato, MN 56001

Telephone (507) 387-3877

RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this layperson as stated. NOTE: A letter of recommendation from the pastor is required for individuals requesting beginning training.

Signature [Signature]
Pastor

MEMBER. During the past year I have provided leadership by serving on committees or boards of The United Methodist Church on the local, district, conference, jurisdictional, or the general church level in the following ways: PPRC Chair, Technology Committee Hilltop UMC, Team Selection - MN Emmaus Community

VOLUNTEER. During the past year I have provided leadership by serving as a volunteer in the neighborhood and community in hospitals, care centers, assisted living facilities, parish nursing, jail/prison ministry, etc. in the following ways: Board Chair, Mankato Children's Chorus, Active in Boy Scouts of America in a variety of ways.

LEADERSHIP. During the past year I have provided leadership in spiritual formation in the following areas and in the following ways: Hilltop UMC Adult Sunday School, Wednesday Night Faith Growers Study

PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER

In what activities have you engaged and/or what books have you read during the past year to help you develop your devotional life, to improve your understanding of the Bible, to improve your understanding of The United Methodist Church, and to improve your skills in leading, caring, and communicating? Ray Vanderlaan's "That the World May Know" Video series, Re-reading / studying C.S. Lewis' "The Screwtape Letters"

FEEDBACK BY THE LAY SPEAKER

Do you believe that you have had adequate opportunities for service this past year? Yes No

If no, please explain:

What additional training or support do you need to achieve your goals for this year?

Give any recommendations you have for improving the Lay Speaking Ministry in your district or conference.

2011 Report of Lay Speaker

Make four copies of this report; send one to the district office to be forwarded to the district director of lay speaking, one for the church office, one to be submitted with the church conference forms, and one to be kept by the applicant.

If this report is to recommend a person to take the basic course and become a local church lay speaker, the recommendation of the administrative council is sufficient. (See ¶267.1a of the 2008 Book of Discipline.) If this report is for a lay speaker to continue as a local church or certified lay speaker, the church or charge conference's recommendation is required.

Name MARJORIE Blommel
Preferred Name MARJ
Address 430 Owl Lane
City/State/ZIP Eagle Lake Mn 56024
Home Phone (507) 257-2298
Work Phone (507) 388-9463
E-mail Address blommelrm@chartermi.net

STATUS

I am CURRENTLY
 A Local Church Lay Speaker
 A Certified Lay Speaker
 Wanting to enroll in the Basic Course
I am applying to RENEW my status as
 A Certified Lay Speaker
 A Local Church Lay Speaker

Request of the Lay Speaker

I hereby request the recommendation of my pastor and my local church to

- BEGIN (fill out this page only)
- RENEW for the ensuing year as
 - A Certified Lay Speaker
 - A Local Church Lay Speaker
- WITHDRAW from Lay Speaking

Signature Marjorie Blommel
Lay Speaker

Date 1/15/12

TRAINING (Additional pages can be added if necessary)

I completed the basic course on 4/30/00 (date)

I was certified on 4/30/00 (date of interview)

I took the following advanced courses in the last three years:

Date 3/13/10

Location Lamberton

Course Title Questions God Asks Us

Date Others in past ① Preaching

Location ② Worship ③ Bible Study

Course Title ④ Servant Leadership

⑤ Ministry of Caring

LOCAL CHURCH RECOMMENDATION

This charge conference, church conference, or administrative council recommends concurrence with the request of this layperson as stated.

Signature _____
Convener

Date _____

LOCAL CHURCH

District (circle one): BW NW RV (SP) TC

Church Name Hilltop United Methodist

Church Address 108 S. Manitou

City/State/ZIP Mankato MN 56001

Telephone (507) 387-3877

RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this layperson as stated.

NOTE: A letter of recommendation from the pastor is required for individuals requesting beginning training.

Signature [Signature]
Pastor

MEMBER. During the past year I have provided leadership by serving on committees or boards of The United Methodist Church on the local, district, conference, jurisdictional, or the general church level in the following ways:

Care Ministry (Hilltop)
DCOM Southern Prairie - chair

VOLUNTEER. During the past year I have provided leadership by serving as a volunteer in the neighborhood and community in hospitals, care centers, assisted living facilities, parish nursing, jail/prison ministry, etc. in the following ways:

... Some day !!

(I have already visited with hospice but will wait for now.)

LEADERSHIP. During the past year I have provided leadership in spiritual formation in the following areas and in the following ways:

As requested by pastor
Hospital calls
Followup on concerns
Led training for care ministry visitation

PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER

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

Continue to build on caring ministry using own library of resources and internet

FEEDBACK BY THE LAY SPEAKER

Do you believe that you have had adequate opportunities for service this past year? Yes No

If no, please explain: Looking forward to more flexibility once I retire.

What additional training or support do you need to achieve your goals for this year?

Always looking for training that adds to the many classes I have already taken. It is nice when they are in easy driving of Mankato

Give any recommendations you have for improving the Lay Speaking Ministry in your district or conference.

Hilltop may want to pursue a basic training for the many members who exhibit talents in lay ministry. Now that classes have been consolidated to one day there could be one held locally perhaps.

A copy of this report should be forwarded from the district office to the District Director of Lay Speaking.

DATA

STATUS

Name Goldie M. Bosard I am CURRENTLY
 Preferred Name Goldie Bosard A Certified Lay Speaker
 Address 1515--4th Avenue I am applying to RENEW my status
 as
 City/State/ZIP Mankato, MN 56001-2914 A Certified Lay Speaker
 Phone (507) 327-8177
 E-mail Address HiGoldie@charter.net

TRAINING

I completed the basic course on April 22, 2006 at Advent UMC I was certified on June 17, 2006

I took the following advanced courses in the last three years:

Date: Apr. 8, 2011 Location: Red Wing UMC Course Title: Lay Speakers Lead in Prayer
 Date: Feb. 28, 2009 Location: Advent UMC Course Title: Lay Speakers Tell Stories

Request of the Lay Speaker

I hereby request the recommendation of my Pastor and my local church to

- RENEW for the ensuing year as
- A Certified Lay Speaker

Signature: Goldie M. Bosard
 (To be signed by the Lay Speaker)

Date: January 14, 2012

LOCAL CHURCH RECOMMENDATION

The Charge Conference, Church Conference, or Administrative Council recommends concurrence with the request of this layperson as stated.

Signature: _____
 (To be signed by the Convener)

Date: _____

RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this layperson as stated.

Signature: _____
387-3877
 (To be signed by the Pastor)

District: SP Southern Prairie
 Church Name Hilltop

Church Address 108 South Manitou Dr.
 City/State/ZIP Mankato, MN 56001
 Telephone (507)

MEMBER. During the past year I have provided leadership by serving on committees or boards of The United Methodist Church on the local, district, conference, jurisdictional, or the general church level in the following ways:

At Hilltop UMC I helped with planning of and participated in in the Winter 2011 Alpha course, took part in Small Group Leadership training, and led one Sunday worship service.

VOLUNTEER. During the past year I have provided leadership by serving as a volunteer in the neighborhood and community in hospitals, care centers, assisted living facilities, parish nursing, jail/prison ministry, etc. in the following ways:

Through June 2010 I was Youth Activities Chairman for District 2 Ladies Auxiliary to the Veterans of Foreign Wars, and President of Morson-Ario #9713 Ladies Auxiliary VFW in Mankato. Now I serve as the Americanism Chairman for the District. At Morson-Ario I am continuing as the Hospital Chairman, coordinating donations and volunteer hours, and Mentoring Chairman, working towards Auxiliary stability and growth. For the VFW Junior Girls Units in Minnesota, I serve as a mentor and counselor, helping the girls ages 5 to 16 at their annual conference. I also served as Chaplain of the District 2 VFW Past Commanders and Past Presidents Club until Nov. 5 2011, when I was elected Secretary of the Club for the ensuing year.

I am a licensed Technician class Amateur Radio Operator (ham radio), call sign w0ixi, and belong to the Mankato Area Radio Club. I regularly check in to the MARC Emergency Services Net, held each Sunday night on frequency 147.240 MHz, occasionally serve as Net Control operator. I also participated several times as part of the MARC-ES Net/NWS SkyWarn during inclement weather situations in 2011.

This April I renewed as First Responder, licensed by the MN EMSRB, to respond to medical emergencies and provide comfort to those in need. This coordinates well with being an Amateur Radio Operator and for my employment as a Group Exercise Instructor for the Mankato Family YMCA.

From mid-March to May 7, 2011, I was co-chairman of a fundraiser for a co-worker undergoing cancer treatment along with financial hardship and marital difficulties.

LEADERSHIP. *During the past year I have provided leadership in spiritual formation in the following areas and in the following ways:*

In the elected and appointed positions for the Ladies Auxiliary VFW, as described above, it is my responsibility to provide suggestions and training for improving communication, and caring skills for Auxiliary officers and members as they live and work, and as they interact with seniors, youth, military families, and veterans.

Everyday, being a counselor and listening ear to those people and groups listed in the previous question are part of reinforcing faith, providing an evangelistic outlet through conscious words and decisions, showing God's love and impact to others.

PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER

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

"The Everlasting Man" G.K. Chesterton

"Ladies and Gentlemen, The Bible!" Jonathan Goldstein

"Being a Christian in the Wesleyan Tradition" John O. Gooch

"A Mirthful Spirit: Embracing Laughter for Wellness" Mary Huntley and Edna Thayer

Daily Guideposts 2011 daily devotions with Bible readings

The Upper Room bi-monthly publication and daily Bible readings

"Words of Comfort for Every Day" a daily Scripture/prayer book, edited Rev. Joseph T. Sullivan

FEEDBACK BY THE LAY SPEAKER

Do you believe that you have had adequate opportunities for service this past year?

Outside of the church, yes, as my home, work, and volunteer interactions with others provide ample service opportunities in a variety of settings.

What additional training or support do you need to achieve your goals for this year?

If an Advanced Course is offered within the Southern Prairie or Twin Cities districts that fits into my work schedules, I will attend the training. I will also attend United Methodist Women or other UMC events in the area if schedules allow. Online learning courses as linked through the GBOD or Minnesota UMC website are also possibilities for further training and spiritual growth.

Give any recommendations you have for improving the Lay Speaking Ministry in your district or conference.

Again I would state that Hilltop United Methodist Church would be an ideal location to host a Lay Speaker Training day for concurrent training for the Basic course and an Advanced Course, providing more people within Hilltop UMC and in the Conference with new resources to serve.

I would also recommend within Hilltop, or between Hilltop, Belgrade, and Centenary UMC, or district-wide, there could be sessions to better educate the general members of the congregations about the various facets of Lay Speaking Ministries, to discern more opportunities and/or needs for services and programs in the region and in our churches, and to further instruct and equip Lay Speakers to better serve our congregations and the Greater Mankato area.

Lay Speakers Lead in Prayer, Advanced Lay Speaking class at Red Wing UMC, April 9, 2011
"Paths to Prayer: Finding Your Own Way to the Presence of God" Patricia D. Brown

UMW Mission Resource Center 'Sampler Subscription': yearly subscription (since 2009)

UMW News quarterly publication

"Walk With Wholeness" 2011 UMW Program Book

UMW 2011 Prayer Calendar

*Sampler also includes other UMW and UMC materials/books, some unique each year

Small Group Leadership training within Hilltop UMC, Nov./Dec. 2010



#2011 Report of Lay Speaker

Make four copies of this report; send one to the district office to be forwarded to the district director of lay speaking, one for the church office, one to be submitted with the church conference forms, and one to be kept by the applicant.

If this report is to recommend a person to take the basic course and become a local church lay speaker, the recommendation of the administrative council is sufficient. (See ¶267.1a of the 2008 Book of Discipline.) If this report is for a lay speaker to continue as a local church or certified lay speaker, the church or charge conference's recommendation is required.

Name Rhonda Friesen _____

Preferred Name _____

Address 18833 State Highway 83 _____

City/State/ZIP Mankato , Mn 56001 _____

Home Phone (507____) 245-3321 _____

Work Phone (_ 507 _) 362-4439 _____

E-mail Address "mailto:hfrfiese@hickorytech.net" _____

Request of the Lay Speaker

I hereby request the recommendation of my pastor and my local church to

- BEGIN (fill out this page only)
- RENEW for the ensuing year as
 - A Certified Lay Speaker
 - A Local Church Lay Speaker
- WITHDRAW from Lay Speaking

Signature _____
Lay Speaker

Date _____

TRAINING (Additional pages can be added if necessary)

I completed the basic course on _____ (date)

I was certified on _____ (date of interview)

I took the following advanced courses in the last three years:

Date _____

Location _____

Course Title _____

Date _____

Location _____

Course Title _____

STATUS

I am CURRENTLY

- A Local Church Lay Speaker
- A Certified Lay Speaker
- Wanting to enroll in the Basic Course

I am applying to RENEW my status as

- A Certified Lay Speaker
- A Local Church Lay Speaker

LOCAL CHURCH RECOMMENDATION

This charge conference, church conference, or administrative council recommends concurrence with the request of this layperson as stated.

Signature _____
Convener

Date _____

LOCAL CHURCH

District (circle one): BW NW RV SP TC

Church Name Hilltop United Methodist _____

Church Address 104 S. Manitou Drive _____

City/State/ZIP Mankato, Mn 56001 _____

Telephone (____507)387 3877 _____

RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this layperson as stated.

NOTE: A letter of recommendation from the pastor is required for individuals requesting beginning training.

Signature *[Handwritten Signature]*
Pastor

MEMBER. During the past year I have provided leadership by serving on committees or boards of The United Methodist Church on the local, district, conference, jurisdictional, or the general church level in the following ways: I was involved in the development of opportunities of programs such as Alpha.

VOLUNTEER. During the past year I have provided leadership by serving as a volunteer in the neighborhood and community in hospitals, care centers, assisted living facilities, parish nursing, jail/prison ministry, etc. in the following ways: I have recently started on the pastoral care team and intend to become more active in the program. I also sit on our local school curriculum advisory committee as well as donate time to the local Girl Scout community.

LEADERSHIP. During the past year I have provided leadership in spiritual formation in the following areas and in the following ways: I started a group with people who needed a study to a group of people who do not attend a church on a regular basis

PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER

In what activities have you engaged and/or what books have you read during the past year to help you develop your devotional life, to improve your understanding of the Bible, to improve your understanding of The United Methodist Church, and to improve your skills in leading, caring, and communicating? I have participated in private studies on how to keep my faith growing (Vicki Tiede series) as well as increased my own readings in the area of women of the Bible.

FEEDBACK BY THE LAY SPEAKER

Do you believe that you have had adequate opportunities for service this past year? Yes No

If no, please explain:

What additional training or support do you need to achieve your goals for this year? I need to do an advanced training class.

Give any recommendations you have for improving the Lay Speaking Ministry in your district or conference. P

2011 Report of Lay Speaker

Make four copies of this report; send one to the district office to be forwarded to the district director of lay speaking, one for the church office, one to be submitted with the church conference forms, and one to be kept by the applicant.

If this report is to recommend a person to take the basic course and become a local church lay speaker, the recommendation of the administrative council is sufficient. (See ¶267.1a of the 2008 Book of Discipline.) If this report is for a lay speaker to continue as a local church or certified lay speaker, the church or charge conference's recommendation is required.

Name James Morgan
Preferred Name JJ Morgan
Address 131 Asbury Drive
City/State/ZIP Wilmore, KY 40390
Home Phone (507) 995-6623
Work Phone ()
E-mail Address jjmorgan@usa.com

STATUS

I am CURRENTLY
[] A Local Church Lay Speaker
X A Certified Lay Speaker
[] Wanting to enroll in the Basic Course
I am applying to RENEW my status as
X A Certified Lay Speaker
[] A Local Church Lay Speaker

Request of the Lay Speaker

I hereby request the recommendation of my pastor and my local church to

- [] BEGIN (fill out this page only)
X RENEW for the ensuing year as
X A Certified Lay Speaker
[] A Local Church Lay Speaker
[] WITHDRAW from Lay Speaking

Signature James Morgan
Lay Speaker

Date 1/16/2012

TRAINING (Additional pages can be added if necessary)

I completed the basic course on 4/19/09 (date)

I was certified on 4/19/09 (date of interview)

I took the following advanced courses in the last three years:

Date

Location

Course Title

Date

Location

Course Title

LOCAL CHURCH RECOMMENDATION

This charge conference, church conference, or administrative council recommends concurrence with the request of this layperson as stated.

Signature Convener

Date

LOCAL CHURCH

District (circle one): SP

Church Name: Hilltop United Methodist

Church Address: 108 S Manitou Drive

City/State/ZIP: Mankato, MN 56001

Telephone (507) 387-3877

RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this layperson as stated.

NOTE: A letter of recommendation from the pastor is required for individuals requesting beginning training.

Signature Pastor

MEMBER. During the past year I have provided leadership by serving on committees or boards of The United Methodist Church on the local, district, conference, jurisdictional, or the general church level in the following ways: I have served as the Worship Committee Chair, a Sunday School Teacher for 4,5,6 graders and a general resource to Pastor Fred Vanderwerf.

VOLUNTEER. During the past year I have provided leadership by serving as a volunteer in the neighborhood and community in hospitals, care centers, assisted living facilities, parish nursing, jail/prison ministry, etc. in the following ways: Volunteered at the Veterans Hospital in Wilmore KY for 12 hours.

LEADERSHIP. During the past year I have provided leadership in spiritual formation in the following areas and in the following ways: Provide a message to the Zion United Methodist Church in Danube, MN and a message to the Hilltop United Methodist Church, Lead a men's spiritual formation group on the campus of Asbury Theological Seminary,

PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER

In what activities have you engaged and/or what books have you read during the past year to help you develop your devotional life, to improve your understanding of the Bible, to improve your understanding of The United Methodist Church, and to improve your skills in leading, caring, and communicating? I have taken 3 graduate level courses to gain better insight into the Bible which were Introduction to New Testament, Kingdom Church & World and Inductive Bible Study. I am a current leader of one spiritual formation group and an active member in 2 other spiritual formation groups on the campus of Asbury Theological Seminary. For books, I have read the following **Bible Study that Works** by Thompson, **Inductive Bible Study** by Bauer & Traina, **Lost Letters of Pergamum** by Longenecker, **Colossians Remixed** by Walsh & Keesmaat, **The IVP Bible Background Commentary of the New Testament** by Keener, **An Introduction to the New Testament** by DeSilva, **Story of Us Story of God** by Gladding, **Resident Aliens** by Hauerwas & Willimon, **Exploring Ecclesiology** by Harper & Metzger, **Mission in the 21st Century Exploring the Five Marks of Global Mission** edited by Walls & Ross.

FEEDBACK BY THE LAY SPEAKER

Do you believe that you have had adequate opportunities for service this past year? Yes No
If no, please explain: This past year has been a year like none before. I buried my father at the beginning of the year which took me away from Mankato and serving in that community. Additionally, I decided to return to school and to relocate with my family to the state of Kentucky. It is there, beginning in September, that I have been attending Asbury Theological Seminary. There have been many personal things to attend to throughout the year and therefore I did not have the opportunity to serve as much as I originally hoped to. However, the campus of Asbury does provide a number of opportunities to serve and I am plugging into those areas.

What additional training or support do you need to achieve your goals for this year? I am currently attending Seminary and feel I will find the support and training at the campus.

Give any recommendations you have for improving the Lay Speaking Ministry in your district or conference. None at this time.

2011 Report of Lay Speaker

Make four copies of this report; send one to the district office to be forwarded to the district director of lay speaking, one for the church office, one to be submitted with the church conference forms, and one to be kept by the applicant.

If this report is to recommend a person to take the basic course and become a local church lay speaker, the recommendation of the administrative council is sufficient. (See ¶1267.1a of the 2008 Book of Discipline.) If this report is for a lay speaker to continue as a local church or certified lay speaker, the church or charge conference's recommendation is required.

Name John Phelps
 Preferred Name John
 Address 1416 Parkside Lane
 City/State/ZIP North Mankato, MN 56003
 Home Phone (507) 385-0764
 Work Phone (507) 380-8717
 E-mail Address jjphelps@chartermi.net

Request of the Lay Speaker

I hereby request the recommendation of my pastor and my local church to

- BEGIN (fill out this page only)
- RENEW for the ensuing year as
 - A Certified Lay Speaker
 - X - A Local Church Lay Speaker**
- WITHDRAW from Lay Speaking

Signature 
 Lay Speaker

Date 1/9/12

TRAINING (Additional pages can be added if necessary)

I completed the basic course on 11/20/1999 (date)

I was certified on 10/1/2005 (date of interview)

I took the following advanced courses in the last three years:

Date _____

Location _____

Course Title _____

Date _____

Location _____

Course Title _____

STATUS

I am CURRENTLY

- A Local Church Lay Speaker
- X - A Certified Lay Speaker**
- Wanting to enroll in the Basic Course

I am applying to RENEW my status as

- X - A Certified Lay Speaker**
- A Local Church Lay Speaker

LOCAL CHURCH RECOMMENDATION

This charge conference, church conference, or administrative council recommends concurrence with the request of this layperson as stated.

Signature _____
 Convener

Date _____

LOCAL CHURCH

District (circle one): BW NW RV SP TC

Church Name Hilltop United Methodist Mankato

Church Address 108 S. Manitou Drive

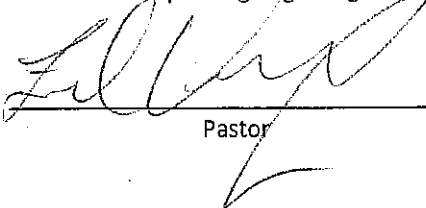
City/State/ZIP Mankato, MN 56001

Telephone (507) 387-3877

RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this layperson as stated.

NOTE: A letter of recommendation from the pastor is required for individuals requesting beginning training.

Signature 
 Pastor

MEMBER. During the past year I have provided leadership by serving on committees or boards of The United Methodist Church on the local, district, conference, jurisdictional, or the general church level in the following ways: I served as the chairperson for the Evangelism Committee and as a member and co-chair of the Administrative Council.

VOLUNTEER. During the past year I have provided leadership by serving as a volunteer in the neighborhood and community in hospitals, care centers, assisted living facilities, parish nursing, jail/prison ministry, etc. in the following ways: provide rides to church for people unable to drive; prepared weekly videos of our worship services to be shown on CCTV in Mankato; sponsored Dexter Oswald to Men's Walk to Emmaus in Fall of 2011; organized and set up the Hilltop booth for the annual Vendor Fair at Minnesota State University.

LEADERSHIP. During the past year I have provided leadership in spiritual formation in the following areas and in the following ways: Continued working on our strategy from Evangelism and Ad council perspective. Sang in Choir and played drums for praise team. Did a Lenten reading/skit this year. Alpha – served as a group leader and assistant group leader for two different sessions of Alpha in 2011.

PERSONAL AND SPIRITUAL GROWTH BY THE LAY SPEAKER

In what activities have you engaged and/or what books have you read during the past year to help you develop your devotional life, to improve your understanding of the Bible, to improve your understanding of The United Methodist Church, and to improve your skills in leading, caring, and communicating? Upper room, Early Morning Men's Risers group (Emmaus accountability group), Adult Sunday School (Scoochers), member of Wednesday evening Faith Growers small group; attended the sessions that Pastor Fred presented on history of Methodism, and John Wesley's beliefs.

FEEDBACK BY THE LAY SPEAKER

Do you believe that you have had adequate opportunities for service this past year? Yes No

If no, please explain:

What additional training or support do you need to achieve your goals for this year?

Give any recommendations you have for improving the Lay Speaking Ministry in your district or conference.

2011 Report of Recommendation for Candidacy for Ordained Ministry

The Staff/Pastor Parish Relations Committee's duties include the following:

"To enlist, interview, evaluate, review, and recommend annually to the charge conference lay preachers and persons for candidacy for ordained ministry . . ." (§258.2G(9), 2008 Book of Discipline).

"The committee (District Committee on Ordained Ministry) shall examine all persons who apply in writing for certification or renewal of certificate . . . on recommendation of their charge conference . . . the committee shall issue or renew their certificate" (§665.9, 2008 Book of Discipline).

The Pastor/Staff Relations Committee has examined the following candidate(s) according to "Wesley's Questions for the Examiners" (§310, 2008 Book of Discipline), has reviewed a written statement of call to ordained ministry (§311.3b, 2008 Book of Discipline), and this candidate has been assigned a mentor by the district superintendent.

The Pastor/Staff Parish Relations Committee recommends the following as

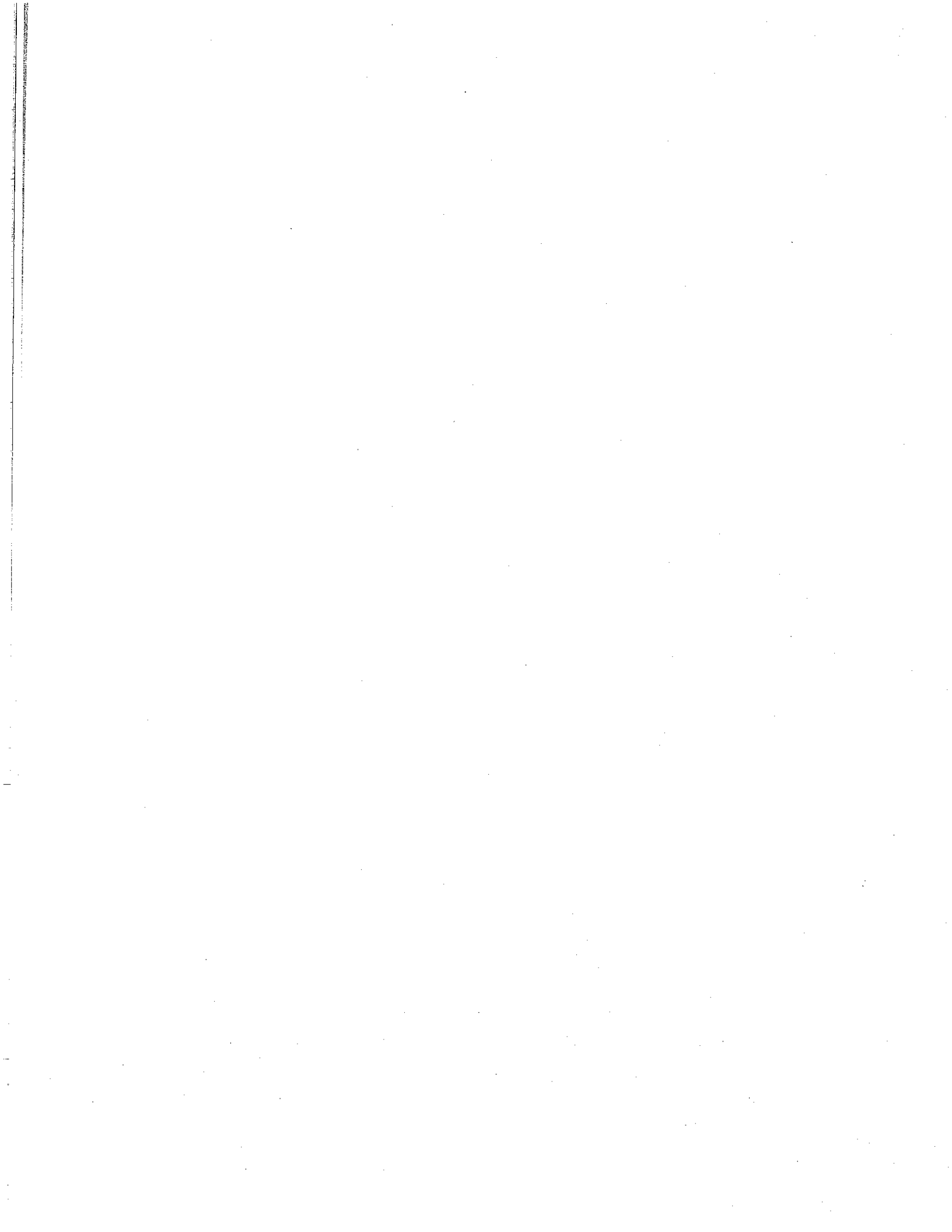
- a new declared candidate for ordained ministry from this charge
- a new certified candidate for ordained ministry from this charge
(please complete and send a Declaration of Candidacy, Form 104/2004* to the district office)
- a renewing certified candidate (annual requirement)

J. J. Morgan

SIGNATURE _____

S/PPRC Chair

* Form 104 can be downloaded at www.gbhem.org/atf/cf/{0BCEF929-BDBA-4AA0-968F-D1986A8EEF80}/FORM104.pdf



Mark Kraywinkel
Michael Kraywinkel
Lance Lamphear
Lucy Lamphear
Joan Lang
Arlene Larson
Susan Larson
Karla Lassonde
Matt Lassonde
Peg Lewis
George Lindsay
Bruce Long
Joyce Long
Lorraine Lundin
Robert Maday
Stephanie Maday
Sydney Maday
Angie Marble
Dean Marble
Dewey Marble
Jan Marble
Janet Marble
Joe Marrs
Marlys Marrs
Helen Marti
Evan McDonough
Everett McDonough
Jodi McDonough
Jim Mehrman
Kathleen Mehrman
Dianne Mell
Mary Menne
Paul Menne
Lois Meschke
Brett Meyer
Nancy Meyer
Deb Michalski
Jean Morales
Larry Morales
JJ Morgan
Stef Morgan
Cori Mundt
Eric Mundt
Alison Nelson
Bob Nelson
Hailey Jo Nelson
Ginny Norton
Linda O'Malley
Deb Oachs

Dexter Oswald
Chriss Page
Mackenzie Page
Scott Page
Whitney Page
Bill Payfer
Wendy Pearson
Bill Peppard
Pat Peppard
Scott Petersen
Paula Peterson
John Phelps
Peggy Phelps
P.P. Philip
Jeanette Phillips
Kevin Phillips
Bryan Pratt
Kari Pratt
Delmar Preston
Norma Preston
Al Prosser
Jack Prosser
Don Putzier
Eddie Putzier
Leslie Putzier
Steph Putzier
Kerry Rausch
Amie Reed
Barb Reed
Jim Reed
Robert Reed
Lois Reese
Josh Reynolds
Anita Riese
Clare Rivers
Dan Rivers
Daniel Rivers
Kelly Rivers
Alan Roseberry
Evelyn Roseberry
Phyllis Roseberry
Christina Ross
David Ross
Marty Saigh
Pam Saigh
Adela Scherer
Bill Scherer
Chris Scherer
Cindy Scherer

Chris Schroeder
Kevin Schroeder
Shari Schroeder
Shane Sellner
Joelyn Sherley
Paul Simonett
Doug Smithson
Nate Smithson
Paula Smithson
Robyn Smithson
Ron Sniff
Charlie Strey
Lora Strey
Eileen Strobel
Kay Svobodny
Tara Swalve
Alexa Swindell
Jon Sydness
Laura Thoms
Scott Thoms
Dennis Thorsen
Richard Turtle
Stacy Vanderwerf
Linda Vogel
Taylor Wacholz
Donna Wagner
Tony Wagner
Kim Waknitz
Aaron Wall
Kody Wall
Bill Warmack
Karen Warmack
Kari Weber
Carrie Willodson
Arlene Wilson
Norm Wilson
Paula Wilson-Steinbauer
Christine Wilson-Winter
Jenny Winters
Tricia Woitas
John Written
Lenny Written
Deb Young
Paul Young
Ira Zierdt
Craig Zimmerman
Diane Zimmerman

Names Printed : 294

24

Chris Aasen
 Holly Aasen
 Jeff Adams
 Paulette Adams
 Carolyn Allen
 Louis Allen
 Nate Allen
 Sandy Allen
 Wendy Allen
 Bill Allevan
 Wanda Allevan
 Shannon Andersen
 Todd Andersen
 Harry Argetsinger
 Judy Argetsinger
 Dale Ashpole
 Shirley Ashpole
 Leah Baumbach
 Connie Baumgartner
 Wayne Baumgartner
 Bob Berg
 Nicole Berg
 Terry Berg
 Deb Birr
 Andrew Bittner
 Mary Bittner
 Angie Blais
 Marj Blommel
 Don Bohn
 Pat Bohn
 Adam Born
 De Born
 Randy Born
 Goldie Bosard
 Joyce Bosard
 Jill Brink
 Adam Brown
 Mariah Brown
 Sarah Burke
 Renate Carlson
 Bob Clark
 Virginia Clark
 Aaron Cole
 Julie Cole
 Katie Cole
 Patti Cole
 Phyllis Cole
 Rudi Cole
 Sandy Cooper

Shirley Courrier
 Beverly Cox
 Duane Cox
 Lorraine Currie
 DeeAnn Dahm
 Amy Daufenbach
 Jackie Dittrich
 Herb Fast
 Marci Fast
 Deb Findley
 Ginny Fitzloff
 Kinsey Fitzloff
 Chris Flesner
 Wes Flesner
 Dan Flowers
 Linda Flowers
 Russ Flowers
 Scott Foss
 Julie Foster
 Virginia Foster
 Howard Friesen
 Rhonda Friesen
 Karen Frydendall
 Merrill Frydendall
 Mary Gaskins
 Rick Gaskins
 Grayson Gavin
 Karin Gavin
 Retta Gavin
 Todd Gavin
 Alyssa George
 Amber Glynn
 Lana Glynn
 Betty Goebel
 Bill Goebel
 Del Goebel
 Randy Goebel
 Tara Goebel
 Terri Goebel
 Katie Grunloh
 Marge Guentzel
 Evan Guffey
 Darlene Gullickson
 Norm Gullickson
 Erin Halls
 Terry Halls
 Bev Haring
 Larry Haring
 Michelle Harmon

Scott Harmon
 John Harrington
 Judy Harrington
 Dan Held
 Kevin Held
 Lana Held
 Phyllis Hermanson
 Kaye Herth
 Len Herth
 Arlene Hewett
 Jim Hewett
 Jean Hohenhaus
 Eric Horn
 Sarah Horn
 Terri Horn
 Duane Hubmer
 Gloria Hubmer
 Glenn Hutchinson
 JoAnn Hutchinson
 Jean Jackson
 Peter Jarnstrom
 Bob Jesseman
 Deborah Jesseman
 Sarah Jesseman
 Will Jesseman
 Brittini Johnson
 Jim Johnson
 Kim Johnson
 Marlys Johnson
 Scott Johnson
 Ty Johnson
 Gari Jo Jordan
 Erma Juliar
 June Juliar
 Virgil Juliar
 Kari Juni
 Mike Juni
 Barb Keith
 Audrey Key
 Bob Key
 Carl Kiewatt
 Sandra Kiewatt
 Emma Klaseus
 Jill Klaseus
 Tim Klaseus
 Jeanne Kottke
 Bob Kraywinkel
 Char Kraywinkel
 Jennifer Kraywinkel

Karin Ambros-Ward
Cathy Andela-Ruth
Ben Baumann
John Beaty
Kim Beaty
Margaret Beaty
Ron Beaty
Craig Blais
Noah Blais
Duane Bleess
Lorene Bleess
James Booker
Paulette Booker
Marian Brandt
Amy Brown
Aiden Clark
Autumn Clark
Teri Clark
Annie Cole
Doris Degenstein
Robert Degenstein
Jamison Douglas
Stephanie Douglas
Carina Eckert
Chris Eckert
Lonnie Flesner
Toyna Flesner
Donald Grunloh
Nancy Haas
Finley Halls
Jane Harrison
Sara Heller-Zimprich
Eric Jones
Kristin Jones
Carl Jordan
Zaden Kirkbride
Tyler Klose
Nic Lamphear
Nancy Mackenzie
Marian Mallory
Sean Mallory
Marianne Marti
Ryan Marti
Dee Mattox
Mike Mattox
Perry McDonough
Darlene Myers
Don Myers
Darryl Newman

Matt Oswald
Ashley Paegel
Michele Paegel
Steve Peterson
Jacori Ross
Sikari Ross
Rusty Ruth
Pam Sher
John Steinbauer
Sara Stinson
Brandon Swalve
Kali Trukki
Jennifer Turner
Ramsey Turner
Rolly Utzinger
Zada Utzinger
Amber Wall
Chris Ward
Denny Ward
Rachel Ward
Colin Weerts
Mallory Westphal
James Zierdt

Names Printed : 72.

Aasen
Jenna Aasen
Zacary Aasen
Joshua Adams
Rose Adams
Nicholas Allen
Brady Andersen
Brennen Andersen
Catherine Bittner
John Bittner
Halle Blais
Christian Brown
Jeffrey Brown
Cameron Burke
Regan Burke
Ashley Carlyle
Amber Cole
Gavin Cole
Kylie Cole
Joseph Daufenbach
Samuel Daufenbach
Daniel Douglas
Ella Gavin
Shae Gavin
Ella Gergan
Ethan Gergan
Haley Goebel
Hunter Goebel
Natalie Harmon
Tyler Jensen
Brock Johnson
Carli Jordan
Jacob Jordan
Kaitlyn Juni
Megan Juni
Claira Klaseus
Jonathon Klaseus
Micaylia Kraywinkel
Talia Lange
Jack Larson
Jackson Maday
Matthew Marti
Eleanor McDonough
Ethan McDonough
Heather Medd
Katie Medd
Lauren Menne
Matthew Menne
Samuel Menne

William Menne
Alexander Morgan
Zoey Morgan
Jorie Mundt
Heather Olinger
Jack Olinger
Gabriella Otero
Abbie Page
Brandon Page
Adam Peterson
Lucas Peterson
Brady Phillips
Jordan Phillips
Leila Pratt
Rose Prosser
Matt Rausch
Sam Rausch
Allie Rivers
Anna Rivers
Alec Scherer
Sawyer Sellner
Benjamin Smithson
Magdalene Steinbauer
Rebecca Steinbauer
Sarah Steinbauer
Christina Strey
Jaquelyn Strey
Matthew Strey
Jayda Swalve
Logan Swalve
Tayler Swalve
Jarret Thoms
Sierra Thoms
Kelly Vandermuss
Levi Vanderwerf
Madden Vanderwerf
Jackson Wagner
Kira Wall
Mackenzie Weber
Abbie Weerts
Piper Winters
Jake Written
Noah Written
Zach Written

Names Printed : 93

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Joined by Confirmation

Mariah Brown
Grayson Gavin
Emma Klaseus
Michael Kraywinkel
Everett McDonough
Mackenzie Page
Jack Prosser

Names Printed : 7

Joined by Prof. Of Faith

Adam Brown
Linda O'Malley
Christina Ross
David Ross
Alexa Swindell

Names Printed : 5

Joined by Transfer - Non UM

Amber Glynn
Glenn Hutchinson
JoAnn Hutchinson
Dexter Oswald
Kerry Rausch
Jim Reed

Names Printed : 6

Baptized in 2011

Cameron Burke
Jorie Mundt
Jarret Thoms
Jackson Wagner
Zach Written

Names Printed : 5

Withdrawn by death

Carol Holtze
Betty Lindsay
Rick Pearson
Sharon Turtle

Names Printed : 4

Withdrawn by transfer

Meghan Baumann

Names Printed : 1

Withdrawn by request

Julie Dudgeon

Names Printed : 1

2011 Inactive/Unresponsive Membership Report

1. What criteria are used to determine that a member is inactive and unresponsive for the purpose of this report?

No known record of attendance or participation in activities

No contact with church

No financial support

2. List means used in this last year to encourage people listed below to be active.

Address is unknown or out of area and produces no response. Attempted contact by mail and/or Facebook and received no response.

3. List people that are one year inactive/unresponsive. Please include most current contact information available (address, phone and email) and highlight any people under the age of 40. The Conference Office of Congregational Development may refer these contacts to other United Methodist faith communities:

Angie Blais

Virginia Fitzloff

Gari Jo Jordan

Joe and Marlys Marcs

Brett Meyer

Nancy Meyer

Bill and Pat Peppard

Joelyn Sherley

Christine Wilson-Winter

4. List people that are two years inactive/unresponsive and recommend for removal (must have been recorded as inactive/unresponsive at church conference last year). Please include most current contact information available (address, phone and email) and highlight any people under the age of 40. The Conference Office of Congregational Development may refer these contacts to other United Methodist faith communities:

5. _____ List people two or more years inactive/unresponsive, but recommended for continuance on membership roll for the ensuing year:

Signature *Karen L Frysdall*

Date *Jan. 5, 2012*



Please complete these forms and keep them on file at the church. It is not necessary to send the completed forms to the district office. This page should be filled out to certify that the required forms are complete and on file in the church. The actual forms are available on the Minnesota Conference website or the General Council on Finance and Administration as indicated below. Additional resource materials are listed in each section.

Annual Parsonage Evaluation (Form 9)

The chairperson of the Board of Trustees of the chairperson of the parsonage committee, if one exists, and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance (§2532.4 of the 2008 *Book of Discipline*.)

Please certify that the parsonage evaluation was completed according to the checklist.

We have completed the Annual Parsonage Evaluation on 12/8/2011 (date) and the completed report is on file United Hilltop Methodist Church Hilltop (location of the report)

Additional resource: Minnesota Conference *Policy & Procedures Manual*, section 400.02.b, found on CD that contains the Annual Conference *Official Journal and Yearbook*

Report of the Trustees (Form 10)

The trustees are amenable to the Charge Conference and as such are required to make an annual report (§2549)

Please refer to the Report of the Trustees found at www.gcfa.org/forms#audit and certify that the report was completed.

We have completed the Report of the Trustees on 11/28/2011 (date) and the completed report is on file at United Hilltop Methodist Church Hilltop (location of the report).

IMPORTANT DOCUMENTS

Examples of important documents include Articles of Incorporation, Bylaws, abstracts, deeds, mortgages, satisfaction of mortgage. These documents are needed when buying or selling property or receiving bequests.

Who is responsible for legal papers? Trustees

Where are the papers filed? Blue Earth County

a. Articles and bylaws _____

b. Deeds, abstracts, mortgages, leases, and others relating to property Voyager Bank, Mankato, Minnesota

c. Other—list and give location _____

INCORPORATION

Under which Minnesota statute is your church incorporated? 315 317A (if 317A you must file annual registration with state, see memo about incorporation) Sample Articles of Incorporation: GCFA Legal Manual, page 31 <http://www.gcfa.org/gcfa-legal-manual>.

**Instructions for Parsonage Evaluation, Trustee Report,
Report of the Finance Committee, and Fund Balance Report (Forms: 9, 10, 11, 12)**

**Report of the Finance Committee (Form 11)
and
Fund Balance and Certification of Annual Audit (Form 12)**

The structure and responsibilities of the committee on finance are described in ¶1258 of the 2008 *Book of Discipline*.

Please refer to the Report of the Finance Committee found at www.gcfa.org/forms#audit and the Fund Balance Report www.gcfa.org/forms#audit and certify that the reports were completed. These reports may be completed as of the date of the church's fiscal year end rather than the date of the charge conference.

We have completed the Report of the Finance Committee and the Fund Balance Report on _____ (date) and the completed reports are on file _____ (location of the report).

Additional resource: *The Local Church Audit Guide*

<http://www.gcfa.org/sites/default/files/u3/local%20church%20audit%20guide%202011.pdf>

2011 Annual Parsonage Evaluation

Date December 7, 2011

The chairperson of the Board of Trustees or the chairperson of the parsonage committee, if one exists, and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance. ¶2532.4 of the 2008 *Book of Discipline*.

When was the present parsonage built? 1968 _____ Remodeled? 2005 _____

In relation to the Housing Standards (¶400.02b4) the present parsonage

- XX Meets them entirely
- Meets them substantially
- Does not meet them

If the present parsonage does not meet them entirely, outline what points are not in keeping with the standards. What is your plan for bringing the parsonage up to Conference Standards?

Please answer the following questions with Y (yes), N (no), or NA (not applicable). Give any comments and complete additional information questions.

Question	Y	N	NA	Comments	Additional information
Are the walls cracking?		X			
Are the floors sagging?		X			
Is the interior of the parsonage in need of updating?		X			When was the interior last updated? Remolded 2005 repainted 2008
Is the exterior in need of repair?	X	X			When was the exterior last painted or sided? Resided 2002
Is all window glass in good repair?	X				
Is the roof in good repair?	X				When was the roof last replaced? 2011
Does the parsonage encourage occupancy by a handicapped person?	X				If no, what changes could be made?
Is the parsonage energy efficient?	X				If no, what changes could be made? Additional insulation added 2011
Is the condition of the carpeting acceptable?	X				When was it last cleaned professionally? 2008
Is the condition of the window coverings acceptable?	X				
Do the window coverings need to be cleaned?		X			
Do the window coverings need to be replaced?	X				mini-blinds 2nd level to be replaced (2012)
Is the plumbing in good working order?	X				

Church Hilltop United Methodist City Mankato, Minnesota
 Form 12

Question	Y	N	NA	Comments	Additional information
Is the electrical system adequate and in good working order?	X				
Are smoke alarms installed and operating?	X				
Are the heating and air conditioning (if applicable) systems functioning adequately?	X				When were they last inspected? Fall 2011
Are the refrigerator and freezer in good working order?	X				
Is the range in good working order?	X				
Is the dishwasher in good working order?	X				
Is other equipment in good working order?	X				Microwave replaced 2011
Are a washer and dryer provided?	X				
Are a lawn mower and snow blower provided?	X				Lawn mower

Date of this evaluation: _____

Who was present for the evaluation? Bob Berg, Jeff Adams, Fred and Stacy Vanderwerf _____

What committee of the church deals with pastoral housing? Trustees/ PPRC _____

How often does this group meet? Once a month _____

Signature of chair of Board of Trustees Robert A Berg

Signature of chair of SPRC/PPRC committee W B

Signature of the pastor/staff person living in the parsonage Stacy Vanderwerf

Additional Information or Comments

2010 Report of the Trustees

The trustees are amenable to the Charge Conference and as such are required to make an annual report (§2549). Additional reports should be made as requested by the Charge Conference or Church Council or equivalent. Numbers in parentheses refer to paragraphs in the 2008 Book of Discipline.

Hilltop United Methodist Church Mankato, Mn Organization for the present conference year was effected January 1, 2011 _____, by electing the following officers:

	Name	Term Expires	Other Members	Term Expires
President	Robert Berg	2011	Chris Scherer	2011
Vice-President	Mark Oachs	2011	Peggy Phelps	2011
Secretary	Adela Scherer	2011	Nate Smithson	2012
Treasurer	Tricia Woitas	2011	Paula Smithson Bill Scherer	2013 2013

1. Is the local church incorporated (§2528.1)? Yes No
2. a. Name or names in which title to each piece of property is recorded, as shown by civil land records (§2535, 2537):

	Name(s)	Office	Book	Page
Church Buildings				
Church Buildings				
Parsonages				
Other				
Other				

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

c. Where are they kept? _____

3. Does each deed contain trust clause (§2503)? Yes No
4. Received during year for constructing and improving church buildings and parsonages, and how expended:

Received from	Amount	Disbursements	Amount
NONE			

5. Present Indebtedness:

Church Buildings \$ 51,062.90 (as of 10/06/2011) _____

Parsonages \$ _____

Other \$ _____

6. _____ Estimated Market value: Church
- a. Buildings(s) \$ 2,500,000.00
 - b. Furnishings and equipment \$ 453,700.00
 - c. Land _____ \$
 - d. **Total \$ 2,953,700.00**
7. _____ Estimated Market value: Parsonage(s) 245,000.00
- a. Buildings(s) \$
 - b. Furnishings and equipment \$ 3,500.00
 - c. Land _____ \$
 - d. **Total \$ 248,500.00**
8. Do you have a long-term plan in place for the replacement of facilities and equipment as they deteriorate? Yes No
9. a. Insurance: (¶¶ 2532.2, 2549.7)

Item Insured/ Insurance	Replacement Value	Amount of Coverage	Type of Coverage	Company	Restricted by Coinsurance? (Yes or No and amount)	When Expires
Church Buildings	\$2,500,000	\$2,593,00	Replacement	Guide One	<input type="checkbox"/> Yes <input type="checkbox"/> No \$	1/3/13
Parsonages	\$245,000	\$263,000	Replacement	Guide One	<input type="checkbox"/> Yes <input type="checkbox"/> No \$	1/3/13
Church Furnishings and Equipment	\$ 453,00	\$466,800	Replacement	Guide One	<input type="checkbox"/> Yes <input type="checkbox"/> No \$	1/3/13
Parsonage Furnishings and Equipment	\$3,500.00	\$3,500.00	Replacement	Guide One	<input type="checkbox"/> Yes <input type="checkbox"/> No \$	1/3/13
Vehicles	\$ N/A	\$			<input type="checkbox"/> Yes <input type="checkbox"/> No \$	
General Liability		\$3,000,000		Guide One	<input type="checkbox"/> Yes <input type="checkbox"/> No \$	1/3/13
Worker's Compensation		\$ 500,000		Church Mutual Mn Ann Conf.	<input type="checkbox"/> Yes <input type="checkbox"/> No \$	2012
Directors and Officers/ Errors and Omissions/ Crime		\$1,000,000		Guide One	<input type="checkbox"/> Yes <input type="checkbox"/> No \$	1/3/13
Professional Liability Coverage (Including Sexual Misconduct)		\$1,000,000		Guide One	<input type="checkbox"/> Yes <input type="checkbox"/> No \$	1/3/13

- b. Have the buildings been inspected for fire and other safety hazards within the past year?
 XX Yes No
- c. When was the last full appraisal of church property made? 2005 _____
- d. By whom? Anthony Peterson Insurance Agency _____
- e. Is the amount of insurance adequate? XX Yes No
- f. Does the church have a Safe Sanctuary policy? XX Yes No
- 10. a. Has an annual accessibility audit for church properties been conducted(¶ 2532.6)? XX Yes No
(Attach report.)
- b. If needed, have you developed an accessibility plan? Yes No **(Attach plan.)**
- 11. Detailed list of income producing property and permanent funds
(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. . . ." ¶ 2532.5 and ¶ 2549.9)

Item	Date Received	Amount	Where Invested	Income	How Income is Used for Ministry
Certificate of deposit	2000	\$5,200.00	Pioneer Bank, Mapleton Mn	\$130.00	
		\$		\$	
		\$		\$	

13. Estimated value of other assets (cash, investments, other property, etc.):

None _____ \$ _____
 _____ \$ _____

Signed Robert A. Berg Chairperson Trustees Robert A. Berg
 President or Secretary, Trustees

Date 11/28/2011





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 2008 *Book of Discipline*.

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

Hilltop _____ Church Mankato _____ Charge
 Southern Prairie _____ District Minnesota _____ Annual Conference

For the period beginning 11/29/2010 and ending 01/22/2012
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

I. ORGANIZATION

1. a. Has the committee been organized according to the 2008 Book of Discipline (§258.4)? Yes No

b. Names of officers?

Chairperson Jan Marble Vice Chairperson _____
 Treasurer(s) Tricia Woitas Financial Secretary Adela Scherer

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?

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? overall giving/income has been sufficient to meet commitments/expenses

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

Stewardship Team annually prepares pledge packets in Fall to make members aware of projected ministry costs and includes commitment card to designate pledges of time & talents (service), heart (worship attendance), and treasures (financial giving).

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Packets are distributed late October/early November; annual Harvest Home Dinner mid-November is designated for collecting commitment cards. Financial secretary tabulates aggregate amounts pledged as commitment cards are received and current status provided to Administrative Council for overall budget decision.

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?

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

Voyager Bank: General Fund, Memorial Fund, Youth Group _____

Wells Federal: Bldg Fund/Savings _____

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? Since Nov 2010 the following practices have been implemented or continued: documents outlining Finance Committee member duties reviewed/updated; developed and implemented new form to secure appropriate authorization for purchases and reimbursements and/or to help identify proper recording of revenues collected for activities/mission giving; funds transfers discussed with Ad Council and should be reflected in meeting minutes; computer files routinely backed up; monthly summary reports generated through Quicken kept on file in church office; payroll/W-2 documents containing sensitive data securely stored in church safe; Financial Secretary provides monthly giving summaries to Church Treasurer which are balanced to Quicken & reconciled to bank deposit records; control procedures for counting/deposit preparation includes collection plates locked in Pastor's office by Ushers, no less than two Finance committee persons present for counting/cash balancing duties and/or no less than two unrelated persons available to verify cash receipts; new safe purchased and installed in Pastor's office to keep monies collected during week secure until counted/deposited; counter's name noted on individual counting sheets to assist Financial Secretary in the event questions arise; committee reviews expenditures monthly; Financial Secretary including audit confirmation slip to randomly selected annual giving statements; plans to categorize unbudgeted line items as Restricted, Permanently Restricted, or Designated as per definitions beginning with 2012 monthly reports.

Signed

Jan Marble

Printed Name: Jan Marble

Date: January 22, 2012

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Finance Committee

- **Meetings:** Will meet an hour before every Administrative Council meeting. Currently Finance meets at 6:30 p.m. on the third Thursday of each month.
- **Counting:** Need at least two persons from the Finance Committee to count following the Sunday worship service. One person receive the offering from the ushers and take it to the church office to be counted. If only one person from the Finance Committee is available it is appropriate to enlist former members of Finance Committee to help. If none are available, the funds are to remain at the church in a secure and locked location. Funds are to be counted and deposited in a timely fashion.
- One person will deliver the bank bag to Voyager bank in a timely manner on Sunday. That person will or make arrangements for another person to pick up that bag at Voyager during Voyager business hours.
- **Counting- offerings received other than Sunday worship.** It is very helpful to have a Finance Committee Member available to make sure the money is appropriately cared for in a timely fashion after the offering has been received. It is very helpful for any offering received to be clearly marked as to where those funds should be applied.
- **Special Events/Fundraisers-**The Finance Committee will review the procedures of those charged with the responsibilities of handling the income of events/fundraisers. The Finance Committee will verify the income and be responsible to deposit it at our financial institution.
- **Records Retention:** Finance Committee will determine and carry forth what finance records need to be kept and need to be disposed of. Finance records will be disposed of in a secure fashion so as not to compromise any security concerns.

Finance Committee Chair

- Calls meetings of the Finance Committee.
- Leads meetings of the Finance Committee especially giving leadership to the process of reviewing the monthly reports generated by the treasurer.
- Lifts up topics that are related to the Finance Committee at the finance meeting. Such topics have included; security issues regarding offerings, authorization of check signers, finance control issues, etc.
- Attends the Administrative Council meetings and provides those members with copies of pertinent financial reports whenever the Ad Council meets. Helps the Ad Council interpret the meaning of those reports.
- Reminds all committees for them to request/alter any changes to the budget on a timely basis. Currently the budgeting process begins in September for the calendar year that begins in January.
- Reviews all budgetary requests and presents them to the finance committee in September for the calendar year that begins in January.
- Prepares the budget for the Ad Council's approval at the October meeting for the calendar year that begins in January.
- Prepares a letter and subsequent materials regarding the budget for the calendar year that begins in January to be distributed to the congregation.
- Prepares reports as requested from the Church Conference and Annual Conference on a timely basis.
- Is listed on the bank accounts and can sign checks for the accounts.
- Reviews on a yearly basis contents of safe deposit box and the safe at the church.
- Serves as the custodian of a key for the safe deposit box.

Finance Secretary

- Enters contribution information into the church computer in a timely fashion. The treasurer will need the monthly reports generated from the finance secretary in order to complete the monthly treasurer report. The monthly treasurer report is prepared for each Finance Committee meeting (3rd Thursday of each month.)
- Receives pledge cards from congregational members.
- Orders giving envelopes on a yearly basis.
- Prepares giving envelopes for distribution in December.
- Prepares annual giving statements for congregation to be available no later than January 20th.
- Is listed on the bank accounts and can sign checks for the accounts.

Treasurer

- Reviews and makes payments for each invoice and valid requests for reimbursement and /or payments on a timely basis.
- Records payment information into the church computer.
- Prepares financial reports utilizing income reports provided by the finance secretary, expense reports and bank statements each month to be available to the finance committee for their monthly meeting.
- Orders checks for the primary church account as necessary.
- Cares for all electronic funds transfers (EFT)- both incoming and outgoing.
- Cares for Church Conference and Annual Conference reports.
- Makes provisions to transfer funds designated to building fund, memorials, youth account, or any other designated account in a timely manner. Communicates those transfers to the appropriate persons who are custodians of those accounts.
- Is listed on the bank accounts and can sign checks for the accounts.
- Prepares W-4 forms for all employees on a timely basis.

Building Treasurer

- Receive notification from the treasurer the funds deposited in the building account. Request the financial institution to apply funds to loan payments and principal as specified by finance committee.
- Oversee all deposits and withdrawal of funds into the appropriate Hilltop UMC bank accounts.
- Prepare quarterly reports for the finance committee that reflect income, expenses, designated funds, and loan information.
- Prepares reports as requested from the Church Conference and Annual Conference on a timely basis.
- Is listed on the bank accounts and can request transfers to be made into Hilltop UMC accounts.

ACCOUNT	2012 Approved
Apportionments	\$21,554.00
Youth Group	\$3,500.00
Ministry Candidate Support	\$1,000.00
Equipping Leaders	\$750.00
Discipleship Plan	\$750.00
Unforeseen Ministry Opportunities	\$1,000.00
David & Sharon Goran/Ukraine	\$700.00
Salvation Army Meals	\$800.00
Imagine No Malaria	\$1,500.00
Pastor Salary	\$42,230.00
Parsonage Penalty Adjustment	\$277.21
Pastor Utilities	\$5,500.00
Pastor Medical Insurance	\$15,069.00
Pastor Pension/Disability	\$8,713.98
Mileage Expenses	\$1,250.00
Continuing Education Expenses	\$1,000.00
Accountable Reimbursement Exp.	\$1,000.00
Christian Education	\$3,300.00
Administrative Supplies	\$4,250.00
Stewardship	\$650.00
Advertising/Evangelism	\$4,500.00
Guest Pastor/Subst. Worship Leader	\$250.00
Annual Conference Delegate	\$500.00
Organist Salary	\$3,220.00
Choir	\$750.00
Worship	\$1,250.00
Secretary Salary	\$19,691.00
Staff Continuing Education Expense	\$350.00
Hospitality/Kitchen Supplies	\$1,500.00
Nursery Supplies	\$300.00
Church Utilities	\$15,000.00
Church Insurance	\$5,500.00
Church Maintenance	\$5,000.00
Parsonage Maintenance	\$1,000.00
Janitor Salary	\$4,780.00
Lawn/Snow	\$4,000.00
Social Security/Medicare	\$2,100.00
Sanctuary Debt (P&I)	\$14,000.00
Major Repairs	\$5,000.00
Church Roof Fund	\$5,000.00
Decorating/Carpet	\$10,000.00
Technology	\$1,350.00
	\$219,835.19

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Clergy Name:

Years of Service:

Church(es):

Appointment increment (1, .75, .5 or .25) →

1.00

Eff. Date:

****Yellow boxes require entry. Pink boxes are optional. All others calculate automatically.**

1a. Enter pastor's salary (see 2012 Minimum Compensation Schedule)		1a	\$42,230.00
1b. Parsonage Penalty Adjustment		1b	\$277.21
1c. Salary Reductions (additional enrollment forms required; see instructions)			
(1) Before-tax contribution to the Personal Investment Plan (UMPIP), a 403(b) retirement plan	\$0.00		
(2) Other 403(b) before-tax retirement plan contribution (not UMPIP)	\$0.00		
(3) Furnishing/Appurtenance Allowance (IRC 107)	\$1,000.00		
(4) Clergy share of MAC premium (10%)—mandatory	\$1,884.00		
(5) Medical reimbursement (IRC 125)	\$5,000.00		
(6) Dependent care reimbursement (IRC 125)	\$400.00		
Total Salary Reductions			\$8,284.00
NET SALARY (1a + 1b + 3a - 1c) Equals the amount in Box 1 of the W-2			\$34,223.21
2. Housing Allowance in lieu of parsonage (IRC 107)			
3. Health Insurance (MAC Plan only) local church share.* Enter: 1=Single, 2=Family, 0=none →		2	\$15,069.00
3a. Other non-MAC Plan health insurance contribution (taxable). "X" here and enter amount →			\$0.00
4. Pension and Death & Disability coverage calculation: parsonage provided (Formula I) or housing allowance (Formula II)			
Parsonage Provided (FORMULA I)			
Pension (CRSP) Pastor's Salary (1a+ 1b) x 1.25 x .12 = CRSP (If pastor's salary x 1.25 exceeds DAC [\$62,781], use \$7,533.72)			\$6,376.08
Disability (CPP) - Fulltime Appointment Pastor's Salary (1a+1b) x 1.25 x 4.4% = CPP (If pastor's salary x 1.25 exceeds 2 x DAC [\$125,562], use \$5,524.73)			\$2,337.90
Disability (CPP) - Less Than Fulltime Appointment for (FE, PM, PE, AM, FD, PD) Enter \$2,134.55 for 3/4 time (participation mandatory); Enter \$2,762.36 for 1/2 time (participation optional)			NA
Disability (UNUM) - 3/4 time Local Pastors (LP) and Clergy from other denominations (OF) Contact Benefits Officer at jean.edin@minnesotaumc.org for estimated premium			NA
FORMULA I TOTAL			\$8,713.98
Housing Allowance (FORMULA II)			
Pension (CRSP) Pastor's Salary (1a) + housing allowance x .12 = CRSP (If pastor's salary + housing exceeds DAC [\$62,781], use \$7,533.72)			NA
Disability (CPP) - Fulltime Appointment Pastor's Salary (1a) + housing allowance x 4.4% = CPP (If pastor's salary + housing exceeds 2 x DAC [\$125,562], use \$5,524.73)			NA
Disability (CPP) - Less Than Fulltime Appointment for (FE, PM, PE, AM, FD, PD) Enter \$2,134.55 for 3/4 time (participation mandatory); Enter \$2,762.36 for 1/2 time (participation optional)			NA
Disability (UNUM) - 3/4 time Local Pastors (LP) and Clergy from other denominations (OF) Contact Benefits Officer at jean.edin@minnesotaumc.org for estimated premium			NA
FORMULA II TOTAL			\$0.00
5. Total Compensation for this Position: Total of 1a, 1b, 2, 3, and 4. (This figure is used for budgeting purposes by the local church. It is not the amount that goes on the W-2, nor is it income for tax purposes.)			\$66,290.19

* Premium amounts are based on using the ACH payment system. Churches not using ACH will be billed additional monthly fees.

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Clergy Name:

Items previously included on the Pastoral Support Form as part of the 'Total Budget for this Position' included reimbursable items (travel, continuing education, and other professional expenses). These are not items of compensation if they are reimbursed under an accountable reimbursement plan. All churches are encouraged to establish accountable reimbursement plans. For assistance with budgeting and planning, we have listed reimbursable items and parsonage utilities here. (Please note also that the Table II Financial Report to the Annual Conference does include reimbursable items in the section "Pastoral Support—Local Church.") For information on accountable reimbursement plans, visit www.gcfa.org.

Reimbursable Items Budget		
Item	Parameters	Amount
Continuing Education	\$800 minimum, \$1,477.85 recommended (2.5% of CAC)	\$1,000.00
Travel	IRS rate for 2012 is 55.5¢ per mile. Churches shall not pay less than the current IRS rate. Churches will be notified via e-mail if the IRS rate changes.	\$1,250.00
Other professional expenses	\$500 minimum	\$1,000.00
Total budgeted for Reimbursable items	Sum of 6, 7, and 8	\$3,250.00
Total budgeted for parsonage utilities. Include here parsonage utilities paid by church. This does not refer to the housing allowance.		\$5,500.00
Total amount to budget for Pastoral Compensation, Accountable Reimbursable Items, and Parsonage Utilities	Sum of 5, 9, and 10	\$75,040.19

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