2016

Charge Conference

Legacy United Methodist Church

10/23/2016

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4:00 - 6:00 pm

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2017 Breakthrough Goals

Passionate Worship

Average weekly worship attendance for all worship services	420

What is your ministry plan to increase worship attendance?

We don't let it get boring by changing the stage setup, adding a drama team, changing topics every 6 weeks, and keeping people engaged through the changes. We advertise during fall kickoff, Christmas Eve and Easter, encouraging members to invite friends. In the "low points" we counter program through topics and through events on Sundays at the church. We plan 6 months to 1 year in advance to make sure we develop engaging content and series material.

Radical Hospitality

Total professions of faith for year	35
Total baptisms for year	20

What is your ministry plan to reach new people and lead them to Christ?

We've invested time in our marketing to let people know what is unique about Legacy in comparison to other churches in town. We host events in the church that brings in non-Christians and other non-members by partnering with local organizations and agencies. We create a welcoming experience from the front door to the chair to make people want to return. We also have a person dedicated to follow-up with first time, second time and return visitors to get them plugged in.

Intentional Faith Development

Average number small groups weekly	20
Average number attendees in all small groups weekly	210
Percentage of weekly worship attendees in small groups	50%

What is your ministry plan to help people grow in love with God and neighbor through small groups?

We have a staff person dedicated to plugging people into small groups and classes. We try different kinds of topics to reach different people that may connect with different people. We do what we can to connect Sundays to Wednesdays, to get people to return for more conversation on the topic from Sunday.

Risk-Taking Mission & Service

Average number members in mission/outreach each week	84

What is your ministry plan to encourage people to serve in their community and throughout the world?

We've had and will have again a dedicated person to manage all our mission and impact groups. Each month the congregation participates in the One Thing and Impact Offerings, a tangible item to give away as well as monetary gifts. Hopefully in participating in one of those, people are able to find an area of mission and outreach that meets their passion.

Extravagant Generosity

Average weekly giving toward annual budget	$14,000
Average weekly giving to other charitable organizations/missions beyond the local church	$1,400

What is your ministry plan to make generous givers?

Each year we teach on extravagant generosity through a sermon series in worship and any other message it makes sense, offer Financial Peace, and share stories regularly of how the congregation's giving is making disciples and transforming the world.

LEGACY UNITED METHODIST CHURCH
2017 ADMINISTRATIVE TEAM ROSTER

CLASS OF 2017

Jeff Schneider	Staff Parish
Marnie Carlson	Staff Parish
Nancy Dunlop	Finance
Barry Dutton	Trustees

CLASS OF 2018

Erica Skoglund	Staff Parish
Milt Rue	Finance
Eric Walth	Finance
Bryant Retzlaff	Trustees

CLASS OF 2019

Bonnie Taylor	Staff Parish
Gina Sondeland	Finance
Brian Marquardt	Trustees
Aaron Norgard	Trustees

2016 MEMBERSHIP ACCOUNTABILITY REPORT

MEMBERSHIP TOTAL AS OF Charge Conf, November 2015: 552
MEMBERS RECEIVED (Charge Conference, 2015 thru Charge Conference 2016)

By Confession of Faith +33
Heather VanNingen, Lacey Thielen, Dara Rutschke, Ashley Braun, Jeff & Lori Campbell, Brock & LuAnn Baker, Elijah Gardiner, Edward Crusoe, Brent & Abby Erickson, Lisa Neary, Jay Gruebele, Tricia Allen, Eric Smith, Julie Jensen-Jones, Solomon Jones, Danny & Danielle Anderson, Varney David, Cory & Darcie Hamilton, Gary & Jessica Hansen, Tera & Jonus Elston, Irene Asante, Florence Ampong, Andrew & Kimberly Stearns, Dale & Lilia Johnson

Confirmed in Faith

By Reinstatement

By Transfer from a Methodist Church +6
Aaron VanNingen. Shirley Rath, Kirk & Donna Cristy, Scarlett & Travis Ressler

By Transfer from another Denomination
Andy & JoAnn Early, Dennis Braun, Ashley Braun, Cary & Karla Friez, Cathy Myrvik, Shane & Amy Splonskowski +9

Total Received: 48

MEMBERS REMOVED (Charge Conference, 2015 thru Charge Conference 2016)

By Withdrawal
Curt & Kerrie Helm, Renee & John Brown, Kim Davidson, Gary & Deone Emineth, Danielle Hassel, Keith & Kathy Telenga -10

By Transfer to another Methodist Church
Cindy Fetch, Jennifer Bandy, Darlene Danielson, Bob & JaNell Gnirk, Keith & Linda Wurgler, Bob & Pam Johnson, Greg & Bethany Pfister -11

By Transfer to another Denomination

By Death
Frances Perman -1

By Charge Conference Action
Neal & Deb Eslinger, Steve & Kimberly Feist, Thelma Wall, Jason & Jenney Schatz, Evelyn Ziegler, Morgan Lensegrav -9

Total removed: 31
MEMBERSHIP TOTAL: 569

Letters to Inactive Members - 2016

Those who receive the first letter may have gotten a letter last year, but chose to retain their membership. Each time they respond that they wish to remain as a member and their attendance and giving does not change, the letter to them the next year will again be their first letter. Their names cannot be removed until they go two years without responding or they ask to be transferred or removed.

List of Names for First Letter

Jeanette Bachmeier	Mark Ouradnik	Robert Ronning
David Beauclair	Barb Ouradnik	Sharon Ronning
Candy Beauclair	Mike Paul	Donovan Schulz
Nicole Bethke	Karen Paul	Dirk Wilke
Danielle Kudrna		Jamie Wilke

Second Letter: Vote to remove

Neil Eslinger	Sara Peterson
Deb Eslinger	Jason Schatz
Steve Feist	Jenney Schatz
Kim Feist	Thelma Wall
Morgan Lensegrav	Evelyn Ziegler

LEGACY UNITED METHODIST CHURCH
2017 APPROVED BUDGET

BY MINISTRY	2016	2017	INC / (DEC)
Administrative Services			
General Support	43,748	53,234	9,486
Financial Management	36,683	32,598	(4,085)
Information Technology	16,000	22,000	6,000
Growth / Development	7,400	15,600	8,200
Total Administrative Services	103,831	123,432	19,601
Pastoral Services			
Pastoral Oversight	100,004	90,154	(9,850)
Pastoral Support	32,150	17,993	(14,157)
Total Pastoral Services	132,154	108,147	(24,007)
Worship Services			
Worship Ministry	63,833	66,025	2,192
Worship Ministry Support	15,795	18,023	2,228
Total Worship Services	79,628	84,048	4,420
Kids Services			
Kids Ministry Elementary	50,017	54,806	4,789
Kids Ministry Preschool	11,236	18,023	6,787
Kids Ministry Nursery	8,000	9,011	1,011
VBS	4,000	6,000	2,000
Total Kids Services	73,253	87,840	14,587
Student Services			
Student Ministry	37,241	60,464	23,223
Total Student Services	37,241	60,464	23,223
Adult Services			
Adult Ministry	5,800	11,411	5,611
Total Adult Services	5,800	11,411	5,611
Support Services			
Mission Ministry	13,000	13,000	0
Conference Ministry	104,000	120,000	16,000
Total Support Services	117,000	133,000	16,000
Property Services			
Facility Management	37,882	86,157	48,275
Durango	72,628	69,600	(3,028)
Hanaford	4,375	0	(4,375)
Estevan	15,900	4,800	(11,100)
Total Property Services	130,785	160,557	29,772
Total Budget	$679,692	$768,899	$89,207
BY FUNCTION			
Personnel Operatons	$384,189	$431,199	47,010
Program Operations	75,600	110,300	34,700
Support Operations	117,000	133,000	16,000
Property Operations	102,903	94,400	(8,503)
Total Budget	$679,692	$768,899	89,207

LEGACY UNITED METHODIST CHURCH
2017 APPROVED BUDGET

Budget Variances:

Increases were provided for staff salary adjustments as follows:
4% general salary increase to all staff
3% step salary increase for qualifying individuals
Total increase - approximately $17,000

Increases were provided to add additional staffing as follows:
Full time custodian
1/4 time student ministry associate
1/8 time pastoral support staff
Total increase - approximately $47,000

Increases were provided for individual ministry service areas as needed to cover inflationary or growth related costs as follows:
Administration - advertising, postage, office supplies, printing / copying, technology support
Growth & Development - promotion, staff development, hospitality
Kid, Student, and Adult Ministry - supplies and materials due to growth in attendance
Total Increase - approximately $17,000

Increases were provided to fund the cost of additional apportionments based on a funding formula of 16% of church general fund revenues
Total increase - approximately $16,000

Decreases were recognized in property management due to reduction in parsonage mortgage payments and parsonage maintenance
Total decrease - approximately $8,000

The 2017 budget increase is approximately $89,000, or 13%

Revenue growth was 7.6% for 2013, 11.4% for 2014, 7.6% for 2015; the expected 2016 revenue growth is projected to be between 12% and 15%. The 2017 budget includes a 12% increase in projected revenue, but provides for an approximate 5% budget reduction if needed.

Budget amounts are summarized for this report; a thorough breakdown of all budget line items has been reviewed and approved by the Administrative Team and is filed with the Treasurer

Additional Information:

Legacy UMC continues to experience extraordinary growth resulting in a need to revise the annual budget on a quarterly basis as needed subject to revenue growth

2017 CLERGY COMPENSATION FORM

Church/Parish	Status	Effective Date
BISMARCK LEGACY	FE Full-Time	1/1/17
Pastor	**Pastor's Cell #**	
BRANDON VETTER		

Breakdown of how Parish Expenses are shared among Churches				
Percent:	0.00%	0.00%	0.00%	0.00%
Church Name:				

SECTION I: INCOME

Instructions: *The Minimum Base Salary for a full-time clergy is: Full Connection - $40,819; Less than Full Connection - $38,935. Designated Housing Exclusion does not affect church financially but can reduce pastor's taxable income.*

		2017
A. Base Salary		62,400
B. Other (e.g. social security or health ins. allowance)	+	
Describe:		
C. Total Compensation (Add lines A and B)	=	62,400
D. Designated Housing Exclusion		4,000

SECTION II: SALARY REDUCTIONS

Instructions: *Amounts in this section must be withheld from the pastor's Base Salary and remitted monthly. Lines A, B, C, and D reduce the pastor's taxable income. Lines A, B, and C are finalized by the pastor online during open enrollment (early November). MRA range: $300 – 2,550. DCA range: $300 – 5,000. Pastors in the UM pension plan must make a 1% contribution to their UMPIP to receive full pension credit.*

	2017
REMIT TO: DAKOTAS CONFERENCE	
A. HealthFlex Pastor's Share (Fund 20/21)	5,975
B. Medical Reimbursement Account (Fund 25/26)	2,550
C. Dependent Care Account (Fund 30/31)	
REMIT TO: WESPATH *(formerly the General Board of Pension)*	
D. Pastor's Contrib. to UMPIP - Before-Tax/Tax Deferred	3,900
E. Pastor's Contribution to UMPIP - After-Tax/ Taxable	
F. Pastor's Contribution to UMPIP - ROTH	

Minimum 1% UMPIP Contribution = $780

Give a copy of this form to the person responsible for payroll.

2017 CLERGY COMPENSATION FORM

SECTION III: HOUSING

Instructions: *Cash Housing Allowance is determined by the church, usually in consultation with pastor and/or district superintendent. It can be paid out either with the pay check or in a separate check.*

	2017
A. Is a Parsonage provided? (yes or no)	YES
B. Cash Housing Allowance (when no parsonage is provided)	

SECTION IV: LOCAL PARISH EXPENSES

Instructions: *Lines A & B are billed by the Dakotas Conference. For full-time clergy couples, the HealthFlex Direct Bill is split evenly between them. Mileage is reimbursable at the IRS rate. Commuting is not reimbursable.*

		2017
A. Pension Direct Bill (**Fund** 3; Calculation below)		12,537
B. HealthFlex Direct Bill (Fund 4; $12,017 for 2017)	☐ Clergy Couple	+ 12,017
C. Parsonage Utilities		+ 4,800
D. Accountable Reimbursement Plan		+ 3,200
E. Other Expenses Paid by Parish		+
Describe:		
F. Total Expenses Paid by Parish (Add lines A – E)		= 32,554

SECTION V: SIGNATURES

Pastor / Date	SPRC or PPRC Chair / Date	DS or Presiding Elder / Date

How to calculate the Pension Direct Bill

Online Calculator: www.dakotasumc.org → Resources → Forms → Pension Direct Bill Calculator *(about 10th form down)*

CRSP-DB	+	UMPIP	+	CPP	+	CRSP-DC	=	Pension Direct Bill
5,791		2,066		2,340		2,340		12,537

	CRSP-DB	UMPIP	CPP*
Full-Time	5,791	2,066	Same as CRSP-DC
¾-Time	4,343	0	Same as CRSP-DC
½-Time	2,896	0	0

CRSP-DC	Parsonage		No Parsonage	
Total Compensation *(Section I; Line C)*	62,400			0
Housing *(Section III)*	x	125%	+	0
Pension Comp.	=	78,000	=	0
Round to Nearest $	x	3%	x	3%
CRSP-DC*	=	2,340	=	0

**Divide by 3 to calculate the pastor's 1% contribution for UMPIP in Section II; Lines D, E and/or F.*

Give a copy of this form to the person responsible for payroll.

2017 CLERGY COMPENSATION FORM

Church/Parish	Status	Effective Date
BISMARCK LEGACY	FL ☒ 1/4-Time ☒	1/1/17
Pastor	**Pastor's Cell #**	
DON DINGER		

Breakdown of how Parish Expenses are shared among Churches				
Percent:	0.00%	0.00%	0.00%	0.00%
Church Name:				

SECTION I: INCOME

Instructions: *The Minimum Base Salary for a full-time clergy is: Full Connection - $40,819; Less than Full Connection - $38,935. Designated Housing Exclusion does not affect church financially but can reduce pastor's taxable income.*

	2017
A. Base Salary	15,600
B. Other (e.g. social security or health ins. allowance)	+
Describe:	
C. Total Compensation (Add lines A and B)	= 15,600
D. Designated Housing Exclusion	

SECTION II: SALARY REDUCTIONS

Instructions: *Amounts in this section must be withheld from the pastor's Base Salary and remitted monthly. Lines A, B, C, and D reduce the pastor's taxable income. Lines A, B, and C are finalized by the pastor online during open enrollment (early November). MRA range: $300 – 2,550. DCA range: $300 – 5,000. Pastors in the UM pension plan must make a 1% contribution to their UMPIP to receive full pension credit.*

	2017
REMIT TO: DAKOTAS CONFERENCE	
A. HealthFlex Pastor's Share (Fund 20/21)	
B. Medical Reimbursement Account (Fund 25/26)	
C. Dependent Care Account (Fund 30/31)	
REMIT TO: WESPATH *(formerly the General Board of Pension)*	
D. Pastor's Contrib. to UMPIP - Before-Tax/Tax Deferred	
E. Pastor's Contribution to UMPIP - After-Tax/ Taxable	
F. Pastor's Contribution to UMPIP - ROTH	

Give a copy of this form to the person responsible for payroll.

2017 CLERGY COMPENSATION FORM

SECTION III: HOUSING

Instructions: *Cash Housing Allowance is determined by the church, usually in consultation with pastor and/or district superintendent. It can be paid out either with the pay check or in a separate check.*

	2017
A. Is a Parsonage provided? (yes or no)	NO
B. Cash Housing Allowance (when no parsonage is provided)	

SECTION IV: LOCAL PARISH EXPENSES

Instructions: *Lines A & B are billed by the Dakotas Conference. For full-time clergy couples, the HealthFlex Direct Bill is split evenly between them. Mileage is reimbursable at the IRS rate. Commuting is not reimbursable.*

	2017
A. Pension Direct Bill (Fund 3; Calculation below)	0
B. HealthFlex Direct Bill (Fund 4; $12,017 for 2017) ☐ Clergy Couple	+ 0
C. Parsonage Utilities	+
D. Accountable Reimbursement Plan	+ 1,200
E. Other Expenses Paid by Parish	+
Describe:	
F. Total Expenses Paid by Parish (Add lines A – E)	= 1,200

SECTION V: SIGNATURES

Pastor / Date	SPRC or PPRC Chair / Date	DS or Presiding Elder / Date

How to calculate the Pension Direct Bill

Online Calculator: www.dakotasumc.org → Resources → Forms → Pension Direct Bill Calculator *(about 10th form down)*

0	+	0	+	0	+	0	=	0
CRSP-DB		**UMPIP**		**CPP**		**CRSP-DC**		**Pension Direct Bill**

	CRSP-DB	UMPIP	CPP*
Full-Time	5,791	2,066	Same as CRSP-DC
¾-Time	4,343	0	Same as CRSP-DC
½-Time	2,896	0	0

CRSP-DC	Parsonage	No Parsonage
Total Compensation *(Section I; Line C)*	0	0
Housing *(Section III)*	x 125%	+ 0
Pension Comp.	= 0	= 0
Round to Nearest $	x 3%	x 3%
CRSP-DC*	= 0	= 0

**Divide by 3 to calculate the pastor's 1% contribution for UMPIP in Section II; Lines D, E and/or F.*

Give a copy of this form to the person responsible for payroll.

2017 CLERGY COMPENSATION FORM

Church/Parish	Status	Effective Date
BISMARCK LEGACY	FL ☒ Full-Time ☒	1/1/17
Pastor	**Pastor's Cell #**	
CORY THRALL		

Breakdown of how Parish Expenses are shared among Churches				
Percent:	0.00%	0.00%	0.00%	0.00%
Church Name:				

SECTION I: INCOME

Instructions: *The Minimum Base Salary for a full-time clergy is: Full Connection - $40,819; Less than Full Connection - $38,935. Designated Housing Exclusion does not affect church financially but can reduce pastor's taxable income.*

	2017
A. Base Salary	50,000
B. Other (e.g. social security or health ins. allowance) +	
Describe:	
C. Total Compensation (Add lines A and B) =	50,000
D. Designated Housing Exclusion	3,000

SECTION II: SALARY REDUCTIONS

Instructions: *Amounts in this section must be withheld from the pastor's Base Salary and remitted monthly. Lines A, B, C, and D reduce the pastor's taxable income. Lines A, B, and C are finalized by the pastor online during open enrollment (early November). MRA range: $300 – 2,550. DCA range: $300 – 5,000. Pastors in the UM pension plan must make a 1% contribution to their UMPIP to receive full pension credit.*

	2017
REMIT TO: DAKOTAS CONFERENCE	
A. HealthFlex Pastor's Share (Fund 20/21)	3,779
B. Medical Reimbursement Account (Fund 25/26)	
C. Dependent Care Account (Fund 30/31)	
REMIT TO: WESPATH *(formerly the General Board of Pension)*	
D. Pastor's Contrib. to UMPIP - Before-Tax/Tax Deferred	625
E. Pastor's Contribution to UMPIP - After-Tax/ Taxable	
F. Pastor's Contribution to UMPIP - ROTH	

Minimum 1% UMPIP Contribution = $625

Give a copy of this form to the person responsible for payroll.

2017 CLERGY COMPENSATION FORM

SECTION III: HOUSING

Instructions: *Cash Housing Allowance is determined by the church, usually in consultation with pastor and/or district superintendent. It can be paid out either with the pay check or in a separate check.*

	2017
A. Is a Parsonage provided? (yes or no)	YES
B. Cash Housing Allowance (when no parsonage is provided)	

SECTION IV: LOCAL PARISH EXPENSES

Instructions: *Lines A & B are billed by the Dakotas Conference. For full-time clergy couples, the HealthFlex Direct Bill is split evenly between them. Mileage is reimbursable at the IRS rate. Commuting is not reimbursable.*

		2017
A. Pension Direct Bill (Fund 3; Calculation below)		11,607
B. HealthFlex Direct Bill (Fund 4; $12,017 for 2017)	☐ Clergy Couple	+ 12,017
C. Parsonage Utilities		+ 4,600
D. Accountable Reimbursement Plan		+ 15,000
E. Other Expenses Paid by Parish		+
Describe:		
F. Total Expenses Paid by Parish (Add lines A – E)		= 43,224

SECTION V: SIGNATURES

Pastor / Date	SPRC or PPRC Chair / Date	DS or Presiding Elder / Date

How to calculate the Pension Direct Bill

Online Calculator: www.dakotasumc.org → Resources → Forms → Pension Direct Bill Calculator *(about 10th form down)*

5,791	+	2,066	+	1,875	+	1,875	=	11,607
CRSP-DB		**UMPIP**		**CPP**		**CRSP-DC**		**Pension Direct Bill**

	CRSP-DB	UMPIP	CPP*
Full-Time	5,791	2,066	Same as CRSP-DC
¾-Time	4,343	0	Same as CRSP-DC
½-Time	2,896	0	0

CRSP-DC	Parsonage		No Parsonage	
Total Compensation *(Section I; Line C)*		50,000		0
Housing *(Section III)*	x	125%	+	0
Pension Comp.	=	62,500	=	0
Round to Nearest $	x	3%	x	3%
CRSP-DC*	=	1,875	=	0

**Divide by 3 to calculate the pastor's 1% contribution for UMPIP in Section II; Lines D, E and/or F.*

Give a copy of this form to the person responsible for payroll.

2017 CLERGY COMPENSATION FORM

Church/Parish	Status	Effective Date
BISMARCK LEGACY	FL Full-Time	1/1/17
Pastor	**Pastor's Cell #**	
JIM KONSOR		

Breakdown of how Parish Expenses are shared among Churches				
Percent:	0.00%	0.00%	0.00%	0.00%
Church Name:				

SECTION I: INCOME

Instructions: *The Minimum Base Salary for a full-time clergy is: Full Connection - $40,819; Less than Full Connection - $38,935. Designated Housing Exclusion does not affect church financially but can reduce pastor's taxable income.*

	2017
A. Base Salary	43,000
B. Other (e.g. social security or health ins. allowance)	+
Describe:	
C. Total Compensation (Add lines A and B)	= 43,000
D. Designated Housing Exclusion	8,000

SECTION II: SALARY REDUCTIONS

Instructions: *Amounts in this section must be withheld from the pastor's Base Salary and remitted monthly. Lines A, B, C, and D reduce the pastor's taxable income. Lines A, B, and C are finalized by the pastor online during open enrollment (early November). MRA range: $300 – 2,550. DCA range: $300 – 5,000. Pastors in the UM pension plan must make a 1% contribution to their UMPIP to receive full pension credit.*

	2017
REMIT TO: DAKOTAS CONFERENCE	
A. HealthFlex Pastor's Share (Fund 20/21)	4,457
B. Medical Reimbursement Account (Fund 25/26)	2,000
C. Dependent Care Account (Fund 30/31)	
REMIT TO: WESPATH *(formerly the General Board of Pension)*	
D. Pastor's Contrib. to UMPIP - Before-Tax/Tax Deferred	1,560
E. Pastor's Contribution to UMPIP - After-Tax/ Taxable	
F. Pastor's Contribution to UMPIP - ROTH	

Minimum 1% UMPIP Contribution = $706

Give a copy of this form to the person responsible for payroll.

2017 CLERGY COMPENSATION FORM

SECTION III: HOUSING

Instructions: *Cash Housing Allowance is determined by the church, usually in consultation with pastor and/or district superintendent. It can be paid out either with the pay check or in a separate check.*

	2017
A. Is a Parsonage provided? (yes or no)	NO
B. Cash Housing Allowance (when no parsonage is provided)	27,600

SECTION IV: LOCAL PARISH EXPENSES

Instructions: *Lines A & B are billed by the Dakotas Conference. For full-time clergy couples, the HealthFlex Direct Bill is split evenly between them. Mileage is reimbursable at the IRS rate. Commuting is not reimbursable.*

		2017
A. Pension Direct Bill (Fund 3; Calculation below)		12,093
B. HealthFlex Direct Bill (Fund 4; $12,017 for 2017)	☐ Clergy Couple	+ 12,017
C. Parsonage Utilities		+ 5,000
D. Accountable Reimbursement Plan		+ 6,000
E. Other Expenses Paid by Parish		+
Describe:		
F. Total Expenses Paid by Parish (Add lines A – E)		= 35,110

SECTION V: SIGNATURES

Pastor / Date	SPRC or PPRC Chair / Date	DS or Presiding Elder / Date

How to calculate the Pension Direct Bill

Online Calculator: www.dakotasumc.org → Resources → Forms → Pension Direct Bill Calculator *(about 10th form down)*

5,791	+	2,066	+	2,118	+	2,118	=	12,093
CRSP-DB		**UMPIP**		**CPP**		**CRSP-DC**		**Pension Direct Bill**

	CRSP-DB	UMPIP	CPP*
Full-Time	5,791	2,066	Same as CRSP-DC
¾-Time	4,343	0	Same as CRSP-DC
½-Time	2,896	0	0

CRSP-DC	Parsonage	No Parsonage
Total Compensation *(Section I; Line C)*	0	43,000
Housing *(Section III)*	x 125%	+ 27,600
Pension Comp.	= 0	= 70,600
Round to Nearest $	x 3%	x 3%
CRSP-DC*	= 0	= 2,118

**Divide by 3 to calculate the pastor's 1% contribution for UMPIP in Section II; Lines D, E and/or F.*

Give a copy of this form to the person responsible for payroll.

HOUSING EXCLUSION RESOLUTION

*** For a Pastor who **IS** living in a church-provided parsonage ***

(To be inserted in the minutes of the meeting)

The chairperson informed the meeting that under the tax law, a minister of the gospel is allowed to exclude from gross income: (1) the rental value of a home furnished to him or her as part of his or her compensation; and/or (2) a housing allowance paid to him or her as part of his or her compensation, to the extent used by him or her to rent or provide a home and to the extent such allowance does not exceed the fair rental value of the home, including furnishings and appurtenances such as a garage, plus the cost of utilities.

Name of Church/Charge: BISMARCK LEGACY

Date Resolution Approved: 10/23/2016

Pastor Name: BRANDON VETTER

Amount of Housing Exclusion: 4000

Calendar Year Resolution Applies to: 2017

On the date above, the Charge/Church Conference discussed the amount of the pastor's housing exclusion. A motion was duly made and seconded to adopt the following resolution:

Of the pastor's base salary as reported in Section I:A of the Clergy Compensation Form, the above amount shall be designated as Housing Exclusion pursuant to §107 of the Internal Revenue Code. This designation shall apply to calendar year noted above and all future years unless otherwise provided.

The pastor shall have also rent-free use of the home located at 212 ESTEVAN DRIVE, BISMARCK, North/South Dakota for the calendar year noted above and for every year thereafter so long as he/she is minister of this church/charge unless otherwise provided.

This housing allowance and rent-free use of a home shall be so designated in the official church records.

HOUSING EXCLUSION RESOLUTION

*** For a Pastor who **IS** living in a church-provided parsonage ***

(To be inserted in the minutes of the meeting)

The chairperson informed the meeting that under the tax law, a minister of the gospel is allowed to exclude from gross income: (1) the rental value of a home furnished to him or her as part of his or her compensation; and/or (2) a housing allowance paid to him or her as part of his or her compensation, to the extent used by him or her to rent or provide a home and to the extent such allowance does not exceed the fair rental value of the home, including furnishings and appurtenances such as a garage, plus the cost of utilities.

Name of Church/Charge: BISMARCK LEGACY

Date Resolution Approved: 10/23/2016

Pastor Name: CORY THRALL

Amount of Housing Exclusion: 3000

Calendar Year Resolution Applies to: 2017

On the date above, the Charge/Church Conference discussed the amount of the pastor's housing exclusion. A motion was duly made and seconded to adopt the following resolution:

Of the pastor's base salary as reported in Section I:A of the Clergy Compensation Form, the above amount shall be designated as Housing Exclusion pursuant to §107 of the Internal Revenue Code. This designation shall apply to calendar year noted above and all future years unless otherwise provided.

The pastor shall have also rent-free use of the home located at 420 6TH STREET, WASHBURN, North/South Dakota for the calendar year noted above and for every year thereafter so long as he/she is minister of this church/charge unless otherwise provided.

This housing allowance and rent-free use of a home shall be so designated in the official church records.

HOUSING EXCLUSION/ALLOWANCE RESOLUTION

*** For a Pastor who is **NOT** living in a church-provided parsonage ***

(To be inserted in the minutes of the meeting)

The chairperson informed the meeting that under the tax law, a minister of the gospel is allowed to exclude from gross income: (1) the rental value of a home furnished to him or her as part of his or her compensation; and/or (2) a housing allowance paid to him or her as part of his or her compensation, to the extent used by him or her to rent or provide a home and to the extent such allowance does not exceed the fair rental value of the home, including furnishings and appurtenances such as a garage, plus the cost of utilities.

Name of Church/Charge: BISMARCK LEGACY

Date Resolution Approved: 10/23/1/2016

Pastor Name: JIM KONSOR

Amount of Housing Exclusion: 8000

Amount of Cash Housing Allowance: 27600

Calendar Year Resolution Applies to: 2017

On the date above, the Charge/Church Conference discussed the amount of the pastor's housing exclusion. A motion was duly made and seconded to adopt the following resolution:

Of the pastor's base salary as reported in Section I:A of the Clergy Compensation Form, the above amount shall be designated as Housing Exclusion pursuant to §107 of the Internal Revenue Code. This designation shall apply to calendar year noted above and all future years unless otherwise provided.

In addition, instead of receiving a church-provided parsonage in which to live, the pastor shall receive an additional Cash Housing Allowance in the amount noted above for the applicable calendar year pursuant to §107 of the Internal Revenue Code. This designation of additional Cash Housing Allowance shall apply to calendar year noted above and all future years unless otherwise provided.

The Housing Exclusion and Cash Housing Allowance shall be so designated in the official church records.

Bringles Letter

(SAMPLE)
SHORT FORM

ACCOUNTABLE REIMBURSEMENT POLICY

The following resolution is hereby adopted by the church council of Bismarck Legacy. It will be effective for the calendar year 2017 and all future years unless specifically revoked or superseded.

The church pastor (or other employee(s)) will be reimbursed for ordinary and necessary business expenses incurred in the performance of his or her responsibilities when he/she substantiates the amount, business purpose, date, and place of the expense.

This substantiation must be provided to the chair of the pastor parish relations committee (or church treasurer) within sixty (60) days of incurring the expense. The individual must return to the church any amounts received in excess of the substantiated expenses within one hundred twenty (120) days of receipt.

The church will not report any properly substantiated reimbursement payments as income on any Form W-2.

Chair, Church Council	Committee on SPR/PPR Chairperson
	Treasurer
Pastor/Staff Person	Secretary

(The church may wish to designate certain items which it elects to have covered by this policy, such as travel, continuing education, attendance at annual conference, books, subscriptions, work supplies, vestments, etc. There may be a cap or dollar amount on the total reimbursable business expenses that will be paid, for example: "The reimbursement amount shall be no more than $3,200." The church may also want to require pre-approvals by the treasurer or SPR/PPR chair of business expenses in excess of $ 500 (or any other amount deemed appropriate). These additional requirements should be included in the policy.)

This is a sample of an accountable reimbursement policy. The specifics of each policy should be reviewed by each church and minister considering their specific concerns. If legal or tax advice is required, the services of a competent professional advisor should be sought.

Don Diger

(SAMPLE)
SHORT FORM

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	Treasurer
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This is a sample of an accountable reimbursement policy. The specifics of each policy should be reviewed by each church and minister considering their specific concerns. If legal or tax advice is required, the services of a competent professional advisor should be sought.

3 of 11 Wall

(SAMPLE)
SHORT FORM

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Chair, Church Council	Committee on SPR/PPR Chairperson
	Treasurer
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(The church may wish to designate certain items which it elects to have covered by this policy, such as travel, continuing education, attendance at annual conference, books, subscriptions, work supplies, vestments, etc. There may be a cap or dollar amount on the total reimbursable business expenses that will be paid, for example: "The reimbursement amount shall be no more than $6,000." The church may also want to require pre-approvals by the treasurer or SPR/PPR chair of business expenses in excess of $ 500 (or any other amount deemed appropriate). These additional requirements should be included in the policy.)

This is a sample of an accountable reimbursement policy. The specifics of each policy should be reviewed by each church and minister considering their specific concerns. If legal or tax advice is required, the services of a competent professional advisor should be sought.

Jim Ronsol

(SAMPLE)
SHORT FORM

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THE UNITED METHODIST CHURCH

CHARGE CONFERENCE

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 2012 *Book of Discipline*.

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

Legacy United Methodist Church — **Bismarck Legacy Charge**

Sakakawea District — **Dakotas Annual Conference**

For the period beginning November 1, 2015 (DATE OF PRIOR CHARGE CONFERENCE) **, and ending October 23, 2016** (DATE OF CURRENT CHARGE CONFERENCE)

1. Organization for the present conference year was effective January 1, 2016 , by electing the following officers:

	Name	Term Expires
Chair	Dustin Schoepp	12/31/16
Vice Chair	Jeff Schneider	12/31/17
Member	Bob Erlandson	12/31/16
Member	Dave Nash	12/31/16
Member	Anna Bergman	12/31/16
Member	Marnie Carlson	12/31/17
Member	Barry Dutton	12/31/17
Member	Nancy Dunlop	12/31/17
Member	Erica Skoglund	12/31/18
Member	Bryant Retzlaff	12/31/18
Member	Milt Rue	12/31/18
Member	Eric Walth	12/31/18

2. Is the local church incorporated (¶2529.1)? ☒ **Yes** ☐ **No**

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

Owner	Street	City	Co
Church Buildings			
Legacy United Methodist Church	4600 Durango Drive	Bismarck, ND	Burleigh
Parsonages			
Legacy United Methodist Church	212 Estevan Drive	Bismarck, ND	Burleigh

b. Who is the custodian of deeds and other legal papers? Al Roll, Operations Director

c. Where are they kept? 4600 Durango Drive, Bismarck, ND

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

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

6. a. Insurance (¶2533.2, 2550.7)

Item Insured/ Insurance	Replacement Value	Amount of Coverage	Type of Coverage	Company	Restricted By Coinsurance (Yes or No and amount)			Expires When
Church Buildings	$4,100,000	$4,100,000	Replacement	Grinnell Mutual	Y N	☐ ☐	*Amount::* *$2,500 ded*	09/03/17
Parsonages	$303,000	$303,000	Replacement	Grinnell Mutual	Y N	☐ ☐	*Amount:* *$2,500 ded*	09/03/17
Church Furnishings and Equipment	$615,000	$615,000	Replacement	Grinnell Mutual	Y N	☐ ☐	*Amount::* *$2,500 ded*	09/03/17
Parsonage Furnishings and Equipment	$N/A	$			Y N	☐ ☐	*Amount::*	
Vehicle(s)	$N/A	$			Y N	☐ ☐	*Amount::*	
General Liability		$3,000,000	Full	Grinnell Mutual	Y N	☐ ☐	*Amount::*	09/03/17
Worker's Compensation				State of ND	Y N	☐ ☐	*Amount::*	03/31/17
Directors and Officers/Errors and Omissions/Crime		$3,000,000	Full	Grinnell Mutual	Y N	☐ ☐	*Amount::*	09/03/17
Professional Liability Coverage (including Sexual Misconduct)		$3,000,000	Full	Grinnell Mutual	Y N	☐ ☐	*Amount::*	09/03/17

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

c. Have you assessed the of replacement value within the last 5 years? ☒ **Yes** ☐ **No**

d. Who performed the assessment? Grinnell Mutual

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

f. Is the amount of insurance adequate? ☒ **Yes** ☐ **No**
(to determine adequacy of coverage, please use the GCFA Insurance Worksheet found at www.gcfa.org)

7. a. Has an annual accessibility audit for church properties been conducted (¶ 2533.6)? ☒ **Yes** ☐ **No**
(attach as a report; an example accessibility audit form may be found at www.gcfa.org)

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

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

Item	Date Received	Amount	Where Invested	Income	How Income is Used for Ministry

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

President of Trustees _____

Printed Name: _____

Date: _____

ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533)

Church BISMARCK LEGACY District SAKAKAWEA
Date Form Completed October 19, 2016 Charge Conference Date October 23, 2016

YES	NO	N/A	Description / Guidelines	Explain "NO" Answers
GETTING INTO THE CHURCH				
X			Clearly visible signs direct people to accessible entrances	
X			Designated parking spaces on level ground are close to entrance and do not require crossing traffic or moving behind parked cars	
X			At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces: 12)	
X			Accessible spaces are 8' wide with adjacent 5' access aisle.	
X			At least one space is van accessible with adjacent, painted with slash lines, 8' access aisle on right side of vehicle	
X			36" wide curb cuts (curb ramps) are provided close to parking	
X			Sidewalks are smooth, flat, and at least 36" wide providing an access route to an accessible entrance into the church	
		X	Ramp has maximum incline of 1:12, preferably 1:20 (length:____ rise:____ ratio:_____) with no more than 30' between landings	
		X	Ramp has minimum width of 36" between handrails (width:___) and has non-slip surface	
		X	Handrails are 34-38" high on both sides of ramp/ stairs and extend 12" beyond; lower railing is no higher than 4 above deck	
X			There is a 60" x 60" level platform at entry door and at least 18" on pull side of door	
X			Entrance door is 36" wide; threshold level or max beveled ½" high; no more than 10 lb force needed to open door	
GETTING AROUND THE CHURCH				
X			Corridors are at least 36" wide with 60" passing spaces every 200' and non-glare floor surface	
X			No objects protrude more than 4", and lowest part of protruding object is no more than 27" above floor height to allow a person who is blind to detect the object with a cane and avoid injuries	

 Revised January 2014; Used with permission of the DisAbility Ministries Committee of the United Methodist Church
http://www.umdisabilityministries.org/resource.html

		x	Multi-level building has interior elevator, lift and/ or ramp to allow access to all common/ program areas	
x			Doorways have a minimum of 32" clearance and thresholds are level or no more than ½" high and beveled	
x			Door handles are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force	
x			Carpet pile is level and no more than ½" thick, with no or firm padding; all floor mats have rubberized backing and are stable	
x			Fire alarm controls and extinguishers are no more than 48" from floor; visual and auditory fire alarms are in place	
x			At least one accessible marked unisex restroom (or both male and female restrooms) per floor has 60 x 60 " turning space	
x			Sink has 29" clearance from floor, controls easy to operate (lever style, automatic, etc.), drain pipes insulated,	
x			Soap and paper towels are no higher than 48", bottom edge of mirror is 40" or lower	
x			One+ stall is 66"x 60" with 33" – 36" high wall-mounted grab bar by toilet extending 54" from back wall; toilet height 17" – 19"	
YES	**NO**	**N/A**	**Description / Guidelines**	**Explain "NO" Answers**
x			Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance or paper cup dispenser	
x			Stairs and ramps have handrails on both sides; surface is non-slip; leading edges are marked with a contrasting color	
SANCTUARY, CLASSROOMS, FELLOWSHIP AREA				
x			Level pew cuts/ wheelchair spaces are next to aisles and distributed throughout the room for choice in seating. Spaces are 33"x48" forward approach, and/or 33"x60" side approach, with view of screen/ pulpit when others stand	
x			Chancel area and choir loft are accessible (via ramp, or platform lift if needed)	
		x	If there are steps to the chancel, handrails are provided	
x			Aisleways are at least 36" in common areas	
x			Fellowship area and one work area in kitchen are accessible	

x			In fellowship area and classrooms at least one table has minimum of 29-30"clearance on underside; some chairs have armrests and height of chair seat from floor of these chairs is 18" or more	
COMMUNICATIONS AND ENVIRONMENT				
	x		Members sensitized about need to minimize use of fragrances	Not an issue to date
	x		All soaps, cleaning products and other chemicals fragrance free; candles are unscented and non-petroleum-based	Not an issue to date
x			Lighting adequate for reading in meeting areas, for safety in halls	
	x		Large/bold print provided via projection or bulletin, songbook, and Bible; Braille or alternative media available upon request	Not an issue to date; No braille available
	x		Microphone used by all speakers or comments repeated; assisted listening devices provided; ASL interpreter provided upon request	Not an issue to date; No ASL provided
x			Printed copies of sermon are available if requested	
	x		Videos and other media are clearly captioned	Not an issue to date
ATTITUDES				
x			Access and accommodations available are described in church phone message, website, internet postings, signage, etc.	
x			Pastor(s)/ ushers/ greeters/ leaders/ members have had training in disability awareness and etiquette	
	x		Signs or bulletin boards give visible evidence that people with cognitive challenges, mental illness, and chronic illness are welcome and included in the life of the congregation	No specific signs used; Included on website
x			Disruptions are accepted and incorporated into worship	
x			Service animals or guide dogs are welcome within the church building(s) including the sanctuary	
x			Worship leader invites people to "rise in body or in spirit" and to "be in an attitude of prayer" or uses similar inclusive language	
x			Educational programs are adapted as needed for inclusion of children and adults with disabilities	
	x		Disability Awareness Sunday was celebrated during past year	Unaware of need
x			Persons with disabilities serve in worship and leadership roles and help plan ways to improve access	

 Revised January 2014; Used with permission of the DisAbility Ministries Committee of the United Methodist Church
http://www.umdisabilityministries.org/resource.html

X			Needs of those on special diets considered when food is offered, including gluten free communion elements	
X			Transportation; valet parking assistance; buddy system (for those needing 1:1 assistance) offered if needed	

GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR	**Target Date**
1. Legacy does not have specific goals for accessibility improvement at this time. The facility was built in 2013 and meets all current accessibility code requirements. Legacy makes every effort to provide hospitality and accessibility to all people; and if necessary, will handle such issues on a case by case basis.	
2.	
3.	
4.	
5.	
YES __ NO X Request consultation from Conference Disability Concerns Committee **Comments:**	
Signature of Pastor:	**Date**
Signature of Trustees chair:	
Signature of District Superintendent:	

Form completed by Al Roll, Operations Director

Contact information al@legacyumc.org

Contact person for church Same as above

Contact information Same as above

Lay Servant Ministries
Annual Report for Year 2015
Dakotas Conference of the United Methodist Church

Name Kevin Sailer **District** Sakakawea

Address 2129 East Ave E **City** Bismarck

State ND **Zip** 58501 **Phone** 701-255-1132 **Church** Legacy UMC

Email Address thebuttonwizard@yahoo.com

____**Yes** __X__**No** **OK to publish my e-mail and phone # in the Dakotas Conference Journal?**

_____ **New** _____ **Renewal** *see note on page 2

_____**Certified Lay Servant**

1. Pastor and charge conference approval
2. Complete the Ministry Discernment Retreat (or Basic LSM course pre-2014)
3. File annual report
4. **Complete advanced course every three years**

_____**Interested in obtaining Designated Preaching Specialization (beginning Fall 2016)**

1. Must first be a Certified Lay Servant. The DPS status would place your name on an area preaching list that would be distributed to clergy
2. Requires additional steps such as interviews with District leaders, posting a sermon video to an online Dakotas conference site, & further preaching courses
3. If you mark that you are interested, you will be contacted upon receipt of form

_____**Certified Lay Minister**

1. Attend Ministry Discernment Retreat
2. Submit call statement of interest to District Superintendent for approval
2. Pastor and charge conference approval
3. Complete certification as a Lay Servant (by taking advanced course)
4. Complete required training (Modules 2-4)
5. Endorsement by appropriate DCom (District Committee on Ordained Ministry)
6. File annual report w/ documentation of 10 hrs. of continuing education annually

Name of Last Course taken Preaching **Year** 2013

MINISTRIES OF THE CERTIFIED LAY SERVANT/CERTIFIED LAY MINISTER:
Please recount your activity this past year as part of the Lay Servant Ministries. Include the number of worship services you have led, teaching/speaking/leadership opportunities; whether you are serving on committees or boards in your church, district, conference or local community agencies; and other caring ministries, such as visitation, volunteer in mission or other ways in which you have extended the ministry of the church:

I filled pulpit 15 times between Hebron FUMC and Moffit. I also led the Good Friday and Easter Services for Moffit.

The hardest Sunday was June 26th when Hebron FUMC held their 100th Anniversay and then closed their doors. I took part in the final morning service and led the celebration in the afternoon.

PERSONAL/SPIRITUAL GROWTH:
What has helped you this past year to grow in your faith, improve your understanding of scripture, The United Methodist Church, or to improve your skills as part of the Lay Servant Ministries? (Please include bible studies, books read, seminars, workshops, etc.)

Preparing for messages and leading worship has been the primary tools I have used to grow in my faith and studying the scriptures.

Attending weekly services and small group studies continue to be a big part in my life.

What recommendations can you give to the Lay Servant Ministries program in the Dakotas Conference that would help us make you more effective as a Certified Lay Servant Leader or Certified Lay Minister?

*At this time I am not seeking to be renewed as a Certified Lay Servant Leader. After prayerful and thoughtful consideration I have decided to end my relationship with the program. It has been a rewarding 15+ years, I have loved filling pulpit of small churches in the area and have been honored to do so.

Kevin Sailer 10/19/16

++

1. I request recommendation of my pastor and church council or charge conference to begin/renew certification as identified above.

Applicant's signature _____ **Date** October 19, 2016

2. The church council and/or charge conference and I recommend approval of this application for certification/re-certification of this Lay Servant Leader.

Pastor's signature _____ **Date** _____

PLEASE KEEP A COPY FOR YOUR FILES AND RETURN THE ORIGINAL COPY TO:

Dakotas UMC
c/o Steve Trefz
1331 W. University Ave.
Mitchell SD 57301