

# Crater Lake District 2021 Fall Reports

The annual reports due this fall are:

## **Compensation & Expense Worksheets**

*These are available at [www.umo.org/clergycompensationforms](http://www.umo.org/clergycompensationforms) This is our third year to use this online process. Follow the prompts on the webpage to find the correct information worksheet for your church-pastor situation and fill that out online. Then let the district office know it is completed. I'll then get to you the document to use for your charge conference approval of the compensation and benefits package.*

## **Trustees Report**

*This form is requested to be completed online through the FormVites\* process.*

## **Safe Sanctuary Policy/Review**

*This form is requested to be completed online through the FormVites\* process. Attach a copy of your current Safe Sanctuary Policy to this form.*

## **Lay Leadership Report (this is the nominations report)**

*Please send the complete nominations report into the District Office, either by mail or e-mail. Also please complete the "2022 Church Officer's Contact List" online through the FormVites\* process.*

## **Membership Report – 1<sup>st</sup> and 2<sup>nd</sup> year readings only**

*This form is requested to be completed online through the FormVites\* process. This is the listing of those for 1<sup>st</sup> and 2<sup>nd</sup> year reading only. The rest of the membership information will be received as part of the year-end statistical reports in January 2022. You will also have a chance to recognize during the charge conference those who have died during the past year.*

## **Reports from retired clergy and/or extension ministers and others who hold their charge conference at your church (if applicable)**

*Please contact them and let them know the date by which to send their report to you. Contact Linda in the district office if you are not sure if you have any of these folks or need contact information for them. **NEW:** You can find a basic retired clergy report form to share with them by [clicking here](#) (to which they could add their narrative report).*

## **Lay Servant Annual Reports (if applicable)**

*These forms are requested to be completed online through the FormVites\* process. With the changes voted at General Conference 2016 for the Lay Servant Program, there is no longer a category for Local Church Lay Servant. There are only Certified Lay Servant, Certified Lay Speaker (special training for pulpit supply) and Certified Lay Minister (which we manage through our District Committee on Ministry). Those who have been*

*Local Church Lay Servants and want to renew should complete the single Certified Lay Servant Application/Renewal form. Please contact Linda in the district office with any questions you have.*

**Approval of Candidates** (if applicable)

*There is no form, but action should be reflected in the minutes. The vote needs to be by private vote and it takes a 2/3 majority to record approval. Contact the district office if there are questions.*

**Minutes of the Charge Conference Meeting**

*Send minutes of the Charge Conference to the district office within a week after the meeting.*

**\*FormVites process:** This is the fourth year in which several of the required forms will be made available for completion and submission online through a process called FormVites (as in “we invite you to complete this form!”)

- The pastor of the congregation and church office will receive an e-mail with instructions on how to find a link to the online forms via their Church Dashboard (a private log-in for each church on the Conference Website: [www.umi.org](http://www.umi.org)) [See a video about the Dashboard here.](#)
- The web address (url) of the church’s forms can and should be shared with all the various persons who need to complete a particular report. They can each use the link and find the report they are to work on. Multiple people can collaborate together on the same report.
- The forms can be worked on some, saved, and then returned to, to work on again.
- Forms can be “signed” online.
- Forms can be submitted to the district office online when they are complete.
- [See a video about the FormVites process here.](#) The district office is available to help at all points in the process!

If you do not have internet access and/or cannot complete the report online, .pdf copies and/or paper copies are available for your use. Just contact the district office to request them.

Below are summaries of the reports due from local churches this fall:

<b>Report</b>	<b>Who is Responsible ?</b>	<b>Required Form(s)</b>	<b>Action Required by CC?</b>	<b>Share with congregation?</b>	<b>Need to turn in to CD Office</b>
<b>Pastoral Compensation</b>	SPRC, Pastor, Finance Committee; Must be approved by Ad Council /Board to be recommended to the Charge Conference	Go to <a href="http://www.umoi.org/cleargycompensationforms">www.umoi.org/cleargycompensationforms</a> to begin an online process to find the correct information worksheet and supporting documents. Let the district office know when completed.	Yes, 2016 Discipline ¶ 247.13	Yes	Yes – complete your worksheet at least one week prior to the charge conference. The district office will get you the document for charge conference approval. After approval, send a signed copy to the district office.
<b>Board of Trustees Report</b>	Board of Trustees	“Report of the Trustees”	No, unless there is an action request by the Trustees for which charge conference approval is required.	Yes, a written report is required by 2016 Discipline ¶ 2550	Yes – through the FormVites* process
<b>Safe Sanctuaries Policy Review</b>	Ad Board/Council	“Safe Sanctuary Annual Policy Review”	No	No	Yes – through the FormVites* process
<b>Nominating Report,</b>	Nominating committee	No specific form	Yes	Yes, 2016 Book of Discipline ¶ 249	Yes, And the “2022 Church Officer’s Contact List” through the FormVites* process

Report	Who is Responsible ?	Required Form(s)	Action Required by CC?	Share with congregation?	Need to turn in to CD Office
<b>Membership Report: 1<sup>st</sup> &amp; 2<sup>nd</sup> Year Readings Only</b>	Pastor, Membership Secretary	Church Membership Report 2017 (1 <sup>st</sup> & 2 <sup>nd</sup> Readings)	Yes	Yes, 2016 Book of Discipline ¶228.2b(4)	Yes, through the FormVites* process
<b>Reports of Clergy who are members of your charge conference, if you have any!</b>	1. Retired Ministers,  2. Extension Ministers, narrative report  3. Ministers on Honorable Location,  4. Ministers on Voluntary Leave of Absence,	1. Retired: <a href="#">Click here for a basic report form</a> ; report requirements in 2016 Book of Discipline ¶ 357.5 2. Extension: “Extension Ministries Report” 2016 Discipline ¶ 344.3 3. Honorable Location: “Honorable Location Report” 2016 Book of Discipline ¶ 358.2 4. Voluntary Leave of Absence: No form; report requirements in 2016 Book of Discipline ¶ 353.8	No	Yes	Yes
<b>Lay Servants’ Annual Report, if you have some of them!</b>	Lay Servants	“Lay Servant Report”	Yes, 2016 Discipline ¶ 247.11	Yes	Yes – through the FormVites* process
<b>Approval and/or renewal of candidates for ordained ministry, if you have some of these!</b>	SPRC	No form – but vote to be by private vote and approval requires 2/3 majority	Yes, 2016 Book of Discipline ¶ 310.1.e. and 313.1 and ¶ 247.8 and 247.9	If there is written material to share, it can be emailed or printed for participants	Yes (notice of action taken recorded in the minutes of the Charge Conference)
<b>Minutes (not really a report ☺)</b>	Recording Secretary	No form	No	No	Yes, 2016 Book of Discipline ¶ 247.4