

Frequently Asked Charge Conference Questions and Other Details

Parsonages:

- Does a leased/rented, or vacant parsonage need an inspection? **YES!** An air quality test? (see last page)
- If a parsonage is vacant, does it need an inspection [**YES**] and/or air quality test? **NO**, air quality test only when occupied

For pastors at 2 or more churches:

- If the pastor living in a parsonage is a participant in pension, the second church must mark parsonage as well.
 - From the Conference: First on the Parsonages form, select Other Parsonage under NAME, and then in the OWNED BY field, type in the church name that owns the parsonage.
- On CC reports, top right corner has a dropdown box to toggle between churches.

Membership Report: Baptisms only. The UMC does not recognize “infant/baby/child dedications”

Phone numbers need to be in the proper format: (xxx) xxx-xxxx

Dates need to be in the proper format: mm/dd/yyyy

Leadership Directory:

- Be sure anyone listed will be serving as of January 1, 2023
- Do not list the church address, phone or email for lay leadership contact information
- SPRC chairs and Treasurers need to have an email listed to receive important information

Trustees report:

- Some churches may not have any funds other than an operating fund, so leave it blank.
- Location of deeds, etc., enter NAME of responsible person in the 1st field and the name or address of the physical location in the 2nd field, preferably off site. The county records do not hold deeds and other legal documents.
- The default for audit questions is NO; be sure to check the appropriate answer for each.
- Certification of Trustees form for unincorporated churches is filed by the church in January after trustees’ first meeting electing officers, no later than Jan 31.

Lay Servants/Speakers and CLM

- All must report annually to the charge conference. There is a separate form for each category.
- The appropriate and correct form is on the CC Appendix (revised April 2014) and is the one that should be used
- Those just beginning the process, or “those that have not taken the Basic course and an advanced course to meet the initial certification requirements do not need to fill out an annual report yet.” (unless your district coordinator requests it to track someone on the books)

Compensation Report

- When there is a new pastor, not listed (TBA): Add the salary, submit reports for district review.
- Compensation for each pastor currently at minimum needs to be adjusted for the NEW minimum amount for FT or PT status (see chart in Instructions)
- Compensation reports for pastors with multiple churches: make sure salary totals add up to at least minimum for that pastor’s status

Volunteers in Mission (VIM) – any and all missions to capture money spent, people served and # involved.

The intent of the Missions Report is to capture any outreach/mission that does not relate directly to your members, but to others as the church builds community outside its walls. So, cards for shut-ins, Easter breakfast for congregation, Funeral Dinners, Mother's Day Gifts for congregation members (money & time), boxes for college students, etc., are all activities that are for the benefit of the church's members. Therefore, these would not be listed on the Missions Report.

AIR QUALITY TESTING

- The requirement is for an "air *quality*" test. An air quality test (for mold) takes a specific volume of air from both inside and outside simultaneously, then identifies and counts the various types of mold spores present in both samples, then compares the inside counts to the outside counts. There is only an identified issue when the inside count of spores is greater than the outside count for the same type of mold. This is why strip or can tests are not valid.

AIR QUALITY TESTING RESOURCES: Search "air quality testing companies near me" on the Internet; Some County Health Departments conduct air quality evaluations; local Realtors may have contacts or referrals.

Pace Field Services

www.pacefieldservices.com

812-985-6653

Jennifer Ethridge, P.G. cell: 812-457-0804; email: jjethridge1710@gmail.com

Steve Plough cell: 812-204-0285 proair1@sit-co.net

PO Box 6935

Evansville, IN 47719

Greg Orr, **Orr Environmental Solutions, LLS**

4344 Hawthorne Drive

Newburgh, IN 47630

812-853-9069

Cost \$250

Mention: United Methodist Church/ Mitch Gieselmann recommended

ProLab

1675 North Commerce Parkway

Weston, FL 33326 (if there is a local contact...it doesn't show on their reports)

(954) 384-4446

In the Northwest District:

Diana Catt

dcatt@iu.edu

317-989-6861

Doug Meeks

DCM Environmental

765-284-8000

RMS (Residential Mold Services)

10975 Echo Trail

Indianapolis IN 46239

317-826-1700 rate: approx. \$200.00

Hayes Microbial Consulting

3005 East Boundary Terrace, #F

Midlothian, VA 23112

804-562.3435

contact@hayesmicrobial.com <http://hayesmicrobial.com/>

ACM Engineering & Environmental Services 574-234-8435

Does air quality testing in Northern Indiana.