

**MINUTES FORM FOR THE  
2020 Fall \*Executive Session  
of the Church Council/Leadership Board**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

<b>DISTRICT:</b> _____
<b>CHURCH NAME:</b> _____

Pastor: \_\_\_\_\_

Pastor: \_\_\_\_\_

Network Connection: \_\_\_\_\_

**List those in Attendance**

**Printed Name:**

- |           |           |
|-----------|-----------|
| 1. _____  | 13. _____ |
| 2. _____  | 14. _____ |
| 3. _____  | 15. _____ |
| 4. _____  | 16. _____ |
| 5. _____  | 17. _____ |
| 6. _____  | 18. _____ |
| 7. _____  | 19. _____ |
| 8. _____  | 20. _____ |
| 9. _____  | 21. _____ |
| 10. _____ | 22. _____ |
| 11. _____ | 23. _____ |
| 12. _____ | 24. _____ |

**Indicate which platform the Executive Session was held.**

- **In-Person / ZOOM (circle one or both)**

**Administrative Council Chair:** Name \_\_\_\_\_

**Leadership Board Chair:** Name \_\_\_\_\_

**\*Note: The members present and voting at any duly announced meeting shall constitute a quorum. 2016 BOD ¶ 246.5-6.]**

**Election of Secretary:** \_\_\_\_\_ **\*Executive Session Action**

Name \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Approved: Yes/No (circle one)

**Vision and Goals** (Form 1) Discussion only. Each executive committee and pastors should discuss form one and set vision and goals with purpose and actions that are measurable. Visions and goals should relate to the mission field and context in which the church community resides but not limited to geographical areas.

**Care of Membership** (Form 2) See section 1&2 on form) \_\_\_\_\_ **\*Executive Session Action**

- Names Read for First Year One: (attach list).
- Names Read for Second Year: (attach list).
- Names Read for Third Year: (attach list).

Instructions: Third year names are read and annotated '**removal by executive session action**' on date: \_\_\_\_\_, 2020.

- **Motion:** I move that the Executive Committee of \_\_\_\_\_ UMC accept the First, Second year readings of those requesting removal from the active membership rolls of the church. And that those names read in the Third year reading marked as 'removed by executive committee action'.
- **Second:** \_\_\_\_\_
- **Approval Yes/No (circle one)**

**Care of Assets** (Form 2) Review and Discussion

**Parsonage Review(s)** Report must have signatures of Pastor, SPRC Chair and Trustee. This includes parsonages that are currently used as rental properties.

## Financial Commitments

### **Pastoral Compensation (Form 3)**

- **Motion** to accept the Pastoral Compensation for 2021. \_\_\_\_ **\*Executive Session Action**
- Name: \_\_\_\_\_: Second: \_\_\_\_\_,
- **Approval Yes/No (circle one)**

\_\_\_\_\_ Pastor's Accountable Reimbursement **approval and signature required.**

\_\_\_\_\_ Housing Resolution – **approval and signature required**

\_\_\_\_\_ Fund Balance Report from 2019 Reviewed at Executive Session

\_\_\_\_\_ 2021 Budget Completed or Draft is acceptable. Approve at Executive Session.

**Completed or Draft BUDGET for 2021** - For discussion or Approval at the Executive Session.

Note the 2021 budget should support and reflect the following:

- Clergy Compensation for 2021 for the appointed or assigned pastor.
- Reimbursable Expenses, pensions, and health insurance if applicable.
- Mission Shares for 2021 based on the 2021 Mission Shares letter sent from the Great Plains Conference. Can be found here:

<https://www.greatplainsumc.org/statementsremittanceforms>

### **Lay Leadership / Nominations**

\_\_\_\_\_ **\*Executive Session Action**

Pastor Reports on the work of the lay leadership and nominations committee.

- **I Motion** to accept the 2021 Lay Leadership Report/Nominations:
- Name: \_\_\_\_\_ Second: \_\_\_\_\_
- Approved Yes/No (circle one)

**Lay Contact Information (Form 4)** – Discussion and review to ensure accuracy.

### **Other Reports, if applicable:**

**Reports of Clergy Related to this Church Conference (Form 5)** (*extension, retired, honorably located, etc.*) *Pastor's completed report should accompany other church conference forms required by the district office. It should be signed by the pastor providing the report, and the pastor of the local church. Those in this status are encouraged to give their reports at the Executive Session.*

**Reports by Lay Servants**

*(The Lay Servant form is to be signed at the Executive Session of the church council by the pastor and the executive session chair. The Lay Servant is responsible for submitting the original, completed, and signed report to the District Lay Servant Director; a copy of the report should be sent to the district office.)*

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_ Consensus approval/certification or renewal  
Y=Yes or N=No

**Approval of Certified Lay Ministers: (those serving in assignments as lay pastors.)**

Names: \_\_\_\_\_  
\_\_\_\_\_ Consensus approval for certification or renewal  
Y=Yes or N=No

**Approval for Continuation of Certified Candidate for ministry**(Candidate should have appropriate form)

Names: \_\_\_\_\_  
\_\_\_\_\_ Consensus approval for certification or renewal  
Y=Yes or N=No

**All Request for Recommendation for Candidacy are scheduled with the District Superintendent for further action.** *(Note: Persons under appointment as Licensed Pastors are no longer Candidates)*

**Executive Sessions Minutes**

Secretary, Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

*Complete and send ALL forms and minutes of the Executive Session of the Church Council/Leadership Board to the District Office. Due 10 days after the meeting and before the district due dates.*

**Flint Hills District – DUE by October 23<sup>rd</sup>, 2020.** - **Topeka District – DUE by November 6, 2020.**  
*Email [flinthills@greatplainsumc.org](mailto:flinthills@greatplainsumc.org) or [topdist@greatplainsumc.org](mailto:topdist@greatplainsumc.org) or you can send to the District Office 1207 SW Executive Drive, Topeka, KS 66615.*