

## 2023 Charge Conference Minutes

The following church/charge held an annual Charge Conference.

Paragould First \_\_\_\_\_ United Methodist Church's Charge Conference was held on \_\_\_\_\_, 2023 at  
404 W Main St, Paragould \_\_\_\_\_ (place).

The Charge Conference was chaired by Rev. Zach Roberts.

*Recording Secretary to initial each item indicating the governing board has reviewed and recommends the Charge Conference Packet.*

<b>Items that require a vote to approve:</b>			Approved by Governing Board	CC Approved for Minutes
<b>Membership Report</b> (including names read 1st year and 2nd year for removal) <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2				
<b>Pastor's Compensation Record(s) for all appointed or assigned pastors</b>				
<b>Lay Servants</b> (attach list if needed)	Initial Year Approval	Renewal		
Name	<input type="checkbox"/>	<input type="checkbox"/>		
Name	<input type="checkbox"/>	<input type="checkbox"/>		
Name	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Certified Lay Speakers</b> (attach list if needed) Name	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidates for Ministry - Form 104</b> Name	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Nominations Committee</b> <input type="checkbox"/> Approval of the slate of officers (slate must be in packet) <input type="checkbox"/> Any revisions (including nominations from the floor of the conference) _____ <input type="checkbox"/> List of all committees				
<b>Required Written Reports:</b>				
<input type="checkbox"/> Pastor's Written Report (all appointed/assigned pastors) <input type="checkbox"/> Retired Clergy Report(s) (if applicable) <input type="checkbox"/> Signed Finance Report <input type="checkbox"/> Signed Trustee Report <input type="checkbox"/> Signed Policy on Misconduct of Sexual Nature	<input type="checkbox"/> 200,000 More Reasons' Report <input type="checkbox"/> Culture of Call <input type="checkbox"/> Updated Local Church Leadership List (provided by District)			
<b>Required Policies to Submit:</b>				
<input type="checkbox"/> Safe Gatherings Policy <input type="checkbox"/> Accountable Reimbursement Policy (if applicable) <input type="checkbox"/> Accessibility Audit and Plan (if applicable)	<input type="checkbox"/> Current Insurance Declarations Page <input type="checkbox"/> Financial Control Policy			

*The Church Council/Administrative Board/governing board of the pastoral charge approves of submitted recommendations and reports, and hereby recommends these submissions to the District-Wide Charge Conference for adoption.*

<b>Recording Secretary</b> (print) _____
<b>Recording Secretary Signature</b> _____
<b>DISTRICT OFFICE USE</b>
The Charge Conference approved the submitted packet on _____ at _____.
<b>District Superintendent Signature</b> _____

## 2023 Pastor's Membership Report

*This report is done yearly and is dated from the prior year's Charge Conference date to the current year's Charge Conference date.*

**Church** Paragould First United Methodist

Period beginning November 17, 2022, and ending (current Charge Conference date) Sept 17, 2023.

<b>A. Membership at 2022 Charge Conference</b> <i>(Revised, if applicable, following a membership audit conducted since the prior year's charge conference. Please note any changes to the reported prior year number on an attached membership audit page.)</i>		<b>A</b>	1,066
<b>B. New Members</b> <i>(Attach a list by each category)</i>			
Received into professing membership since the last charge conference			
1. New Profession of faith or restored	1	5	
2. Transferred from other United Methodist churches	2	12	
3. Transferred from other non-United Methodist churches	3	4	
<i>Note: Include only the names of those received into baptized membership since the last charge conference on your attached list of new members. Do not include Baptized Members in the numerical count of Professing Members.</i>	<b>Total Members Received (Lines 1+2+3) =</b>		<b>B</b> 21
<b>C. Removed from Membership</b> <i>(Attach as a list by each category)</i>			
4. By action of the Charge Conference. <i>(number of names in F)</i>	4	0	
5. By trial court or by withdrawal	5	0	
6. By transfer to other United Methodist churches	6	1	
7. By transfer to other non-United Methodist churches	7	2	
8. By death <i>(Please include name and date of death)</i>	8	10	
<b>Total Professing Members Removed (Lines 4+5+6+7+8)=</b>			<b>C</b> 13
<b>D. Membership at 2023 Charge Conference (A + B - C)=</b>			<b>D</b> 1074
<b>E. Names of Persons Filed with Charge Conference for Next Year's Removal</b> <i>First-year reading (Attach additional page if needed)</i>			
<b>F. Names of Persons Recommended for Removal at this Charge Conference</b> <i>Second-year reading - record the number in C4 above) Note that the Discipline requires these to be considered <u>individually!</u> (Attach list)</i>			
<b>G. Have Membership Books Been Audited?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If not, why not?</i>			

# 2023 CHARGE CONFERENCE MEMBERSHIP REPORTING

## **Baptism—1**

Erin Potter

## **Members Received—21**

Molly Beliew  
Susan Coy  
Peggy Dodd  
Johnny Dodd  
Mike Gibson  
Marsha Gibson  
John David Honeycutt  
Judy Peel  
Phillip Poston  
Lori Poston  
Erin Potter  
Jennifer Potter  
Daniel Potter  
Avery Randleman  
Jackson Rogers  
Adam Sills  
Joy Sills  
Jackson Sills  
Bennett Sills  
Drew Smith  
Hannah Smith

## **Transferred Out—3**

Cloyce Boone—OT  
Blake Shelby—OT  
Mary Carr—UMCT

## **Withdrawn—0**

## **Deaths—10**

Mike Patten—11/10/22  
Wilma Wheelis—11/11/22  
Scarlett Jarman—11/28/22  
Bob Resler—12/3/22  
Mary Ann Stallcup—1/27/23  
April Biggs—4/26/23  
Steve Adams—5/26/23  
Kenny Cline—8/18/23  
Theda Newberry—8/29/23  
Lisa Jarman—9/2/23

## 2024-2025 Pastor's Compensation Form

Pastor Rev. William Dane Womack      Church Paragould First United Methodist      Date 9-17-23  
 For Period of: July 1, 2024 through June 30, 2025 or January 1, 2024 - December 31, 2024

	<input type="radio"/> Full-time <input type="radio"/> Part-time		Current: July 2023 - June 2024	New: July 2024 - June 2025
<b>Payment</b>	<b>Church Contribution to Pastor Compensation</b> <i>(Salary from Church)</i>	<b>1</b>	116,685.00	120,365.00
	<b>Equitable Compensation or other Conference Support</b> <i>Compensation support received from the Annual Conference</i>	<b>2</b>		
	<b>Cash Allowances</b> <i>paid directly to pastor without documentation required (non-accountable plans not already included in line 1)</i>	<b>3</b>		
	<b>Utilities and Appurtenances</b> <i>Amount paid to pastor for utilities and other housing-related expenses under designation by the church. See IRS Publication 517 for more information.</i>	<b>4</b>	6,000.00	6,000.00
	<b>TOTAL OR GROSS CASH PAYMENT</b> <i>Add Lines 1-4</i>	<b>5</b>	122,685.00	126,365.00
<b>Deductions</b>	<b>Flexible Spending Plan</b> <i>This is an FSP that the pastor sets following IRS Cafeteria Plan Section 125 Rules. This may NOT be used for health insurance premiums. It is a before tax payroll deduction which is elected annually and is a Use it or Lose it amount.</i>	<b>6</b>		
	<b>UMPIP Contribution</b> - <i>This is a voluntary amount elected by the pastor to be paid into UMPIP. FOR CHURCH MATCH, FULL-TIME PASTORS MUST CONTRIBUTE AT LEAST 1% OF COMPENSATION (LINE 5 + HOUSING).</i>	<b>7</b>	18,000.00	18,000.00
	<b>UMPIP Contribution</b> - <i>Is this tax-deferred?</i>	<b>7b</b>	Yes <input checked="" type="radio"/> No <input type="radio"/>	Yes <input checked="" type="radio"/> No <input type="radio"/>
	<b>403B Contribution to Other than UMPIP</b> <i>This is a contribution to an IRA held with a bank or investment firm. There must be a voluntary compensation reduction agreement on file with the church, and you may elect it to be tax-deferred.</i>	<b>8</b>		
	<b>Total Payroll Deductions</b> <i>Add lines 6-8</i>	<b>9</b>	18,000.00	18,000.00
<b>Net</b>	<b>Net Compensation Paid to Pastor</b> <i>Subtract Line 9 from Line 5</i>	<b>10</b>	104,685.00	108,365.00
<b>Total</b>	<b>TOTAL CASH COMPENSATION</b> <i>Transfer from Line 5</i>	<b>11</b>	122,685.00	126,365.00
<b>Housing</b>	<b>Parsonage Provided</b>	<b>A</b>	Yes <input checked="" type="radio"/> No <input type="radio"/>	
	<b>Date of (S)PPRC chairperson parsonage inspection</b>	<b>B</b>	DATE:	Fall '22
	<b>Housing Allowance</b> <i>May only be used in lieu of parsonage</i>	<b>C</b>		
<b>Budget for Reimburse</b>	<b>Accountable Reimbursement Plan (optional)</b> <i>This budget is not considered a part of compensation. It is only paid out via voucher, with receipts required, and represents the maximum available. Pension for full-time is not paid on this amount.</i>	<b>D</b>	1,500.00	4,500.00
	<b>Written Reimbursement Policy Must Be Agreed Upon and On File at Church</b>			
<b>Other Benefits</b>	Does the church provide group health insurance for the staff in which the pastor participates?	<b>E</b>	Yes <input type="radio"/> No <input checked="" type="radio"/>	
	<b>How many weeks of vacation time will the pastor receive this year?</b> <i>(p. 319, 2022 Arkansas Conference Journal)</i>	<b>F</b>	3 weeks	3 weeks

*\*For all full-time pastors, the church will be responsible for a pension benefit of 14% of total comp (line 11) plus housing and will be billed directly by the conference office. This is a benefit and not included in the total compensation paid to the pastor.*

The Pastor Parish Relations Committee recommends compensation after consultation with the pastor and the District Superintendent. The recommendation is reported to the Finance Committee and the Administrative Board/Council for discussion and agreement. The Charge Conference sets compensation. The church is obligated to compensate the pastor at this level until the end of the conference year. (¶624.1)

Pastor Signature 

Treasurer Signature 

S(P)PRC Chair Signature 

District Superintendent Signature

<b>For District Office Use Only</b>
Date entered in database _____
Pension billing share for multiple point charges _____

## 2024-2025 Pastor's Compensation Form

Pastor Sarah Ellzey

Church Paragould First United Methodist Church

Date 9/18/2023

For Period of: July 1, 2024 through June 30, 2025 or 01/01/2024 - 12/31/2024

	<input checked="" type="radio"/> Full-time <input type="radio"/> Part-time		Current: July 2023 - June 2024	New: July 2024 - June 2025
<b>Payment</b>	<b>Church Contribution to Pastor Compensation</b> <i>(Salary from Church)</i>	1	61,316.00	63,336.00
	<b>Equitable Compensation or other Conference Support</b> <i>Compensation support received from the Annual Conference</i>	2		
	<b>Cash Allowances paid directly to pastor without documentation required</b> <i>(non-accountable plans not already included in line 1)</i>	3		
	<b>Utilities and Appurtenances</b> <i>Amount paid to pastor for utilities and other housing-related expenses under designation by the church. See IRS Publication 517 for more information.</i>	4	6,000.00	6,000.00
	<b>TOTAL OR GROSS CASH PAYMENT</b> <i>Add Lines 1-4</i>	5	67,316.00	69,336.00
<b>Deductions</b>	<b>Flexible Spending Plan</b> <i>This is an FSP that the pastor sets following IRS Cafeteria Plan Section 125 Rules. This may NOT be used for health insurance premiums. It is a before tax payroll deduction which is elected annually and is a Use it or Lose it amount.</i>	6		
	<b>UMPIP Contribution</b> - <i>This is a voluntary amount elected by the pastor to be paid into UMPIP. FOR CHURCH MATCH, FULL-TIME PASTORS MUST CONTRIBUTE AT LEAST 1% OF COMPENSATION (LINE 5 + HOUSING).</i>	7	10,043.00	10,457.00
	<b>UMPIP Contribution</b> - <i>Is this tax-deferred?</i>	7b	Yes <input checked="" type="radio"/> No <input type="radio"/>	Yes <input checked="" type="radio"/> No <input type="radio"/>
	<b>403B Contribution to Other than UMPIP</b> <i>This is a contribution to an IRA held with a bank or investment firm. There must be a voluntary compensation reduction agreement on file with the church, and you may elect it to be tax-deferred.</i>	8		
	<b>Total Payroll Deductions</b> <i>Add lines 6-8</i>	9	10,043.00	10,457.00
<b>Net</b>	<b>Net Compensation Paid to Pastor</b> <i>Subtract Line 9 from Line 5</i>	10	57,273.00	58,879.00
<b>Total</b>	<b>TOTAL CASH COMPENSATION</b> <i>Transfer from Line 5</i>	11	67,316.00	69,336.00
<b>Housing</b>	<b>Parsonage Provided</b>	A	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	<b>Date of (S)PPRC chairperson parsonage inspection</b>	B	DATE:	06/01/2023
	<b>Housing Allowance</b> <i>May only be used in lieu of parsonage</i>	C		
<b>Budget for Reimburse</b>	<b>Accountable Reimbursement Plan (optional)</b> <i>This budget is not considered a part of compensation. It is only paid out via voucher, with receipts required, and represents the maximum available. Pension for full-time is not paid on this amount.</i> <b>Written Reimbursement Policy Must Be Agreed Upon and On File at Church</b>	D		
<b>Other Benefits</b>	Does the church provide group health insurance for the staff in which the pastor participates?	E	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	How many weeks of vacation time will the pastor receive this year? <i>(p.319, 2022 Arkansas Conference Journal)</i>	F	2 weeks	2 weeks

**\*For all full-time pastors, the church will be responsible for a pension benefit of 14% of total comp (line 11) plus housing and will be billed directly by the conference office. This is a benefit and not included in the total compensation paid to the pastor.**

The Pastor Parish Relations Committee recommends compensation after consultation with the pastor and the District Superintendent. The recommendation is reported to the Finance Committee and the Administrative Board/Council for discussion and agreement. The Charge Conference sets compensation. The church is obligated to compensate the pastor at this level until the end of the conference year. (1624.1)

Pastor Signature Sarah Ellzey Treasurer Signature Myra Nathan

S(P)PRC Chair Signature M. P. Nathan District Superintendent Signature \_\_\_\_\_

<b>For District Office Use Only</b>
Date entered in database _____
Pension billing share for multiple point charges _____

**2023 CERTIFIED LAY SERVANT ANNUAL REPORT TO THE CHARGE CONFERENCE** Page 1 of 2

<input type="radio"/> Initial Application	<input checked="" type="radio"/> Request for Renewal
Name <small>(please print)</small> Jonathan Peel	Telephone 870-476-6817
Address 2902 Case Street	City/State/Zip Paragould, AR 72450
Email jonathanpeel55@gmail.com	Name of District Northeast
Name of Church Paragould First United Methodist	

**SECTION II: STATUS OF THE LAY SERVANT**

Choose one:

<input type="radio"/>	Requesting Initial Certification as a Certified Lay Servant
<input checked="" type="radio"/>	Requesting Renewal as a Certified Lay Servant (An advanced class must be completed at least every three (3) years.)
<input type="radio"/>	Requesting Renewal as a Certified Lay Speaker (Approval must be granted from the Conference Committee on Lay Servant Ministry and approved courses must be complete in the following areas: Spiritual Gifts, Leading Public Prayer, Leading Worship, UM Polity, UM History, Preaching)

Please complete the following information. Attach an additional sheet if needed.

Approved classes are listed in the LSM Course Catalog or approved in advance by the district coordinator.

COURSE TYPE	COURSE (Name of book)	DATE COMPLETED	LOCATION	FACILITATOR
BASIC	Introduction to Lay Servant Ministries			
ADVANCED				
ADVANCED				
ADVANCED				

**SECTION III: REQUEST OF THE LAY SERVANT**

I request the recommendation of my pastor and my church council/charge conference to begin/renew as a Certified Lay Servant for the ensuing year.

Lay Servant signature <i>Jonathan Peel</i>	Date 9-17-23
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**SECTION IV: RECOMMENDATION OF THE PASTOR**

I recommend concurrence with the request of this person to begin/renew as a Certified Lay Servant for the ensuing year.

Pastor signature	Date
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**SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE**

The church council/charge conference of Paragould First United Methodist (church/charge) recommends the above person begin/renew as a Certified Lay Servant for the ensuing year.

Church Council signature	Date
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Name:

**SECTION VI: MINISTRIES BY THE LAY SERVANT**

During the past year, I have participated in **caring ministries** by:

- volunteering in a care-giving institution such as a hospital or nursing home; or caring for a shut-in
- providing one-on-one caring
- membership/evangelism visitation
- serving in caring/outreach projects (food pantry, prison ministry, etc)
- other caring activities *(please list)*

During the past year, I have participated in **leading ministries** by:

- serving as a member of A committee, board, commission, council, task force, etc.
- volunteering at a community agency
- leading at my local church
- leading beyond my local church
- leading in my District  Conference  Jurisdiction  General Church level
- other leading activities *(please list)*

During the past year I have participated in **communicating ministries** by:

- bringing message in \_\_\_\_\_ worship services
- serving as worship leader in \_\_\_\_\_ services
- delivering \_\_\_\_\_ devotional messages
- teaching \_\_\_\_\_ classes
- sharing my faith story \_\_\_\_\_ times
- other speaking activities *(please list)*

During the past year I have participated in the following additional opportunities for ministry *(attach additional page if needed)*

**SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT**

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

**SECTION VIII: FEEDBACK BY THE LAY SERVANT**

1. Do you feel called to be in service in any area of ministry, either in the church or outside the church, in which you are not currently involved?  Yes  No If yes, please list those areas below.

2. What additional training or support do you need or would suggest to further your ministry?

3. Give any recommendations for improving Lay Servant Ministries in your District or Conference.

*Note: District directors are encouraged to respond to any comment within this section.*

# Nominations

Effective January 1, 2024

## 2024 Election of Lay Member and Alternate Lay Member to Annual Conference

**Lay Member Elected by Each Charge** - From ¶132, 2016 Book of Discipline of the United Methodist Church "Each charge served by more than one clergy shall be entitled to as many lay members as there are clergy members. The lay members shall have been for the two years next preceding their election members of The United Methodist Church and shall have been active participants in The United Methodist Church for at least four years next preceding their election. If the lay membership should number less than the clergy members of the annual conference, the annual conference shall, by its own formula, provide for the election of additional lay members to equalize lay and clergy membership of the annual conference."

Lay and Alternate Lay Members of the Arkansas Annual Conference from your church or charge **are the church members elected at this charge conference**. Every church or charge is allowed a set number of lay members and alternate lay members to vote at Annual Conference, depending upon the number of clergy eligible to vote who are serving in the congregation or charge. A church in "to be supplied" status has a vote and will need to elect a Lay Member to Annual Conference. **To ensure each charge is represented, clergy are asked to contact lay and alternate lay members from the church or charge during late January and ask them to confirm again that they will be able to attend for all days of the session.** If there is a reason the lay member cannot attend one day or even a portion of a day, ensure the alternate lay member is informed and will be present. Please note: Your Lay Leader is not automatically considered your Lay Member to Annual Conference; you will need to elect a Lay Member to Annual Conference and list them accordingly. During Annual Conference, only the votes of the official lay member elected at the charge conference (or the elected alternate in the lay member's absence) may be counted on the church or charge's behalf. One's vote cannot be transferred to someone else except by having another charge conference and selecting them as the lay member.

### The Annual Conference Lay Member(s) and Alternate Lay Member(s) to Annual Conference

for Paragould First United Methodist (charge/church) **is/are as follows:**

**Annual Conference Lay Member and Alternate (one Lay Member per appointed clergy/assigned lay pastor)**

	NAME	EMAIL	PHONE	ADDRESS
Lay Member	Gene Weeks	geneweeks61@gmail.com	870-243-1885	2402 Southwind Dr Paragould, AR 72450
Alternate	Susie Cook	susiewcook@yahoo.com	870-215-1126	4220 Reynolds Park Rd Paragould, AR 72450

### Additional Lay Members and Alternates for additional appointed clergy (add 2nd page if needed)

Lay Member	Mary Justice	beejustice@yahoo.com	870-335-7484	974 Greene 724 Rd, Paragould
Lay Member				
Alternate				
Alternate				



## 2024 Church Governing Structure

Church

**Choose one:**



**This church uses the Traditional Structure for governance.**

*The traditional structure has separate Disciplinary committees for Church Council, Finance, Trustees, and SPRC.*

**Continue to the next page and skip the Simplified Structure Page** to complete the Traditional Structure Nominations page OR submit your own Nominations list. Then update the Local Church Leadership page emailed from the district office. PLEASE make certain that the names on the Nominations Form match the names and contact information on the updated Local Church Leadership form.

**OR**



**This church uses the Simplified Structure for governance.**

The Simplified Structure, which must be approved by the DS and is based on ¶247.2 of the 2016 Book of Discipline, usually operates with a nominations committee and a single governing board that fulfills the Disciplinary functions of the Church Council, Trustees, Finance, and Staff/Pastor-Parish Relations Committee. Some congregations operate on a variation of this model approved by the DS.

**Skip the Traditional Structure page and continue to the Simplified Structure Page** to complete the Simplified Structure Nominations OR submit your own Nominations list. Then update the Local Church Leadership page emailed from the district office. PLEASE make certain that the names on the Nominations Form match the names and contact information on the updated Local Church Leadership form.

**District Superintendent approval is required to transition to the Simplified Structure. The DS must also approve variants of the standard Simplified Structure system.**



The congregation requests approval from the District Superintendent to transition from a traditional structure to an alternate simplified structure.

**Nominations - Complete EITHER the Traditional Structure OR the Simplified Structure Form**

*You may also submit your own Nominations list, but it must include the information below at a minimum.*

**2024 Nominations - Traditional Structure**

**Church** Paragould First United Methodist

<b>Church Council / Administrative Board</b>			
COUNCIL CHAIR NAME	EMAIL	PHONE	ADDRESS
Kelsey Matheney	kelseygramling@gmail.com	870 212-0398	3904 Phillips Dr Paragould, AR 72450

*Membership includes the administrative committee chairs listed below plus these AT-LARGE committee members - contact information not needed*

Class of 2024	Dixie Lawrence	Class of 2025	Jonathan Peel	Class of 2026	Jeff Phillips
	Kay Luter		Kevin Moslander		Jeani Wallace
	Josh McMunn		Tina Russell		Pam McAllister

<b>Finance Committee</b>			
FINANCE CHAIR NAME	EMAIL	PHONE	ADDRESS
Mary Ann Allen	maryann.allen@alleneng.com	870 335-8232	403 Winchester Pl Paragould, AR 72450

*List names of committee members below - contact information not needed*

Class of 2024	Kay Bland	Class of 2025	Mary Ann Alen	Class of 2026	Shani Barnhill
	Cindy Shepherd		John Jacob Cook		Mike Gibson
	Martha McCain		Ryan Lawrence		Joy Sills

<b>Board of Trustees (formally elected at the first meeting in January)</b>			
TRUSTEE CHAIR NAME	EMAIL	PHONE	ADDRESS
Bill Phillips	phillipsb.35@icloud.com	870 239-1437	913 S 6th St Paragould, AR 72450

*List names of committee members below - contact information not needed*

Class of 2024	Joe Barnett	Class of 2025	Mona Tullos	Class of 2026	Shelia Ragsdell
	Bill Phillips		Julia McHaney		Jerrold Brown
	Clint Beliew		Rusty McAllister		Matt Hobbs

<b>Staff-Parish Relations Committee</b>			
SPRC CHAIR NAME	EMAIL	PHONE	ADDRESS
Hayley Richardson	hmoore_04@hotmail.com	501 412-3535	6 Farrah Cove Paragould, AR 72450

*List names of committee members below - contact information not needed. SPRC also includes the Lay Leader and a Lay Member to Annual Conference*

Class of 2024	Neva Shewmaker	Class of 2025	H T Moore	Class of 2026	Tracy Brengard
	Sandra Wamock		Dannelle Rogers		Dale Schenk
	Hayley Richardson		Natalie Bland		Rona Waits

<b>Nominations Committee (Pastor is Chair; lay leader is voting member)</b>					
<i>List names of committee members below - contact information not needed</i>					
Class of 2024	Mauri Rogers	Class of 2025	D J Jackson	Class of 2026	Vance Cupp
	Jessica Brewer		Tori Thompson		Nancy Bruce
	Stan Phillips		Jason Weatherford		Sharon Grooms

<b>Treasurer</b>			
NAME	EMAIL	PHONE	ADDRESS
Greg Graham	graham@fnbank.net	870-215-1366	2009 Hazel Paragould, AR 72450

<b>Lay Leader (Voting member of Council, Finance, SPRC, Nominations)</b>			
NAME	EMAIL	PHONE	ADDRESS
Gene Weeks	geneweeks61@gmail.com	870-243-1885	2405 Southwind Dr Paragould, AR 72450

## 2023 Report of the Trustees

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The Trustees are amenable to the Charge Conference and, as such, are required to make an annual report.

**Church** Paragould First United Methodist      **Charge** \_\_\_\_\_      **District** Northeast

Period beginning November 17, 2022 and ending (current Charge Conference date) September 29, 2023.

1. Is the local church incorporated (§2529.1)?       Yes     No
2. Name(s) in which title to each piece of property is recorded, as shown by civil land records (§2538, 2536). Does each deed contain a Trust Clause (§2503)? (Attach list if needed)

	Property Name(s)	Trust Clause	County Clerk Office	Book	Page
<b>Church Buildings</b>	404 W Main St, Paragould, AR	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X		
<b>Church Buildings</b>	501 W Garland, Paragould, AR (Food Pantry)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X	246	172
<b>Parsonages</b>	417 W Main, Paragould, AR	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X		
<b>Land</b>	102 Cypress Point, Paragould, AR	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X		
<b>Other</b>	320 W Main St, Paragould, AR (permissive use agreement w/Greene County Historical)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X	92	173

3. Who is the custodian of deeds/other legal papers?    Trustee Committee
4. Where are they kept? (It is recommended these documents be kept in a safety deposit or lock box or contact the district office for guidance.)  
Safe
5. Do you have a long-term plan for the maintenance and replacement of facilities and equipment?     Yes    No
6. Have the buildings been inspected for fire, mold, and other safety hazards within the past year?     Yes    No  
If not, what are your plans for addressing safety hazards?
7. Has an accessibility audit for church properties been conducted and placed on file in the church office (§2533.6) and submitted to the District Office?       Yes    No  
If not, what are your plans for creating accessibility?    Accessibility Audit Form may be found at: <http://www.gcfa.org/forms>

## 2023 Report of the Trustees

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8. Insurance (§2533.2, 2550.7). Name of insurance company(s), type of coverage, and expiration date(s) for church property and/or parsonage, and **attach a copy of all insurance declaration pages.**

Insurance Company	Coverage Type	Expiration Date
Guide One Mutual	Property	01//01/2024
Guide One Mutual	Automobile	01/01/2024

9. Provide a detailed list of endowments, income-producing and permanent funds. *(Attach list if needed)*

Item	Date Received	Amount	Where Invested	Income
FUMC Endowment for emergency maintenance			Arkansas Community Foundation	
Fannie B Diggs Children & Youth			Arkansas Community Foundation	

*Michael Bruce*

Mike Bruce

September 29

**Trustee Chair Signature**

**Printed Name**

**Date**

ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533.6), Scored Version

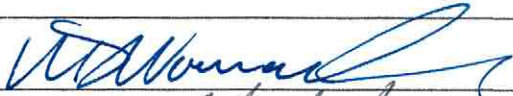



Church Paragould First United Methodist

District Northeast Arkansas

	Y	N	Description / Guidelines (see page 4 for scoring instructions)	Explain "N" answers (additional space on p. 5)
<b>GETTING INTO THE CHURCH</b>				
1- B	✓		Clearly visible signs mark <u>or</u> direct people to accessible entrances	
2- B	✓		1+ marked ADA parking spaces are on level ground near entrance	
3- G	✓		Wheelchair users don't have to go behind parked cars, cross traffic	
4- S	✓		At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces: _____)	
5- B	✓		Accessible parking spaces are 8' wide with adjacent 5' access aisle	
6- S	✓		At least one accessible space is van accessible: 11' wide with clearly marked adjacent 5' access aisle (or 8' space with 8' access aisle)	
7- B	✓		36" wide curb cuts (curb ramps) are provided close to parking	
8- B	✓		Route (sidewalk) from accessible parking to accessible building entrance is smooth, flat, and at least 36" wide (width: _____)	
9- B	✓		Entrance is level <u>or</u> has exterior ramp with non-slip surface and minimum width of 36" between handrails (width: _____)	
10- S	✓		Ramp has max. incline of 1:12 (length: _____ rise: _____ ratio: _____) with no more than 30' between level landings, <u>or</u> entrance is level	
11- S	✓		34-38" handrails are on both sides of exterior ramp/ stairs, lower ramp railing is no higher than 4" above deck, <u>or</u> entrance is level	
12- B	✓		There is a 60"x 60" level platform at entry door (size: _____) with space (~ 18") on pull side of door <u>or</u> automatic door opener used	
13- G	✓		Automatic door opener available, <u>or</u> attended doorbell for assist	
14- B	✓		Entrance door is 36" wide; threshold no more than beveled ½" high	
<b>GETTING AROUND THE CHURCH</b>				
15- B	✓		Signs in entrances/ halls direct visitors and help them locate rooms	
16- B	✓		Corridors are at least 36" wide and have non-glare floor surface	
17- B	✓		Objects that protrude more than 4" from the wall have a lower edge no higher than 27" above the floor, or a barrier such as a planter or guard rail, to allow detection with a cane	
18- B	✓		Multi-level buildings provide access to all common/ most program areas via elevator, lift and/ or ramp(s), <u>or</u> building is on one level	
19- B	✓		Interior doorways have a minimum of 32" clearance and thresholds are level or are no more than ½" high and beveled	
20- S	✓		Door handles to ADA bathrooms/ common areas are easy to grasp, operate with one hand (e.g. lever style) using less than 6 lbs. force	
21- S	✓		Carpet pile is even, no more than ½" thick, with no or firm padding; floor mats have non-slip backing and are stable	
22- G	✓		Fire alarm controls and extinguishers are no more than 48" (h: _____) from floor; visual and auditory fire alarms are in place	
23- B	✓		At least one marked ADA unisex/ family restroom ( <u>or</u> one stall in male & female restrooms) is accessible from each floor; has ~60"x 60" turning space with 33 – 36" high wall-mounted grab bar next to toilet extending 54" from back wall; toilet height 17 – 19" (h: _____)	
24- S	✓		27" sink clearance from floor (h: _____), w/ easy to operate controls (lever style, automatic, etc.), hot water & drain pipes are covered	
25- B	✓		Soap dispenser and paper towels are mounted no higher than 48" (h: _____) <u>or</u> placed on counter for access	
26- B	✓		Bottom edge of at least one mirror is 40" or lower (h: _____)	

	Y	N	Description / Guidelines (see page 4 for scoring instructions)	Explain "N" answers (additional space on p. 5)
27- B	✓		Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance, <u>or</u> paper cups are provided	
28- B	✓		Interior stairs/ ramps have handrails on both sides, <u>or</u> all one level	
29- S	✓		Top/bottom step edges & ramp level changes marked, <u>or</u> one level	
<b>SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA</b>				
30- B	✓		At least 1-2 level pew cuts/spaces for wheelchair users are available	Worship Center only
31- S	✓		Wheelchair spaces are 33"x48" forward or 33"x60" side approach (size: _____), distributed throughout the room for choice in seating, with view of pulpit/ screen when others stand	Worship Center only
32- G	✓		Chancel area and choir loft are accessible, e.g. with ramp or lift	Choir loft accessible by elevator
33- S	✓		Handrail(s) provided for steps to the chancel, <u>or</u> chancel is level	
34- B	✓		At least one aisle in each space is 36" wide or more (w: _____)	
35- B	✓		Fellowship - e.g. potlucks, coffee hour- is offered in accessible space	
36- B	✓		In fellowship area and classrooms at least one table has minimum of 27" clearance on the underside, and a maximum height of 34"	
37- B	✓		1-2 sturdy chairs have armrests, seats ~18" from floor, & no wheels	
<b>COMMUNICATIONS AND ENVIRONMENT</b>				
38- S	✓		Members are sensitized about need to minimize use of fragrances	
39- G	✓		Soaps, cleaning products and other chemicals are fragrance free; candles are unscented and non-petroleum-based	
40- S	✓		Projected words (e.g. song lyrics) use large font and good contrast	
41- B	✓		Large print bulletin, song lyrics, & scriptures provided <i>on request</i>	
42- S		✓	Braille <u>or</u> electronic documents provided <i>upon advanced request</i>	
43- B	✓		Microphone used by all speakers or comments are repeated at mic.	
44- S	✓		Assisted listening system (FM and/or loop) & receivers are available	
45- G		✓	ASL sign language interpreter is provided <i>upon advanced request</i>	
46- S	✓		Print/ e-mailed copies of sermon provided <i>upon advanced request</i>	
47- G	✓		Captions are provided / turned on for videos and other media	
<b>ATTITUDES</b>				
48- B	✓		Accessibility measures and who to contact for questions described in bulletin, website, maps, Find-A-Church site, <u>and/or</u> signage	
49- B	✓		Pastor(s), ushers, greeters, and leaders have learned and practice appropriate disability etiquette and hospitality	
50- S	✓		Signs, websites, <u>and/or</u> bulletin boards offer evidence that people with visible and hidden disabilities are welcome and included in the life of the congregation, e.g. through support group info., photos	
51- B	✓		Disruptions are accepted and incorporated into worship	
52- B	✓		Qualified service animals (e.g. guide dogs) are welcome within the church building(s) including the sanctuary and fellowship hall	
53- B	✓		Congregation works to use inclusive, person-first language in worship, e.g. people are invited to "rise in body or in spirit"	
54- S	✓		Classes and programs are adapted <i>as needed</i> to facilitate active participation of children and adults with disabilities	
55- B		✓	Disability Awareness Sunday ¶265.4 observed during past 1-2 years	
56- S	✓		Gifts of persons with disabilities are identified and used in service, worship, and leadership roles, and to help to improve access	
57- B	✓		Needs of people on special diets are considered when food is offered, including gluten-free & alcohol-free communion elements	
58- S		✓	Transportation offered plus valet parking <u>or</u> parking lot assistance	
59- S	✓		"Buddy" system offered for individuals needing 1:1 support	

GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR		Target Date
1.		
2.		
3.		
4.		
YES <input type="checkbox"/> NO <input type="checkbox"/> Request consultation from Conference Disability Concerns Committee		
Comments (continue on p. 5 or additional pages if needed):		
Signature of Pastor: 		Date
Signature of Trustees Chairperson: 		Date
Signature of District Superintendent:		Date

Date Form Completed 9-17-23 Charge Conference Date 9-17-23

**PLEASE PRINT NAMES AND PROVIDE PHONE NUMBER OR E-MAIL ADDRESS:**

Form completed by Denise Chipman Contact information 870-239-8541

Contact person for church Denise Chipman Contact information 870-239-8541

**PLEASE NOTE:**

- This form is for use on existing buildings only; refer to current ADA & state regulations for construction or major remodeling projects: [https://www.ada.gov/2010ADASTandards\\_index.htm](https://www.ada.gov/2010ADASTandards_index.htm).
- The survey should be completed by a team including a member of the trustees, and people with construction, architecture and/or rehabilitation backgrounds. Include persons with disabilities and family members, especially someone who uses a wheelchair and someone with low vision, in the process.
- Interview individuals with disabilities and family members of children and adults with disabilities to learn how welcoming your congregation is and to help set priorities.
- This is not an all-inclusive listing of ADA guidelines or appropriate accommodations, but rather represents basic first steps that a church may take to begin to implement accessibility measures.
- Resources are available through your conference Disability Concerns Committee (¶1653) and through the DisAbility Ministry Committee of the UMC at <https://umcdmc.org/resources/accessibility-and-united-methodist-churches/> (check subheadings, too) to help you plan and carry out improvements.

### Scoring Instructions:

1. Based on your findings, check **Yes** or **No** for each audit item. Focus on your main accessible entrance and on Sunday morning activities, especially worship. If the intent of the item is adequately met in a different way, e.g. greeters are posted throughout the morning on Sundays to open doors and provide directions (#13 and 15), mark it **Yes**. If you can and will fix the issue within a week or so, mark **Yes**. If an item occurs at least 85% of the time, e.g. microphone use in worship and large meetings, score it **Yes**. If only part of a multi-question item is met, mark that item as **No** unless alternatives are given, as designated by "or." If a system is in place to provide services, e.g. "buddy" companions or e-mailed order of worship for Braille users, mark **Yes** even if no one is using it. See *Guidance for Completing the Accessibility Audit* at <https://umcdmc.org> for further clarification.
2. Add the number of **Yes** responses in each badge category (**Bronze**, **Silver**, and **Gold**).
3. Compute the percentage of **Yes** responses in that badge category.
4. In order to receive a badge at the designated level, the church needs to score at least 85% at that level and any lower levels, i.e. the church cannot receive **Silver** if the **Bronze** level is not met.

### Examples:

- Church A scores 29/32 in the **Bronze** category (90%), 14/20 in the **Silver** category (70%) and 2/7 in the **Gold** category (28%). This church qualifies for the **Bronze** badge
- Church B scores 31/32 in the **Bronze** category (96%), 18/20 in the **Silver** category (90%) and 4/7 in the **Gold** category. This church may apply for a review to see if it qualifies for the **Gold** badge.\*

	<b>Bronze</b> (Basic)	<b>Silver</b> (Satisfactory)	<b>Gold</b> (Great)
1. & 2. # of Yes responses	31 / 32	18 / 20	6 / 7 + _____ (bonus) = _____
3. percentage	97 %	90 %	86 %
4. 85% or greater = badge	✓ Yes No	✓ Yes No	✓ Yes* No

**B = Bronze (Basic accessibility and accommodations)** – The church is welcoming and offers basic amenities needed for a person with a disability to participate, e.g. a place to park, a way to get into the building and sanctuary, a bathroom that is usable, etc. Most items at this level are low cost and can be easily provided, e.g. ushers and greeters trained in disability etiquette, website information on access. (Verified by self-report, using this *Annual Accessibility Audit for United Methodist Churches*. Check <https://umcdmc.org> for instructions on how to access your badge.)

**S = Silver (Satisfactory accessibility and accommodations)** – The church has many accessible features and offers accommodations for persons with a variety of disabilities including hearing loss and limited vision. Silver level items may cost a bit more and take more effort to put in place. While some areas are not yet fully accessible and inclusive, it is clear that the congregation is working towards accessibility. (Verified by self-report, using this *Annual Accessibility Audit for United Methodist Churches*. Check <https://umcdmc.org> for instructions on how to access your badge.)

**G = Gold (Great accessibility and accommodations)** – The congregation has gone beyond ADA and strives to provide an accessible space and appropriate accommodations. The church welcomes individuals with varying disabilities and their families through intentional measures and ministries. Continued improvement is planned based on needs of members and the community. This church would be a good choice to host conference events per ¶716.2 of the *Book of Discipline*, and might mentor other churches. (\*Verified by this *Annual Accessibility Audit for United Methodist Churches* and an interview or site visit. If your score reaches the **Gold** level, contact your conference Disability Concerns Committee or check <https://umcdmc.org> for further instructions. The audit will be reviewed in more depth to reach the **Gold** level. Additional measures you have taken may count as bonus **Gold** points to reach 85% or more.)



## 2023 Report of the Trustees

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### Safe Gatherings Policy

The Arkansas Annual Conference has contracted with Safe Gatherings, Inc (<https://safegatherings.com>) to be responsible for all background checks, reference checks, training, and maintaining documentation for the Conference, as well as for local churches. All clergy and lay persons working with Protected Persons at District or Conference events must be Conference Safe Gatherings Certified.

In order for children, youth, and vulnerable adults to participate in District and Conference events, their local congregations are required to upload a copy of their local church's Safe Gatherings policy, which must be approved by the local church Board of Trustees, and must include, at a minimum, provisions comparable to those in this policy, to the Safe Gatherings dashboard provided no later than October 31, 2022, and annually thereafter.

Each local congregation is encouraged in the strongest terms to implement a Safe Gatherings policy. It is recommended that all policies include at least:

- Additional Safe Gatherings requirements as deemed appropriate by the local congregation
- Appropriate supervision of children, youth, and adults
- Guidelines for reporting reasonably suspected maltreatment
- Media response plan
- Selection of a Safe Gatherings Coordinator. It is strongly recommended that this individual not be a pastor. The congregation should provide the Conference Safe Gatherings Coordinator and District Office with the name and contact information of the local coordinator.
- Guidelines on youth volunteers within the local church setting
- Policy approval by the local church Board of Trustees with an annual review and renewal date

Does the congregation's policy meet or exceed the Conference Safe Gatherings recommendations at <https://arumc.org/our-resources/safe-gatherings/>?

- YES  
 NO

#### Submission of Safe Gatherings Policy to the Conference

Choose one:

- A copy is on file on the Conference Safe Gatherings Online Dashboard.  
 Our congregation is not participating in the Safe Gatherings program, and therefore, we have included a copy of our policy with this Charge Conference Packet

The Safe Gatherings Policy has been reviewed (and revised, if necessary) and approved and submitted to the conference.

<i>Michael Bruce</i>	Mike Bruce	9-17-23
<b>Trustee Chair Signature</b>	<b>Printed Name</b>	<b>Date</b>
<i>W. Womack</i>	Rev. William Dane Womack	9-17-23
<b>Pastor Signature</b>	<b>Printed Name</b>	<b>Date</b>

## 2023 Policy Statement on Misconduct of a Sexual Nature

*This form is to be filled out for each church, properly signed, and dated. This is to be done annually. Clearly indicate the name of the church in the proper places. This policy shall be read by the Board/Council, Pastor(s), and staff, adopted by the local Church, and signed by the pastor, all staff, and volunteers in children, youth, and vulnerable adult ministry areas.*

### Par. 1000 Policy Statement on Misconduct of a Sexual Nature

*(Adopted by the Annual Conference on June 10, 2004; revised June 14, 2005; updated September 17, 2019; updated June 2022)*

#### I. Statement of Policy

The Paraquold First United Methodist United Methodist Church affirms the **2016 Book of Resolution #2044, Sexual Abuse Within the Ministerial Relationship, and #2045, Eradication of Sexual Harassment in the United Methodist Church and Society**, which state that sexual abuse within the ministerial relationship and sexual harassment within the church are incompatible with biblical teachings of hospitality, justice, and healing. In accordance with the **2016 Book of Discipline** (§161.F), all human beings, both male and female, are created in the image of God, and thus have been made equal in Christ. As the promise of Galatians 3:26-29 states, all are one in Christ, we support equity among all persons without regard to ethnicity, situation, or gender. Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader, or other position of leadership) engages in sexual conduct or sexualized behavior with a congregant, client, employee, student, staff member, co-worker, volunteer, person being counseled or any other person to whom the minister relates in his/her capacity as a minister. Sexual harassment is any unwanted sexual advance or demand, either verbal, physical, or digitally or electronically engaged, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role, and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Misconduct of a sexual nature within the life of the church interferes with its moral mission. The Paraquold First United Methodist United Methodist Church stands in opposition to the sin of misconduct of a sexual nature in the Church and society at large and commits itself to fair and expedient investigation of any charge of sexual misconduct within the church. The church shall act in compliance with the **Book of Discipline**. Further, the United Methodist Church bears affirmative responsibility to create an environment of hospitality for all persons, male or female, which is free of misconduct of a sexual nature and encourages respect, equality, and kinship in Christ.

#### II. Procedures

**A.** If you experience what you consider to be inappropriate behavior, keep a written record of your experiences, including dates, times, places, and witnesses. Keep any written material you may have received from the person. You may wish to confront the person with the inappropriate behavior and demand that it cease. If you choose not to confront the person alone, you may choose to ask someone to accompany you to confront the person and seek reconciliation. If you choose not to confront the person, or if the behavior continues, report the incident to the chair of the person's appropriate evaluating committee (e.g., a pastor or church staff member would be reported to the chair of the staff/pastor relations committee; a district superintendent to the chair of the committee on superintendency; a bishop to the chair of the committee on episcopacy). If the conflict is not resolved to your satisfaction, the committee chair shall convene the entire committee to meet with the accused, the person bringing accusations, and each supporting person. If the situation is not resolved to your satisfaction following these efforts, then follow the Discipline's procedures for grievances, complaints, and charges.

**B.** If you are confronted by someone who has experienced or observed inappropriate behavior on your part, listen to the accusation and agree to change the behavior or otherwise resolve the situation and reconcile the relationship. If you are unable to resolve the situation with your accuser, contact the chair of your appropriate evaluating committee. Ask to meet with your accuser and committee chair to resolve the conflict. The accused and the person bringing the accusation each have the right to bring a supportive person to this meeting. If the conflict remains unresolved, the committee chair shall convene the entire committee to meet with the accused, the person bringing the accusation, and each supporting person.

**C.** If you receive a report of inappropriate behavior, listen seriously and objectively. Help the person follow the steps outlined above. If you are a clergy/church professional in a paid supervisory position in the local church or a conference agency, and an employee is being harassed, you should immediately take corrective or preventive action. According to Arkansas law, any person receiving a report concerning a child under age 18 indicating sexual abuse of that child is **required** to report the abuse to the proper authorities.

#### Information for clarity

*Persons covered by this policy: Church employees, persons seeking employment, volunteers, teachers, all clergy assigned or appointed, and members of the congregation. Sexual misconduct is a chargeable offense for both members and church professionals. It is the abuse of power and authority. Includes but is not limited to sexual harassment, sexual abuse, the use or possession of pornography, and any form of criminal sexual conduct. Sexual harassment is "any unwanted sexual comment, advance, or demand, either verbal, physical or electronically communicated, that is reasonably perceived by the recipient as demeaning, intimidating or coercive. It is unwanted sexual or gender-directed behavior which alters the conditions of employment, volunteer work, or worship experiences by creating a hostile environment that can include unwanted sexual jokes, repeated advance, unwanted touching, displays, or comments which insult, degrade, or sexually exploit any person of any age. A complaint is a written, dated, and signed statement. This policy covers all persons employed by the Arkansas Annual Conference, including but not limited to the Bishop, members of the Cabinet, conference and district staff, and retired clergy (local pastors, deacons, elders). Local congregations are strongly encouraged to adopt the policy and to train the members of the congregation so that it will not be necessary to apply it.*

### Policy Statement on Misconduct of a Sexual Nature Signature Form

Adopted by the Church Council/Administrative Board on September 17, 2023.

This policy shall be read by the Board/Council, Pastor(s), and staff, adopted by the local church, and signed by the pastor, all staff, and volunteers in children, youth, and vulnerable adult ministry areas.

SIGNATURE	SIGNATURE	SIGNATURE
<i>Denise Chipman</i>	<i>Kayla Pittow</i>	
<i>W. W. Wood</i>	<i>Rena Jackson</i>	
<i>Mary Hillcox</i>	<i>Shani Barnhill</i>	
<i>Angela Newby</i>	<i>Hester Hargett</i>	
<i>Jarah Elzey</i>	<i>Jessica Brewer</i>	
<i>Mike Rutledge</i>	<i>Kelsey Matheny</i>	
<i>Kandice Riker</i>	<i>Rev. Alan P. Pittow</i>	
<i>Matt Hobbs</i>		
<i>Keri Moll</i>		
<i>John Cook</i>		
<i>John Cook</i>		
<i>Kerry Combs</i>		
<i>Pamela McAllister</i>		
<i>Dakota</i>		
<i>John Cook</i>		
<i>Andrea Peart</i>		

# 2023 Report of the Finance Committee

Page 1 of 3

<b>Church</b>	Paragould First United Methodist	<b>Charge</b>		<b>District</b>	Northeast
Period beginning November 17, 2022 and ending <i>(current Charge Conference date)</i> <u>September 29</u> , 2023.					
Employer Identification Number (EIN) <u>71-0260518</u>					

## I. Organization

a) Has the committee been organized according to the 2016 Book of Discipline (§258.4)?  Yes  No

b) Names of Officers

Chairperson Seth Dearing	Vice Chairperson
Treasurer(s) Greg Graham	Financial Secretary Denise Chipman

## II. Budget and Commitment Plan

a) How frequently does the Financial Secretary/Treasurer send members and contributors regular reports of their giving?  
 Monthly  Quarterly  Semi-annually  Annually  We do not send reports

b) Is the Finance Committee fulfilling its responsibility to make plans to raise sufficient funds to meet the budget adopted by the Church Council (§258.4)?  Yes  No

c) Does the Financial Secretary/Treasurer regularly report to the Church Council on the giving trends in the church/charge?  Yes  No

If not, then how are giving trends reported?

## III. The Handling of Church Funds

a) 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, how are the Committee on Finance and the Church Council informed on financial matters?

b) Will your church pay 100% of their Conference Tithe this year?  Yes  No

If not, what is your plan to pay the Tithe this next year?

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

First National Bank of Paragould

## 2023 Report of the Finance Committee

Page 2 of 3

- d) Are the church offerings counted by a counting committee of at least 2 (two) unrelated individuals? (§258.4a)?  
 Yes                       No

Please list names:

Janice Wilcox  
Kay Bland  
Linda Futrell  
Mary Justice

- e) Are all funds deposited promptly in accordance with procedures developed by the Finance Committee (§258.4a,d)?  
 Yes                       No

- f) Are financial officers of the church bonded or insured (§258.4b)?     Yes                       No

If no, why not?

- g) Have the financial records of the church and all its organizations been audited (or financially reviewed) for the prior fiscal year (§258.4d)?                       Yes                       No

1. Who conducted the audit or a financial review?

Jimmy Wilson, CPA reviews financials monthly

2. When will you conduct an audit or financial review?

3. Were there any recommendations or exceptions?                       Yes                       No

4. If there were recommendations or exceptions, how has the church addressed them?

- h) Were all pastors and staff issued W 2's and not 1099's?                       Yes                       No

  
**Finance Chair Signature**

Seth Dearing  
**Printed Name**

9-17-23  
**Date**

# PASTOR ACCOUNTABLE REIMBURSEMENT POLICY

## Paragould First United Methodist Church

This resolution has been approved by the Church Council and SPRC Committees of Paragould First United Methodist Church. It will be effective for the calendar year of 2022 and all future years unless specifically revoked or superseded.

The church pastor will be reimbursed for ordinary and necessary business expenses incurred in the performance of his or her responsibilities when he/she reports the amount, business purpose, date, and place of the expense, along with receipts.

This report must be provided to the Church Treasurer or Secretary within ninety (90) days of incurring the expense.

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

Date: 9-17-23

Church Council Chair: Kelsey Mathoney Kelsey Mathoney

SPRC Chair: Robert Thompson Robert Thompson

Treasurer: Greg Graham Greg Graham


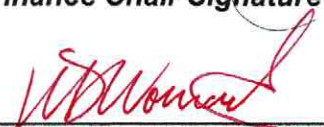
Pastor: Dane Womack Dane Womack

## 2023 Report of the Finance Committee

Page 3 of 3

### Financial Control Policy

The Financial Control Policy has been reviewed (and revised, if necessary) and approved. A copy is on file in the church office and district office.

	Seth Dearing	9-17-23
<b>Finance Chair Signature</b>	<b>Printed Name</b>	<b>Date</b>
	Rev. William Dane Womack	9-17-23
<b>Pastor Signature</b>	<b>Printed Name</b>	<b>Date</b>



**Include a copy of your Financial Control Policy**

### Accountable Reimbursement Policy (if applicable)

*Required only when compensation packages include accountable reimbursement (Line D in the Compensation Form)*

The Accountable Reimbursement Policy (if applicable) has been reviewed (and revised, if necessary) and approved. A copy is on file in the church office and district office.

See <https://www.gcfa.org/services/legal-services/gcfa-tax-packet/> for information and IRS requirements concerning accountable reimbursement policies.

	Seth Dearing	9-17-23
<b>Finance Chair Signature</b>	<b>Printed Name</b>	<b>Date</b>
	Rev. William Dane Womack	9-17-23
<b>Pastor Signature</b>	<b>Printed Name</b>	<b>Date</b>

**Include a copy of your Accountable Reimbursement policy (if utilized in your clergy compensation report)**



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**Rev. Dane Womack - 2023 Pastor's Report**

This past year of ministry at Paragould First United Methodist Church has brought many celebrations and moments of growth. Below is a brief overview of key themes from the perspective of the Senior Pastor. We give thanks for what is behind us and look with hope to what lies ahead.

**MINISTRY STRENGTHS & HIGHLIGHTS:**

- **Commitment to Excellence in Worship** across spaces, times, and styles.
- **Quality Youth and Children's Ministries** including Sunday School, small groups, Connect Wednesday, OMP, VBS, Easter Egg Hunt, Christmas celebrations, Backpack Sunday, Trunk-or-Treat, etc.
- **Missions / Witt House** continues to be a flagship ministry. The lay leadership creatively serves as many people as possible with fresh food each month.
- **Ready, Set, READ!** - children's literacy program and an important community ministry of FUMC.
- **New Guests & Members** - We receive new and return guests weekly. Some become members.
- **Special Events/Ministries** including:
  - Hosting ARUMC Bishop Merril for worship and reception
  - "Bach Mobile" concert with pianist Louis Menendez
  - "Jubilization Jazz" big band concert & meal
  - "One Service Sunday" 10am only holiday weekends
  - Lent Soup & Sermon Rotation
  - Women's Ministries including weekly Wednesday Bible Study, Galentines Social, Tea Party, Painting Party
  - Men's Breakfast 1st/3rd Thursdays
- **Safety & First Aid** - members of Trustees have worked alongside the Hospitality and Security teams to strengthen and clarify FUMC's safety and security practices.
- **Updated Personnel Policies & Job Descriptions** - The Sta Parish Relations Committee adopted revised personnel policies and job descriptions.
- **Updated Vulnerable Persons Policy & SafeGatherings Trainings** were edited by the Trustees & adopted by the Church Council.

**FACILITIES & FINANCES:** The 2022 Next 100 Years Campaign included three primary emphases: (1) Debt Reduction; (2) Office Suite Renovation; (3) Sanctuary Maintenance. FUMC's recent construction & renovation project cost nearly \$6million. In late 2019, the construction loan closed at ~\$3.7million. As of Aug. '23 the debt owed is ~\$2.7million. As part of the debt reduction effort we agreed to tackle other needed projects including the first floor office suite. This renovation has been in the drawings going back twenty years. This project was completed in May on budget and on time at a cost of \$200k. The new suite includes multiple offices, work room, and conference room. The space has already proven beneficial to the staff and church. Little additional activity has taken place around Sanctuary maintenance. General giving has remained strong in 2023, though expenses are up ~5%. This has created thinner margins and led the FUMC Finance Committee & Pastors/Staff to focus on reduced spending where possible. We hope and expect to end the year strong. In August, the Church Council approved a "Permissive Use Agreement" with the Greene County Historical & Genealogical Society regarding the property at 320. W. Main. The Church, District, City, County, and neighbors are enthusiastic about this arrangement.

**CULTURE OF DISCIPLESHIP:** Coming out of the pandemic, we needed a renewed focus on discipleship and lay-leadership. I believe we are experiencing such things this year. Our "Discipleship Co-Op" meets to plan age-level discipleship ministries and special events. Adult Sunday School classes are growing. New volunteers are stepping into



new roles with children's and youth ministries. This August we introduced an "Every Member in Ministry" booklet and response form/site to help educate and recruit more ministry leaders/volunteers. We are already sharing in the fruits of this effort and expect it to grow in the coming years. A new culture of discipleship is taking shape and will continue to strengthen our church.

**PASTORAL TRANSITION:** We are thrilled to welcome FUMC's new Assoc. Pastor Sarah Ellzey who began in July. Sarah's seminary degree is from Truett Theological Seminary at Baylor University and she has experience in counseling, preaching, and missions/service work. Pastor Sarah is off to a fast start including helping lead worship, working closely with pastoral care, and helping guide the Missions and Hospitality teams. One particular effort we are enthusiastic about is a new adult Sunday School class under Sarah's guidance! We've also enjoyed welcoming Sarah's family (Dennis, Bella, Korban, & Evie) who are quickly ingratiating themselves with FUMC and the community of Paragould.

**FUTURE OF UMC:** Heightened anxiety around the denomination continues to be a challenge. The media and social media attention given to Jonesboro FUMC casts a large shadow. Multiple churches in our community have completed the disaffiliation process. I am deeply grieved by the activity in our denomination and our conference. There is no doubt this season has had an impact on our church. I have met with individuals and households who are concerned or unhappy. Some are no longer attending our church. On the other hand, we have seen an influx of guests and new members who seem happy with our ministry. Some are driving from many miles away. I remain convinced the disaffiliation process would have done irreparable harm to our church because of the case studies in other similar congregations. Our church is within the large majority (~80%) of congregations in our Conference and denomination that choose to remain UMC. FUMC joins many in our Conference that are waiting for General Conference 2024 before further action. We will remain patient, steadfast, and pursue the best and most faithful future for Paragould FUMC. On a personal note, the pastoral stress and anxiety surrounding these matters is immense.

#### **PROFESSIONAL INVOLVEMENT, SPIRITUAL DEVELOPMENT, PERSONAL NOTES**

- Weekly video chat with clergy colleagues includes spiritual reflection and prayer
- Currently enrolled in Texas Annual Conference "Advancing Pastoral Leadership" program
- Member of Board of Directors of Arkansas Methodist Medical Center and AMMC Foundation
- Member of Paragould Rotary Club
- Serve as Circuit Elder for the Northeast District & pastoral mentor for ministry candidates
- Committed to my own mental, spiritual, and physical health including regularly jogging
- My wife Jill and I welcomed a third child and second son, Stuart James, into our family on March 31, 2023. He is healthy and doing well. My wife returned to work at the beginning of the school year and our family is adjusting to life with three children. We give thanks for the support of the church including a generous baby shower along with calls and messages. We appreciate the support of the Station-Parish Relations Committee and station during my time away from work following Stuart's birth. The care of the church and station helped to make this season not only manageable but enjoyable.

I count it as a great privilege to serve as one of the pastors at First United Methodist Church. I am blessed to work alongside an excellent station and church membership. I am thrilled to continue to "Love God. Serve People. Make a Difference" with the disciples of Paragould FUMC.

Respectfully,

Rev. Dane Womack

Senior Pastor of Paragould First United Methodist Church



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**Pastor Sarah Ellzey - 2023 Pastor's Report**

**New beginnings**

I moved to Paragould at the end of June and began work at the church in July. I have received a warm welcome and am quickly getting to know the life of the church. Since I haven't been here long, I still have much to learn and, hopefully, much more to offer. I look forward to the coming year.

**Gifts and graces of Paragould FUMC**

Paragould FUMC is a larger church than my previous appointments, and the staff and laity certainly make the most of the resources in worship, service, and community.

As associate pastor, my primary role is assisting with pastoral care calls and visits, as well as overseeing the mission and hospitality committees. The mission team has an impressive system and abundant volunteers for the food bank, called the Witt House. In addition to being open twice a week for individuals and families to come and receive food, they have added a mobile delivery 1-2 times a week and we are looking to expand into other relational ministries in one of the apartment complexes where they deliver food.

The hospitality committee is strong and continues to develop. They excel at welcoming attendees at worship and maintaining a security presence when the building is in use. We are currently developing a new members class and are preparing to train mentors to help new members find a ministry to connect to and build relationships in the church.

I am hopeful that the efforts of the mission and hospitality team will develop more outreach opportunities in the next year. I'm hopeful that Paragould FUMC can grow its presence at community events and through discipleship which leads to missional service beyond the church campus.

Speaking of mission work outside the church building, I'm blessed to attend the monthly "cookies and communion" service at a local assisted living facility. Additionally, the church does a monthly birthday party at an adult care center in town. These initiatives are strongly lay-led, and it's beautiful to see the church extending the love of Christ to those often underserved.

One final initiative generating excitement is a new Sunday School class for younger church members. This class will emphasize building genuine community and discipleship that makes a difference in the world. Attendance is strong in these early weeks, showing a hunger for community and spiritual growth among our younger church members.

In my short time here, the church has had multiple families join the church and a few new births. While I know this is an anxiety-filled time for all of the UMC, I see health and growth in Paragould FUMC, which I know is an asset to the Kingdom of God.

### **Personal growth and development**

This new placement has already proven invaluable in my learning and development as a minister. Pastor Dane is an excellent administrator and communicator, and I know that what I'm learning here will continue to help me serve for years to come.

I have just begun my advanced course of study classes, and I continue to pursue my plan for ordination within the UMC. I continue to grow as a preacher with the opportunity to preach approximately every four weeks.

As I enter my fourth year of pastoring, I continue to be filled with gratitude for the opportunity to serve God in a denomination that acknowledges my calling. I do my best to strive for excellence and balance as I serve God and my church.

In Christ,  
Pastor Sarah Ellzey  
Associate Pastor, Paragould First United Methodist Church

# 200,000 More Reasons Report - 2023

Page 1 of 2

200,000 More Reasons: Nutrition, Literacy, Stability is an initiative of the ARUMC where local churches provide or support ministries around accessing food and reading at grade level as well as offer programs that promote a healthy, stable family life for food insecure children and their families. Please report any ministry provided or supported by your congregation that helps low-income children and their families. There is no specific designation as a 200,000 More Reasons ministry; if you are providing or supporting a ministry, it counts!

**Church** Paragould First United Methodist

No changes to 200K More Reasons Ministries

Are you reporting a new ministry this year that started after 2020?

Yes  No

Stopped providing a related ministry in the past year?

Yes  No

Which ministry and why?

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## NUTRITION

Please list the types of ministries which you provide or support (financially, volunteers, or space, etc.) that help feed children and their families who are hungry or at risk of going hungry. (check all that apply)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Food Pantry for the community   | <input type="checkbox"/> Commodities distribution                  |
| <input type="checkbox"/> Food Pantry at a school  | <input type="checkbox"/> Afterschool snack program or distribution |
| <input type="checkbox"/> Backpack/Bag of food for the weekend   | <input checked="" type="checkbox"/> Meal served at the church      |
| <input type="checkbox"/> Blessing Box/Little Free Pantry  | <input type="checkbox"/> Meal served away from the church          |
| <input checked="" type="checkbox"/> Other <i>Emergency</i> food distribution  | <input type="checkbox"/> Cooking classes or Cooking Matters        |
| <input checked="" type="checkbox"/> Food collection for own or a local pantry   | <input type="checkbox"/> SNAP Application Assistance               |
| <input checked="" type="checkbox"/> Support, volunteer or member of a regional food bank agency (banks distribute food to pantries) |  |
| <input type="checkbox"/> Garden (produce is given to those in need or to a food distribution program)                               |  |
| <input type="checkbox"/> Gleaning (leftover produce from fields or farmer's markets is gathered & distributed)                      |  |
| <input type="checkbox"/> Public Witness or advocacy for policies that assist hungry children  |  |
| <input type="checkbox"/> Healthy eating or dieting  |  |
| <input type="checkbox"/> Other _____  |  |

Please provide contact information for the leader of each of your Hunger and Nutrition ministries:

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input checked="" type="checkbox"/> LAY
The Witt House Food Pantry		Jim Jackson	
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP
2012	thewitthouse@foodbankagency.org	870-573-8101	Paragould 72450
NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input checked="" type="checkbox"/> LAY
The Witt House Mobile		John Shepherd	
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP
2022	witthousemobile@foodbankagency.org	870-573-8101	Paragould 72450

## LITERACY

Please list the types of ministries which you provide or support (financially, volunteers, or space, etc.) that work to encourage literacy skills of children who are hungry or at-risk for going hungry. (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> After school tutoring or homework help <i>onsite</i> at church                             | <input checked="" type="checkbox"/> Book distribution                          |
| <input checked="" type="checkbox"/> Little Free Library or similar  | <input type="checkbox"/> Imagination Library support or assistance with signup |
| <input type="checkbox"/> After school tutoring or homework help <i>offsite</i>                                      | <input checked="" type="checkbox"/> Partner in Education with local school     |
| <input checked="" type="checkbox"/> Summer literacy program   | <input type="checkbox"/> Project Transformation Host, Volunteer or Support     |
| <input type="checkbox"/> Members serve as reading tutors at a local school  |  |
| <input type="checkbox"/> Book club for young readers, ages 0-18   |  |
| <input checked="" type="checkbox"/> Reading time as a group or individually with kids as part of a feeding ministry |  |
| <input type="checkbox"/> Other _____  |  |

## 200,000 More Reasons Report - 2023

Page 2 of 2

### LITERACY (cont.)

Please provide contact information for the leader of each of your Literacy ministries:

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input checked="" type="checkbox"/> LAY
Ready, Set, READ		Danielle Honeycutt	
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP
2016	info@fumcparagould.org	870-239-8541	Paragould 72450

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input type="checkbox"/> LAY
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP

### STABILITY

Please list the types of ministries for **families at-risk for hunger** that support their mental or physical health and/or stable family life.

(check all that apply)

- Exercise
- Opioid and other Substance Abuse Crisis Support
- Drug and Alcohol Recovery Support
- Mental Health Support, such as counseling or group work
- Resourcing/Referring to other services
- Counseling support
- Support groups for single parents, grandparents raising kids or other at-risk factors
- Other physical health ministries \_\_\_\_\_
- Work related skills development (job, interviewing, etc.)
- Parenting, marriage, or financial skills development
- Child fostering or adoption programs
- Other mental health ministries

Please provide contact information for the leader of each of your Family Stability ministries:

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input type="checkbox"/> LAY
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP
		Danielle Honeycutt	

NAME OF MINISTRY		CONTACT PERSON	<input type="checkbox"/> CLERGY OR <input type="checkbox"/> LAY
YEAR MINISTRY BEGAN	EMAIL	PHONE	CITY/ZIP

Tell us a story about your ministry particularly stories of how your ministry impacts low-income/at-risk children and their families. (attach page if you need more space)

## 2023 Report of the Trustees

Page 4 of 4

### UMC Insurance Requirements

The Book of Discipline requires local church trustees to annually review and report on the adequacy of local church property and liability insurance coverage “to ensure that the church, its properties, and its personnel are properly protected against risks.”

Minimum Insurance Requirements are regularly updated by the General Council on Finance and Administration.

[Minimum Requirements as of December 2021](#)

Minimum Requirements (as applicable) includes:

- Commercial Property and Liability Package
- Directors and Officers/Employment Practices Liability
- Umbrella/Excess Liability
- Workers Compensation/Employers Liability Insurance
- Commercial Auto Liability

### Attach Insurance Declaration(s)

***Include a copy of your most current declaration page for each insurance policy. Do not include the entire policy, ONLY the declarations page is needed.***



### COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS

**Policy Number:** 00-1450-795

**Named Insured:**  
FIRST UNITED METHODIST CHURCH

**Agent Information:**  
CHURCH UNDERWRITERS INC  
Agent Number: 22023

**Policy Period:**  
01/01/2023 to 01/01/2024

At 12:01 A.M. Standard Time at the mailing address shown in the Common Policy Declarations.

### TOTAL COMMERCIAL PROPERTY PREMIUM

Coverage Part Premium:	\$	49,583.00
Other Premium: Arkansas Expense Constant	\$	200.00
<b>Total Commercial Property Premium:</b>	<b>\$</b>	<b>49,783.00</b>

### LOCATIONS YOU OWN, RENT, OR OCCUPY

<u>Location</u>	<u>Description</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
001		404 W Main St	Paragould	AR	72450-4219
002		320 W Main St	Paragould	AR	72450-4301
003		417 W Main St	Paragould	AR	72450-4220
004		501 W Garland St	Paragould	AR	72450-4212
005		102 Cypress Pt	Paragould	AR	72450-7106



**DESCRIPTION OF LOCATIONS**

		Location Number 001
404 W Main St Paragould, AR 72450-4219 Greene County		
<b>Building Number:</b> 001	<b>Church/House of Worship - Average - Original Sanctuary &amp; Classrooms</b>	<b>Limit Of Insurance</b>
Coverage	Building	\$5,517,900
Additional Interest Applies	Yes	
Construction	Non-Combustible	
Coverage Form	Building And Personal Property (CP 00 10)	
Cause Of Loss	Special Including Theft	
Valuation	Replacement Cost	
Agreed Value	Yes	
Coinsurance	90%	
Deductible	\$5,000	
		Premium \$ 11,243.00
<b>Occupancy Number:</b> 002	<b>Church/House of Worship - Average and Original Sanctuary &amp; Classrooms</b>	<b>Limit Of Insurance</b>
Coverage	All Personal Property	\$993,150
Additional Interest Applies	No	
Coverage Form	Building And Personal Property (CP 00 10)	
Cause Of Loss	Special Including Theft	
Valuation	Replacement Cost	
Agreed Value	Yes	
Coinsurance	90%	
Deductible	\$5,000	
		Premium \$ 2,158.00
<b>Building Number:</b> 002	<b>Church/House of Worship - Average - Contemporary Worship, Gym/F. Hall.</b>	<b>Limit Of Insurance</b>
Coverage	Building	\$6,961,500
Additional Interest Applies	Yes	
Construction	Non-Combustible	
Coverage Form	Building And Personal Property (CP 00 10)	
Cause Of Loss	Special Including Theft	
Valuation	Replacement Cost	
Agreed Value	Yes	
Coinsurance	90%	
Deductible	\$5,000	
		Premium \$ 17,899.00
<b>Occupancy Number:</b> 002	<b>Church/House of Worship - Average and Contemporary Worship, Gym/F.Hall</b>	<b>Limit Of Insurance</b>
Coverage	All Personal Property	\$1,253,250
Additional Interest Applies	No	
Coverage Form	Building And Personal Property (CP 00 10)	
Cause Of Loss	Special Including Theft	
Valuation	Replacement Cost	





COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS (Continued)

Policy Number: 001450795

Agreed Value Yes  
 Coinsurance 90%  
 Deductible \$5,000

Premium \$ 3,486.00

**Location Number 002**

320 W Main St  
 Paragould, AR 72450-4301 Greene County

<b>Building Number: 001</b>	<b>Parsonage/Dwelling - 1 Family - Parsonage</b>	<b>Limit Of Insurance</b>
Coverage	Building	\$279,000
Additional Interest Applies	No	
Construction	Frame	
Coverage Form	Building And Personal Property (CP 00 10)	
Cause Of Loss	Special Including Theft	
Valuation	Replacement Cost	
Coinsurance	90%	
Deductible	\$5,000	

Premium \$ 2,570.00

<b>Occupancy Number: 002</b>	<b>Parsonage/Dwelling - 1 Family and Parsonage</b>	<b>Limit Of Insurance</b>
Coverage	All Personal Property	\$12,690
Additional Interest Applies	No	
Coverage Form	Building And Personal Property (CP 00 10)	
Cause Of Loss	Special Including Theft	
Valuation	Replacement Cost	
Coinsurance	90%	
Deductible	\$5,000	

Premium \$ 188.00

**Location Number 003**

417 W Main St  
 Paragould, AR 72450-4220 Greene County

<b>Building Number: 001</b>	<b>Parsonage/Dwelling - 1 Family - Parsonage</b>	<b>Limit Of Insurance</b>
Coverage	Building	\$254,700
Additional Interest Applies	No	
Construction	Frame	
Coverage Form	Building And Personal Property (CP 00 10)	
Cause Of Loss	Special Including Theft	
Valuation	Replacement Cost	
Coinsurance	90%	
Deductible	\$5,000	

Premium \$ 2,305.00

<b>Occupancy Number: 002</b>	<b>Parsonage/Dwelling - 1 Family and Parsonage</b>	<b>Limit Of Insurance</b>
Coverage	All Personal Property	\$12,690
Additional Interest Applies	No	



COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS (Continued)

Policy Number: 001450795

Coverage Form	Building And Personal Property (CP 00 10)		
Cause Of Loss	Special Including Theft		
Valuation	Replacement Cost		
Coinsurance	90%		
Deductible	\$5,000		
			Premium \$ 181.00

**Location Number 004**

501 W Garland St  
Paragould, AR 72450-4212 Greene County

<b>Building Number: 001</b>	<b>FOOD PANTRY</b>	<b>Limit Of Insurance</b>	
Coverage	Building	\$254,700	
Additional Interest Applies	No		
Construction	Frame		
Coverage Form	Building And Personal Property (CP 00 10)		
Cause Of Loss	Special Including Theft		
Valuation	Replacement Cost		
Coinsurance	90%		
Deductible	\$5,000		
			Premium \$ 2,166.00

<b>Occupancy Number: 002</b>	<b>FOOD PANTRY</b>	<b>Limit Of Insurance</b>	
Coverage	All Personal Property	\$37,620	
Additional Interest Applies	No		
Coverage Form	Building And Personal Property (CP 00 10)		
Cause Of Loss	Special Including Theft		
Valuation	Replacement Cost		
Coinsurance	90%		
Deductible	\$5,000		
			Premium \$ 387.00

**Location Number 005**

102 Cypress Pt  
Paragould, AR 72450-7106 Greene County

<b>Building Number: 001</b>	<b>Parsonage/Dwelling - 1 Family</b>	<b>Limit Of Insurance</b>	
Coverage	Building	\$1,031,409	
Additional Interest Applies	No		
Construction	Frame		
Coverage Form	Building And Personal Property (CP 00 10)		
Cause Of Loss	Special Including Theft		
Valuation	Replacement Cost		
Agreed Value	Yes		
Coinsurance	90%		
Deductible	\$5,000		
			Premium \$ 6,698.00



COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS (Continued)

Policy Number: 001450795

Occupancy Number:	001	Parsonage/Dwelling - 1 Family	Limit Of Insurance
Coverage		All Personal Property	\$25,000
Additional Interest Applies		No	
Coverage Form		Building And Personal Property (CP 00 10)	
Cause Of Loss		Special Including Theft	
Valuation		Replacement Cost	
Agreed Value		Yes	
Coinsurance		90%	
Deductible		\$5,000	
			Premium \$ 302.00

Throughout the Commercial Property Policy forms the following abbreviations may be used:

BI = Business Income; BIEE = Business Income with Extra Expense; BLDG = Building; EE = Extra Expense; LOC = Location; OCC = Occupancy; SP = Special Property



**COMMERCIAL PROPERTY DECLARATIONS - STATEMENT OF VALUES**

**Policy Number:** 00-1450-795

**Named Insured:**

FIRST UNITED METHODIST CHURCH

**Agent Information:**

CHURCH UNDERWRITERS INC  
Agent Number: 22023

**Policy Period:**

01/01/2023 to 01/01/2024

At 12:01 A.M. Standard Time at the mailing address shown in the Common Policy Declarations.

**INSTRUCTIONS**

1. The values shown on the attached page(s) of this Statement of Values form must be the Replacement Cost Values (100%) or the Actual Cash Value (100%), and should reflect the basis of coverage for each Building, Personal Property of the Insured, or both.
2. The values shall be submitted to the Insurance Company and shall be subject to its acceptance.
3. This Statement of Values shall not include the values desired for Business Income and/or Extra Expense coverage.
4. Nothing contained in these Instructions shall be construed as changing in any manner the conditions of the policy.
5. The Company may require this Statement of Values to be signed by the Insured, or in the case of firms, by a partner or an officer.

**ACKNOWLEDGEMENT AND ACCEPTANCE**

**This Statement of Values form is filed with the designated insurance company shown above.**

All values submitted are correct to the best of my knowledge and belief.

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature **SEE SIGNATURE ON FILE** \_\_\_\_\_ Date \_\_\_\_\_  
(Authorized Representative)

THE COMMERCIAL PROPERTY DECLARATIONS - STATEMENT OF VALUES FORM(S) A PART OF THE COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS.



**DESCRIPTION OF COVERED PROPERTY**

**Location/Premises Address**  
**001**

404 W Main St  
Paragould, AR 72450-4219

<u>Building<sup>1</sup></u>	<u>Occup</u>	<u>Description</u>	<u>Coverage</u>	<u>Const<sup>2</sup></u>	<u>Valuation<sup>3</sup></u>	<u>100% Values</u>	<u>Blanket Group</u>
BLDG 001	002	Church/House of Worship - Average	Building	NC	RC	\$ 6,131,000	
		Church/House of Worship - Average	All Personal Property		RC	\$ 1,103,500	
BLDG 002	002	Church/House of Worship - Average	Building	NC	RC	\$ 7,735,000	
		Church/House of Worship - Average	All Personal Property		RC	\$ 1,392,500	

**Location/Premises Address**  
**005**

102 Cypress Pt  
Paragould, AR 72450-7106

<u>Building<sup>1</sup></u>	<u>Occup</u>	<u>Description</u>	<u>Coverage</u>	<u>Const<sup>2</sup></u>	<u>Valuation<sup>3</sup></u>	<u>100% Values</u>	<u>Blanket Group</u>
BLDG 001	001	Parsonage/Dwelling - 1 Family	Building	Frame	RC	\$ 1,146,010	
		Parsonage/Dwelling - 1 Family	All Personal Property		RC	\$ 27,778	

<sup>1</sup> BLDG = Building; SP = Special Property

<sup>2</sup> FR = Fire Resistant; JM = Joisted Masonry; MFR = Modified Fire Resistant; MNC = Masonry Non-Combustible; NC = Non-Combustible

<sup>3</sup> ACV = Actual Cash Value; FV = Functional Valuation; RC = Replacement Cost

(Valuation is also subject to other terms and conditions. Please read your policy carefully.)

THE COMMERCIAL PROPERTY DECLARATIONS - STATEMENT OF VALUES FORM(S) A PART OF THE COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS.



### COMMERCIAL CRIME COVERAGE PART DECLARATIONS

Policy Number: 00-1450-795

**Named Insured:**  
FIRST UNITED METHODIST CHURCH

**Agent Information:**  
CHURCH UNDERWRITERS INC  
Agent Number: 22023

**Policy Period:**  
01/01/2023 to 01/01/2024

At 12:01 A.M. Standard Time at the mailing address shown in the Common Policy Declarations.

### TOTAL COMMERCIAL CRIME PREMIUM

Coverage Part Premium:	\$	222.00
<b>Total Commercial Crime Premium:</b>	<b>\$</b>	<b>222.00</b>

### INSURING AGREEMENTS, LIMITS OF INSURANCE AND DEDUCTIBLES

Insuring Agreements	Limit of Insurance	Deductible	Premium
Employee Theft	\$ 25,000	\$ 1,000	\$ 69.00
Inside The Premises - Theft Of Money And Securities	\$ 25,000	\$ 1,000	\$ 138.00
Outside The Premises	\$ 25,000	\$ 1,000	\$ 15.00



**COMMERCIAL INLAND MARINE COVERAGE PART DECLARATIONS**

**Policy Number:** 00-1450-795

**Named Insured:**

FIRST UNITED METHODIST CHURCH

**Agent Information:**

CHURCH UNDERWRITERS INC  
Agent Number: 22023

**Policy Period:**

01/01/2023 to 01/01/2024

At 12:01 A.M. Standard Time at the mailing address shown in the Common Policy Declarations.

**TOTAL COMMERCIAL INLAND MARINE PREMIUM**

Coverage Part Premium:	\$	749.00
<b>Total Commercial Inland Marine Premium:</b>	<b>\$</b>	<b>749.00</b>

**COMMERCIAL ARTICLES COVERAGE**

**B. Musical Instruments And Related Equipment:**

<u>Item Number</u>	<u>Description Of Property</u>	<u>Limit Of Insurance</u>
001	Steinway Piano # 555430	\$ 60,000
002	Audio System	\$ 200,000

**Deductible** \$ 2,500

**Replacement Cost** Yes

**Coinsurance** 100% (Not applicable to covered items that are individually listed or described)

**Premium** \$ 749.00

**Special Provisions (if any):**

Water Exclusion endorsement IH 99 18 applies.

Earthquake Exclusion endorsement IH 99 17 applies.



**COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS**

**Policy Number:** 00-1450-795

**Named Insured:**  
FIRST UNITED METHODIST CHURCH

**Agent Information:**  
CHURCH UNDERWRITERS INC  
Agent Number: 22023

**Policy Period:**  
01/01/2023 to 01/01/2024

At 12:01 A.M. Standard Time at the mailing address shown in the Common Policy Declarations.

**TOTAL COMMERCIAL GENERAL LIABILITY PREMIUM**

Coverage Part Premium:	\$ 4,811.00
Other Premium: Expense Constant	\$ 100.00
<b>Total Commercial General Liability Premium:</b>	<b>\$ 4,911.00</b>

The Classifications and Premium may be subject to change by audit.

**LOCATION OF PREMISES**

<u>Location Number</u>	<u>Address</u>
001	404 W Main St, Paragould, AR 72450-4219

**LIMITS OF INSURANCE**

General Aggregate Limit - Other Than Products - Completed Operations	\$ 2,000,000
Products - Completed Operations Aggregate Limit	\$ 2,000,000
Personal And Advertising Injury Limit - Any One Person Or Organization	\$ 1,000,000
Each Occurrence Limit	\$ 1,000,000
Damage To Premises Rented To You Limit - Any One Premises	\$ 1,000,000
Medical Expense Limit - Any One Person	\$ 10,000





**ADDITIONAL COVERAGES**

**Directors And Officers Liability Coverage**

Directors And Officers Liability Each Claim Limit	\$	1,000,000
Directors And Officers Liability Aggregate Limit	\$	2,000,000
Deductible	\$	2,500
Retroactive Date		01/01/2010

**Employment Practices Liability Coverage**

Employment Practices Liability Per Person Limit	\$	1,000,000
Employment Practices Liability Aggregate Limit	\$	1,000,000
Retention	\$	0
Retroactive Date		01/01/2010

**Legal Expense Reimbursement Coverage**

Legal Expense Reimbursement Each Incident Limit	\$	15,000
Legal Expense Reimbursement Aggregate Limit	\$	45,000
Deductible	\$	1,000

**Sexual Misconduct Liability Coverage**

Sexual Misconduct Liability Each Claim Limit	\$	250,000
Sexual Misconduct Liability Aggregate Limit	\$	500,000
Sexual Misconduct Medical Expense Limit	\$	10,000

**Violent Incident Response Coverage**

Violent Incident Aggregate Limit	\$	300,000
Individual Counseling Expenses Each Person Limit	\$	2,500
Medical Expenses Each Person Limit	\$	50,000
Individual Expenses Aggregate Limit	\$	200,000
Organizational Expenses Aggregate Limit	\$	100,000

**SCHEDULE OF LIABILITY CLASSIFICATIONS AND EXPOSURES**

<u>Location Number</u>	<u>Classification</u>	<u>Class Code</u>	<u>Premium Basis</u>	<u>Annual Exposure</u>	<u>Premium</u>
001	Churches or Other Houses of Worship	41650	Area	57,277	\$3,190.00
001	Shelters, Mission, Settlement or Halfway House - Not Church or Office Building	67017	Area	1,800	\$171.00



COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS (Continued)

Policy Number: 001450795

<u>Location Number</u>	<u>Classification</u>	<u>Class Code</u>	<u>Premium Basis</u>	<u>Annual Exposure</u>	<u>Premium</u>
	Directors And Officers Liability Coverage (Claims-Made)	49968	Asset Size	\$15,000,000	\$270.00
	Employment Practices Liability Coverage (Claims Made)	49973	Number Of Employees	8	\$303.00
	Sexual Misconduct Liability Coverage (Occurrence)	49990	Flat Charge		\$802.00
	Additional Insureds	49950	Additional Insureds	1	\$75.00

## Financial Control Policy First United Methodist Church Paragould

### Finance Committee

In The Book of Discipline of the United Methodist Church, (258.4) the committee on finance is charged with all of the following activities:

- Overseeing stewardship
- Compiling a budget annually
- Raising sufficient income to meet the budget
- Administering funds received by the church
- Counting and depositing the offering
- Disbursing funds
- Establishing internal control policies
- Annually reviewing and reporting on the adequacy and effectiveness of internal controls
- Providing for an annual audit of the church financial statements
- Reporting to the annual charge conference on the audit
- Recommending proper depositories for church funds
- Using contributions in accordance with donors' intent
- Annually reporting to the church council all designated funds that are separate from the church budget

The Discipline provides for the committee on finance to be made up of persons who, by virtue of other leadership responsibilities, link the committee to other areas of congregational life, and others who are nominated in recognition of their commitment and witness of personal stewardship. The Discipline calls for the following members of the committee:

- Chairperson
- Pastor(s)
- Lay member of the annual conference (one)
- Chairperson of the church council or board
- Chairperson or representative of staff/pastor-parish relations committee
- Representative of the trustees (selected by the trustees)
- Chairperson of the ministry group on stewardship
- Lay leader
- Financial secretary
- Treasurer
- Church business administrator
- Others as determined by the charge conference

*If any of these persons are paid (other than the pastor), such as the financial secretary or business administrator, they serve without vote.*

### **Internal Financial Control Policies**

FUMC Paragould has responsibilities to our donors who have placed faith in our church. It is the responsibility of the employees of FUMC not to violate their trust and, where applicable, they should:

- Make full and fair disclosure of all information relevant to donors, who have a right to know how their dollars are spent.
- Spend the donor(s) money wisely, efficiently and objectively
- Always be mindful of the designation of the contribution by the donors
- Keep confidentiality

## Church Accounts and Organizations

### Financial Accounts:

The church and any organization which maintains a financial account, (checking, savings, etc.), that is associated with First United Methodist Church Paragould, or use the FUMC federal ID number on the account, must have all statements of account mailed to FUMC's office each month. The following is a list of current accounts known:

#### First National Bank

*FUMC General Fund*

*FUMC Building Fund*

*FUMC Memorial Fund*

*FUMC Benevolent Fund*

*FUMC Youth Account*

*FUMC Witt House*

*FUMC Family Dinner*

*FUMC Coffee Break Class*

*FUMC Pairs and Spares Class*

#### Centennial Bank

*FUMC Friends of Faith UMW*

A file will be set up in the FUMC office for each organization and a copy of the monthly statements will be maintained in these files. The name, address, and telephone number of the person who controls the account for each organization should be provided to the office and kept on file.

Each organization needing a separate checking account will provide a "Statement of Purpose" describing a general intent or purpose of the organization.

### New Account

In order to establish a new FUMC Paragould affiliated checking account, or special fund, the organization requesting the account must have approval of the Finance Committee. A written request should be submitted to the FUMC office with an explanation of the purpose for the account. The request will be reviewed at the next finance Committee meeting, and a decision will be communicated to the organization within one week of meeting.

## Expenditures

### Credit Card Purchases

Credit cards will be kept in the church office and signed in and out when used. Under no circumstances are credit cards to be lent out or use by anyone other than the person the cards is signed out to.

Receipts should be returned with the credit card. For Internet purchases, please print out any type of receipt that the site provides. For phone purchases, a detailed description of the charge must be provided, and a request must be made that a receipt be mailed to the church office.

Under NO circumstances are FUMC's credit cards to be used for personal reason. If a card is used for personal reason, the person's use of card will be revoked, request for reimbursement will be made and charges will be filed if payment is not received.

### **Reimbursement Requests**

Approval of expenditures by lay members must be first approved by staff person in charge (Form A). Any request for reimbursement must be accompanied by a reimbursement voucher (Form B) with the required receipts attached and approval form. If staff requests a reimbursement only Form B needs to be returned along with receipts.

### **Documentation Requirements**

Checks will be prepared by the financial secretary weekly. The checks are then submitted to the church treasurer for co-signature which is required on all checks over \$200. If church treasurer is not available, then they will be submitted to the finance chair or trustee member as authorized on bank signature card.

### **Contributions and Bank Deposits**

Sunday offerings will be collected at each service by ushers, placed in bank money bags and placed in the safe along with signature sheet (Form C).

Monday morning, designated counters (unrelated to each other) will take the offerings and tally all cash and coin and fill out tally sheet (Form D). They also put envelope numbers on all checks then return to finance secretary.

The finance secretary then recounts all cash to verify counters amounts on tally sheet. The secretary then tally's the checks and fills out tally sheet for appropriate funds. All offerings are then entered into computer, balanced, and bank deposits made.

Any offerings mailed or hand delivered to the church office during the week will be placed in the safe until next deposit is made.

### **Memorial and Honorarium Gifts**

Money or other gifts given for memorials and honorariums go to either a designated or undesignated fund. The financial secretary will notify the family or person memorialized or honored with a card noting the name(s) of the donor and fund but not the amount of the gift. A card is also sent to the donor thanking them for the gift and memorials/honorariums will be published in the newsletter unless the donor requests otherwise.

The memorial committee will determine how undesignated money given is to be used.

### **Bank Reconciliations**

Adequate steps should be taken to confirm accuracy of balances shown in all financial accounts. Balances of these accounts shall be compared to monthly reconciliation accounts. Differences will be documented using reconciling items.

Reconciliations should be completed monthly. All accounts should be reconcile to a ledger on a regular and timely basis.

The General Fund is reviewed and reconciled by an independent CPA monthly. All other funds will be reconciled by the financial secretary and reported to the Finance Committee. The Church Treasurer will review bank statements for 2 signatures.

**Bonding:** The Book of Discipline requires that treasurers be adequately bonded.

**Insurance:** A member of the trustees will review church insurance policies each year to insure adequate coverage.

The finance committee will ensure that a "review of agreed upon procedures" of the church's internal controls, financial records, year-end financial statements be conducted annually.

This can be done by an independent member of the congregation with financial knowledge or even the treasurer of a neighboring church.

**First United Methodist Church Paragould**

***Approval for Expense***

\_\_\_\_\_ has permission to purchase  
\_\_\_\_\_ for \_\_\_\_\_.

This purchase is not to exceed (amount): \_\_\_\_\_

*Receipts are to be returned to staff person authorizing expense along with this form and they will turn in to the office for reimbursement.*

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

**First United Methodist Church Paragould**  
***Authorization for Reimbursement***

Pay To: \_\_\_\_\_

Amount: \_\_\_\_\_ (receipts attached)

Expense charged to: \_\_\_\_\_

Reason for expense: \_\_\_\_\_

Was this expenditure approved prior to purchase?  Yes  No

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Offering for the 8:00 9:00 11:00 service has been placed in the money bag by:  
(circle one)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The money bag was placed in the safe by:

\_\_\_\_\_



# TALLY SHEET

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

Name of Counters: \_\_\_\_\_  
 \_\_\_\_\_

## Cash Count

Cash Envelopes <i>(envelopes with names for general)</i>	_____	Loose Cash <i>(loose cash for general w/o names)</i>	_____
Building <i>(envelopes with names for building)</i>	_____	Building <i>(loose cash for building w/o names)</i>	_____
	<i>(cash with names)</i>		<i>(loose cash w/o names)</i>
\$1 A Week Giving	_____	_____	_____
Communion Cash	_____	_____	_____
Literature	_____	_____	_____
Memorial	_____	_____	_____
Witt House	_____	_____	_____
<i>Other</i>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Checks Total

General	_____	Communion	_____
Literature	_____	Witt House	_____
Benevolent	_____	Special Sundays	_____
Flowers	_____	Youth	_____
Memorials	_____	\$1 a Week	_____
Building	_____		
Other	_____		
_____	_____		
_____	_____		
_____	_____		

## Deposit Totals

General	_____	Witt	_____
Memorial	_____	Benevolent	_____
Building	_____		

# **Safe Sanctuary – Child Protection Policy**

## ***First United Methodist Church, Paragould***

In April 2000, the General Conference of the United Methodist Church adopted a resolution aimed at eliminating any potential for child abuse and neglect in the church. The adopted resolution includes the following statement:

Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "...children must be protected from economic, physical and sexual exploitation and abuse."

Child Abuse incidents are devastating to all who are involved; the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protection children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From the Book of Resolutions of the United Methodist Church P. 384-386)

Thus, in covenant with all United Methodist Congregations, First United Methodist Church of Paragould adopts this policy for the prevention of child abuse in our church.

### **Purpose**

Our purpose for establishing this Child Protection Policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all the children and youth God has entrusted to our care.

### **Covenant Statement**

First United Methodist Church of Paragould hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of our children and youth as well as all of our workers with children and youth. We will follow reasonable safety measures when selecting and recruiting workers; we will implement appropriate operational procedures in all areas of programming and care; we will train our workers with children and youth on our procedures and policies; and we will have a clearly defined procedure for reporting a suspected incident of abuse consistent with Arkansas state law.

- I. **Definitions of Child Abuse and Neglect (Arkansas Code 9-30-103)**
  - a. Arkansas Code defines a child as being any person under eighteen (18) years of age.

- b. Child abuse is any non-accidental physical injury, mental injury, sexual abuse, or sexual exploitation inflicted by those legally responsible for the care and maintenance of the child, or an injury which is at variance with the history given. The term encompasses both acts and omissions.
- c. Neglect refers to
  - i. Failure to provide, by those legally responsible for
  - ii. The care and maintenance of the child and the proper or necessary support;
  - iii. Education as required by law; or
  - iv. Medical, surgical, or any other care necessary for his well-being; or
  - v. Any maltreatment of the child. The term includes both acts and omissions. Definitions of specific types of child abuse and neglect are further delineated in the Arkansas Code.

## II. **Staff Recruitment and Selection Guides.**

### a. **Age**

- i. In recruiting and hiring volunteers and paid staff to work with children and youth in any position of authority, they must be at least 18 years of age and at least 4 years older than the age of the persons they are working to serve. This standard allows persons to be separated by enough years so as to better have perspective and recognition as an authority figure with the group they are serving. Persons not meeting these standards may not serve in a role of authority; however, they may be utilized as assistants to those in leadership positions.
- ii. Persons under the age of 18 seeking to volunteer must apply through as deemed by the Director of Children Ministry, and Youth Minister.

### b. **Application**

- i. Applicants must complete and sign related waivers giving permission to check references and background information.

### c. **Background Checks**

- i. Criminal background checks shall be made of all clergy, paid staff, and volunteers who have supervisory program responsibility for youth (e.g. youth group leaders) and all other church employees, to the extent permitted by law, prior to employment, to determine current or historic child abuse or sexual misconduct, criminal records, violent or pedophilic behavior. Background checks will be kept current (no longer than 5 years old) on all staff and volunteers with children and youth.

### d. **Prior Convictions**

- i. Individuals who have been convicted of physical or sexual abuse or neglect may not work in any church-sponsored activity or program for preschoolers, children or youth.

### e. **Interview**

- i. All applicants, for a paid position, must be interviewed by a paid staff/SPRC/Pastor for suitability for the work they desire to do. Interviews

will be conducted by the leader of the program in which the applicant will work, or by other persons designated by the program leader. A team of interviewers may be used. Church policy and guidelines should be discussed during the interview.

f. **Confidentiality of Information**

- i. The church will keep confidential all information received in the applicant selection process. Selection information will be marked as such and stored in the Church Administrator's office or under their care with limited access afforded only to church staff and other with a need to know.

g. **Required Forms and Signatures**

- i. In addition to application and reference forms, all applicants will sign the following as part of the application process: Authorization and Request for Criminal Background Check and Policy Statement of Misconduct of a Sexual Nature.

III. **Staff Supervision Guidelines** - All meetings of children and/or youth affiliated with First United Methodist Church will be governed by the following guidelines:

a. **Two adult rule**

- i. Two adults, whenever possible, who have completed the application process outlined above must be present. This applies to classroom activities, activities away from the church facility and when transporting children and youth. Whenever possible, teachers will be assigned in teams of two or more per Sunday School hour to every class of children or youth. Concerted effort will be made to recruit sufficient numbers of volunteer teachers/leaders to permit such team teaching. Other church sponsored or community groups of children or youth who meet at the church should have two or more leaders present whenever possible. When feasible, both male and female leaders would be present. If the group stays overnight at the church, or if a church sponsored group, two or more leaders must be present and must include at least one male and female if the group is mixed gender. See additional specifications for youth overnight outings in a later section of this document.

b. **Check In / Check Out Procedure**

- i. Parents of children 4<sup>th</sup> grade and younger will be responsible in getting children to their appropriate class such as: Sunday School, Church Nursery, and all other programs for this age group. Parents will pick-up their children 4<sup>th</sup> grade and younger at a predetermined location according to their class.

c. **Open Door Policy**

- i. Further protection for the children requires that an open door policy be followed. This policy shall state that the parents of the children served, the clergy, administrative and professional staff of the church have the

right to visit and observe the children's/youth activity, classroom, or church-sponsored program at any time, unannounced.

**d. Outside Access**

- i. There must be access to a phone, cell phone or pager when groups are at or away from the church facility. The church office or authorized church representative will be given this number prior to the group's departure from church property.

**e. Doors and Windows**

- i. All classrooms and office doors will have a window or visibility from hallway or remain open while occupied. Windows will be kept free from adornment that may obstruct visibility and kept locked at all times. Doors that do not have visibility from the outside will be replaced with doors with window when replacement is needed.

**f. One-on-one interactions**

- i. One-on-one interactions are sometimes necessary and appropriate but care must be taken that they be conducted in an environment that provides visibility by other adults. If an adult must meet with a youth or child alone, another adult (ideally the child's parent) is to have knowledge of the whereabouts of and the participants in the meeting. Children and youth participating in one-on-one interactions should be told they are free to discuss any aspects of the meeting with a parent or other adult, especially if they are uncomfortable about anything that occurs in the meeting. All incidents of suspected abuse and neglect revealed during the meeting will be reported in accordance with this policy.

**g. Touch**

- ii. Physical affection should be appropriate to the age of the child or youth. (For example, it is generally appropriate for a four-year-old to sit in a nursery worker's lap and give a kiss on the cheek, but it is not appropriate for a teenager and youth leader to behave this way).
- iii. Touching should be a response to the child's need for comforting, encouragement, or affection. It should not be based upon the adult's emotional need.
- iv. Ideally, touching and affection should only be given when in the presence of other children's ministry or youth workers. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present and the touching is open to observation. This is especially important when diapering a baby or helping a young child change clothes or use the restroom.

- v. Touching behavior should not give even the appearance of wrongdoing. As ministry workers our behavior must foster trust at all times; it should be above reproach.
- vi. A child's preference not to be touched should be respected. Do not force affection upon a reluctant child. Church workers are responsible to protect children under their supervision from inappropriate touching by others. Church workers must promptly discuss inappropriate touching or other questionable behavior by other workers with their ministry leader, staff member, or a pastor.

**IV. Outings Away From Church Property**

- a. All children and youth participating in out of town and over-night outings must have a medical release form. (Medical release may be completed for a one-year period and must be renewed annually).
- b. There must be access to a phone, cell phone, or pager when groups are away from the church property.
- c. In no circumstance is one adult (other than the parent) to take a child or children on an overnight outing alone.
- d. On youth overnight outings, there will be a 1:8 staff:youth supervision ratio observed. Female staff will supervise female youth in their sleeping quarters and male staff will supervise male youth. Married couples will not stay together but observe the female/female and male/male sleeping arrangements. With the exception of a parent/child combination, a staff and youth will not occupy the same bed or sleeping bag.

**V. Classroom Discipline – Teachers and workers will use the following discipline measures**

- a. If a child is behaving inappropriately, the teacher or worker will redirect the child to another activity.
- b. When applicable, one on one attention is given to that child
- c. No physical punishment or verbal abuse, e.g. ridicule, are to be used at any time.

**VI. Training**

- a. A summary of current child abuse statutes and reporting requirements for your legal jurisdiction are to be made available to all clergy, paid staff and volunteers who regularly supervise youth activities, Church Council members and all other church employees.

**VII. Verification of Reading of Policy Statement**

- a. Upon receipt of this policy statement, the volunteer or paid staff person will read and sign a statement that he/she has read First United Methodist Church's Child Abuse Protection Policy.

**VIII. RESPONSE BY CHURCH WORKERS TO ALLEGATIONS OF ABUSE**

- a. As caring Christians, we are committed to protect and advocate for children/youth participating in the life of the church. The church is entrusted to

- provide an emotionally safe, spiritually grounded, health environment for children, youth, and adults in whom they are protected from abuse.
- b. It is our legal and moral responsibility to report suspected abuse whenever it comes to our attention regardless of where that abuse takes place.
  - c. We shall report suspected abuse.
  - d. If abuse occurs, it is our intention to act as an advocate for all affected persons, providing support, information, assistance and intervention. We seek to provide a supportive atmosphere, offering both objectivity and empathy as we seek to create a climate in which healing can take place.
  - e. If abuse is suspected by, observed by, or disclosed to a volunteer and/or paid staff member of the church, that person shall report the incident immediately to the pastor or designee. (If the accused is the pastor, see information below.) Be prepared to do the following:
    1. Ensure the protection of and tend to the immediate needs of the child, as the situation requires.
    2. IMMEDIATELY contact the senior pastor or pastor on call.
    3. IMMEDIATELY notify the proper authorities (immediate supervisor, designated church child protection representative or the adult in charge of the event.) This person will:
      - a. Provide written documentation concerning the incident on the designated form
      - b. Notify the Arkansas Child Abuse Hotline 1-800-482-5964. This is a requirement of the law. (Note: Do not attempt an investigation. This should be left to professionals who are familiar with these cases.)
      - c. Notify the pastor in charge. If the pastor is the accused party, the designee will notify the chair of the Staff Parish Relations Committee and the District Superintendent.
      - d. Give written documentation to the pastor and/or Chair of the Staff Parish Committee
    4. The pastor or designee will notify the parents of the victim and take whatever steps are necessary to assure the safety of the child/youth until the parent(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s) does not wish the incident to be reported. (Note: If one or both of the parents is the alleged abuser, contact the proper authorities listed above. Follow their advice about notification of the parents.)
    5. Having reported the suspected abuse to the proper authorities, the incident is to be reported immediately to the church's attorney, the church's insurance company, and the district superintendent. The district superintendent will report the allegation to the bishop's office. Do not try to handle this without professional assistance. If the accused is a clergy (deacon or elder) member of an annual conference, local pastor, or diaconal minister, provision of Paragraph 359 and Paragraph 2702 of The 2000 Book of Discipline of The United Methodist Church must be followed.

- e. A list of numbers will be available to the staff at all times.
- f. If the accused is working in a volunteer or paid position with children or youth in the church, immediately, yet with dignity and respect for the sacred worth of the person, remove the accused from further involvement with children, youth, and/or vulnerable adult.
- g. Once the proper authorities have been contacted and the safety of the child or youth is secured, the pastor or other designated person may tell the accused that a report has been made/ if the accused is a volunteer or paid staff of the church, that person shall be relieved temporarily of his or her duties until the investigation is finished. If the accused is a paid staff person of the church, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
- h. Any contact with the media should be handled by a pre-determined spokesperson. Care will be taken to safeguard the privacy and confidentiality of all involved. The spokesperson should generally convey that the matter is under investigation and any comments made prior to the conclusion of the investigation would be premature.
- i. A written report of the basic information shall be kept to ensure on-going ministry to, and advocacy for, victims and others involved. A form for this purpose shall be available in the church office. The report shall be brief and contain only factual information relevant to the situation. It shall be filed in a secure place in order to ensure confidentiality. It shall be written in ink or typed to prevent it from being changed. The church must also file a copy of the report with the bishop's office of the Arkansas Conference where it shall remain confidential.

**IX. Safe Sanctuary Policy Acceptance and Review.**

- a. These policies have been accepted by the Church Council of First United Methodist Church of Paragould and are subject to annual review. Any policy changes must be approved by the Church Council.

Adopted 9-17, 2023, by the Church Council of the Paragould First United Methodist Church.

  
Kelsey Matheney, Church Council Chair

  
Robert Thompson, SPRC Chair

  
Dane Wamock, Pastor



# Local Church Leadership Report

## Paragould First

## Arkansas Conference

Church Mailing Address

PO Box 667  
Paragould, AR 72451-0667

Church Physical Address

404 W Main  
Paragould, AR 72450

Church Phone (870) 239-8541

Church Fax (870) 239-6009

Church Email

*info@fume.paragould.org*

Name Mailing Address

Sex Race Phone Email

**Senior Pastor**

William Dane Wornack PO Box 667, Paragould, AR 72451-0667

M W (870) 613-2889 william.wornack@arumc.org

**Associate Pastor**

Sarah Elizey

~~926 W Weehingett Ave Jonesboro, AR 72401~~  
*417 W. Main St, Paragould, AR 72450*

F W (662) 315-1031 sarah.elizey@arumc.org

**Pastor's Spouse**

Jill Michelle Wornack

102 Cypress Pt, Paragould, AR 72450

F W

**Annual Conference**

**Lay Member to Annual Conf.**

Mary Justice 974 Greene 724 Rd., Paragould, AR 72450

F W (870) 335-7484 beejjustice@yahoo.com

**Lay Member to Annual Conf.**

Gene Weeks 2402 Southwind Dr, Paragould, AR 72450-9140

M W (870) 243-1885 geneweeks61@gmail.com

**Alternate Member to A. Conf**

Susie Cook 4220 Reynolds Park, Paragould, AR 72450

F W (870) 215-1126 susiewcook@yahoo.com

**Elected Positions**

**Administrative/Church Council CP**

Kelsey Mathoney 3904 Phillips Drive, Paragould, AR 72450

F W (870) 212-0398 kelseygramling@gmail.com

**Staff-Parish (P/SPRC) CP**

~~Robert Thompson~~ 129 Cypress Pt, Paragould, AR 72450-7104

~~M~~ *W* (870) 245-3441 ~~btprw@paragouldlawyer.com~~

*Hayley Richardson & Farrah Dove*

*F W 501-412-3535 hmoore\_09@hotmail.com*

**Trustees CP**

Mike Bruce 4944 Jackie Lane, Paragould, AR 72450

M W (870) 240-3647 mikebruce747@yahoo.com

*Bill Phillips 9135 6th St.*

*870-439-1937 philipb.35@icloud.com*

**Local Church Leadership Report**

**Paragould First**

**Arkansas Conference**

Name	Mailing Address	Sex	Race	Phone	Email
<b>Finance CP</b> Self-Deating <i>Mary Ann Allen</i>	<i>403 Winchester Pl, Paragould AR 72450</i>	M <i>F</i>	W	<i>870-335-8232</i>	<i>maryann.allen@alleneng.com</i>
<b>Treasurer</b> Greg Graham	2009 Hazel Dr, Paragould, AR 72450	M	W	(870) 215-1366	glg@gmco.net
<b>Lay Leader</b> Gene Weeks	2402 Southwind Dr, Paragould, AR 72450-9140	M	W	(870) 243-1885	geneweeks61@gmail.com
<b>Program Staff</b>					
<b>Church Financial Secretary</b> Denise Chipman	PO Box 667, Paragould, AR 72451-0667	F	W	(870) 239-8541	denise.chipman@fummparagould.org
<b>Church Secretary</b>					
<b>Church Administrator</b> Denise Chipman	PO Box 667, Paragould, AR 72451-0667	F	W	(870) 239-8541	denise.chipman@fummparagould.org
<b>Children's Ministry Coordinator</b> Angela Newby	4704 St Margaret, Paragould, AR 72450	F	W	(870) 450-3138	angela.newby@fummparagould.org
<b>Youth Ministry Coordinator</b> <i>Mary Hickox</i>	<i>180 Greene Rd 780, Paragould, AR 72450</i>	F <i>W</i>	W	<i>573-359-4420</i>	<i>mary.hickox@fummparagould.org</i>
<b>Young Adult Ministry Coordinator</b>					
<b>Singles Ministry Coordinator</b>					
<b>Adult Ministry Coordinator</b>					

**Local Church Leadership Report**

**Paragould First**

**Arkansas Conference**

Name	Mailing Address	Sex	Race	Phone	Email
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**Older Adult Ministry Coordinator**

<b>Music Ministry Coordinator</b>					
Brian Pearson	5000 S 27th Street, Paragould, AR 72450	M	W	(870) 815-0197	brian.pearson@gctisd.k12.ar.us

**Missions/Outreach Coordinator**

Tracy Finch	311 N 72nd Street, Paragould, AR 72450	F	W	(870) 215-1461	tfinch@astate.edu
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**Disaster Response Coordinator**

**UMM President**

<b>UMM President</b>					
Mary Justice	974 Greene 724 Rd., Paragould, AR 72450	F	W	(870) 335-7484	beejustice@yahoo.com

**Historian**

**Lay Servant Ministries**

**Local Church Lay Servant (Basic)**

<b>Certified Lay Servant (Advanced)</b>					
Jonathan Peel	2902 Case Street, Paragould, AR 72450	M	W	(870) 476-6817	jonathanpeel55@gmail.com

**Certified Lay Speaker (NEW per 2012 guidelines)**