



CHESAPEAKE CITY UNITED METHODIST CHARGE

Trinity UM Church • Trinity UMC Preschool • Town Point UM Church

Samuel Mitchell - Pastor

450 Third Street, P.O. Box 196, Chesapeake City, Maryland 21915
410-885-5641 • office@chesapeakecityumc.com • www.chesapeakecityumc.com

2022

ANNUAL

CHURCH

CONFERENCE



CHESAPEAKE CITY UNITED METHODIST CHARGE

Trinity UM Church • Trinity UMC Preschool • Town Point UM Church

Samuel Mitchell - Pastor

450 Third Street, P.O. Box 196, Chesapeake City, Maryland 21915
410-885-5641 • office@chesapeakecityumc.com • www.chesapeakecityumc.com

ANNUAL CHURCH CONFERENCE – 2022 TABLE OF CONTENTS

Vision & Mission Statement of Church	Page	2
Updated Ministry Covenant (Summary of Goals)		3-4
Report of the Pastor		5-6
Membership Audit		7
Report of the Full Deacon (Secondary Appointment Covenant)		8-11
Ministry Reports from Committees, Team, Groups		
2022 Church Council Annual Report		12
Caring Committee		13
Pre-School		14
Sunday School (Youth)		15
Town Point Strategic Option Team		16
Report of Committee on Lay Leadership (Nominations)		17-22
2023 Key Leadership List		23-26
Report of the Trustees w/supporting insurance information		27-31
Accessibility Audit for Town Point UMC bldg.		32-35
Accessibility Audit for Trinity UMC bldg.		36-39
Parsonage Inspection		40-46
Safe Sanctuaries		47-48
2022 Limited Service Church Report-Town Point UMC		49
Report of the Finance Committee		50-52
Year-to-Date Report of All Church Funds		53-54
2023 Budget		55
2023 Pastor's Compensation & Other Benefits		56
2023 Pastor's Housing/Furniture Allowance (Not included/not applicable)		---



The Vision of The Chesapeake City United Methodist Charge is to be a community growing and flowing with God's love.

Our Mission is to build bridges by growing with Christ, uniting in fellowship, and serving faithfully

Summary of Goals for SPRC:
Summer 2022 - Summer 2023

The Staff Parish Relations Committee has met with Pastor Sam quarterly over the past two years to strengthen relationships, assess ongoing ministry and to plan for future ministry. The following goals for the pastor and church leadership have been formulated for the coming year of Summer 2022 – Summer 2023. These goals were set over the summer of 2022 and are intended to be benchmarks for both pastoral ministry and the participation of church leaders in ministry as well.

Personal Pastoral Goals

- Pastor Sam and SPRC: continue and increase time in prayer/devotion daily
- Pastor Sam: Continue to take a weekly sabbath day and pursue activities that are physically and spiritually restorative

Pastoral Care

- Pastor Sam: make a minimum of 4 pastoral visits (non-sick/emergency visits) a month
- Pastor Sam and SPRC: more actively engage the Care-Committee in visitation and the welcoming of new persons to the church community

Worship

- Pastor Sam and SPRC: Continue to maintain an in-person attendance of 100 persons for Sunday worship, with a long-term goal of 120 in-person attendance for Sunday worship by Summer 2023/4
- Pastor Sam and SPRC: Increase lay participation in worship, particularly in Jacob's Well, while maintaining online option for worship

Nomination

- Pastor Sam and SPRC: Continue to cultivate new leaders in the church via personal relationships and greater engagement in ministry
- Pastor Sam and SPRC: Work with committee chairs to simplify/refine committee work

Small Groups

- Pastor Sam: Maintain the Pastor's Bible Study, with an emphasis on more topical series

Children and Youth

- Pastor Sam and SPRC: Increase lay participation in both children and youth ministry

- Pastor Sam and SPRC: Continue to support the Sunday School program and look for opportunities for the creation of new children/youth ministries

Finance

- Pastor Sam and SPRC: Increase church stewardship to meet church budget in 2022, and continue to expand church budget in 2023
- Pastor Sam: Participate in Town Point Task Force.

Effective Date: October 1, 2022



Report of the Pastor

The report of the pastor shall include the names of all persons involved in the changes in membership and other items as outlined in the 2016 *Book of Discipline* (§§ 234, 340). This report should cover as fully as possible the work of the pastor. Care should be taken not to duplicate the reports of the Church Council, committees, organizations, and officers of the charge.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of witness or evangelism ministries.

Trinity/Town Point UM Church Chesapeake City UM Charge
Upper Shore District Pen-Del Annual Conference

For the period beginning Oct. 16, 2021 and ending Oct. 15, 2022
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

1. List those who have been received into baptized membership since the last report.
(Attach as a supplement.)
2. List those who have been received into professing membership since the last report.
(Attach as a supplement.)
 - a. On profession of faith or restored.
 - b. From other United Methodist churches.
 - c. From other non-United Methodist churches.
3. List those who have been removed from the professing membership since the last report.
(Attach as a supplement.)
 - a. By action of the Charge Conference, or trial court, or by withdrawal.
 - b. By transfer to other United Methodist churches.
 - c. By transfer to other non-United Methodist churches.
 - d. By death.
4. Have the membership records and rolls been audited (§§ 231, 340.2c(2f))? ☐ Yes ☒ No
If not, why not? Timing constraints. Plan to audit member rolls in 2023.
5. The Pastor shall give a report on the state of the church and an account of pastoral ministry as it relates to (§ 340): providing support, guidance, and training to the lay membership in the church; ministering within the congregation and to the world; and administering the temporal affairs of the congregation. Include as a part of the report a statement outlining the pastor's program of continuing education and spiritual growth for the past year and plans for the year to come (§ 350.1). (Attach as a supplement.)

Signed

Printed Name Samuel J. Mitchell

Date

Oct. 4, 2022

1. List those who have been received into baptized membership since the last report.
 - Kennedy Spencer (05.21.2022),
2. List those who have been received into professing membership since the last report.
 -
3. List those who have been removed from the professing membership since the last report.
 - a) N/A
 - b) N/A
 - c) N/A
 - d) Removed via death: Joan McKeown (01.06.2022), Mary Keeley (02.05.2022), Charlene Green (03.03.2022), Jim Kline (03.10.2022), James Prigle (04.18.2022), Toby Cooling (04.23.2022), Bill Carrow (06.02.2022), Flint Sheldon (06.09.2022)
5. The Pastor shall give a report on the state of the church and an account of pastoral ministry as it relates to (§ 340): providing support, guidance, and training to the lay membership in the church; ministering within the congregation and to the world; and administering the temporal affairs of the congregation. Include as a part of the report a statement outlining the pastor's program of continuing education and spiritual growth for the past year and plans for the year to come (§ 350.1). (Attach as a supplement.)

Since being appointed to Chesapeake City United Methodist Charge in July of 2020, I feel we have had a fruitful and rewarding time in ministry together. We have seen new life and growth to the church's ministry and mission in a variety of ways. Even in a time of such great uncertainty we continue to strive on in faith, pursuing the work that Christ has called us to as a community.

After two years of appointment to Chesapeake City UMC the fruit of relational ministry is coming to bear. My deepening connections and relationship, and the relationship of the church more broadly, to the community is an evident and important aspect of our ministry. Maintaining connection to church and community members seems more difficult than even despite all our connecting technologies, thus this remains a chief priority for my ministry. This relational and community building work is not simply to strengthen the church, but to strengthen the local community as well. I have focused considerable energy on maintaining and strengthening relationships with members of our church and town community through visits, phone calls, and being present in any community activities that have occurred. Very early in my time here at CCUMC it became clear that the church and larger community both lacked a deeper connection to previous ministers, as such I felt it was necessary to dedicate considerable effort to this area of ministry to remedy this disconnection, setting and maintaining a more positive tone for my time in ministry here.

Some areas of ministry that we are attempting to better apply our Vision and Mission statement to are Worship, Discipleship and Missions. Over the past year we have begun to apply our vision and mission statement more closely to the theming of worship on a weekly basis with a particular emphasis on preaching as a teaching opportunity. There have been several new small groups, both short and long term, that have started. In addition, we continue to refine our missional focus, in both activities that our church personally carries out and local organizations we partner with. As such, we are striving to make the necessary changes so that CCUMC can have a passionate and purposeful impact in the community both today and for years to come. Given the difficult times we live in, progress has been slow but sure. But in spite of any setbacks, I am sincerely hopeful for the future of CCUMC.

ANNUAL REPORT OF THE COMMITTEE ON MEMBERSHIP AUDIT

The church council shall appoint a committee to audit the membership record, submitting the report annually to the charge conference. [¶ 231] *The Book of Discipline of the United Methodist Church (2016)*

CHURCH		CHARGE	Chesapeake City United Methodist
DISTRICT	Upper Shore	CONFERENCE	Pen-Del
Beginning Date:	09/30/2021	Ending Date:	10/04/2022

I. MEMBERSHIP CHANGES

* List names on back of form indicating how each was received or removed.

* Please list names of all persons baptized on the back and indicate Membership Status, if any.

MEMBERSHIP RECORDS & REPORTS [¶ 214-242]	1. Total at Beginning Of Period	2. Additions*	3. Gross Total (Add Cols. 1 & 2)	4. Total Removed*	5. Total At End Of Period
Professing Members [Section V: Church Membership; ¶ 214-225]	283	0	283	6	277
Baptized Members who have not become Professing Members [¶ 215, 226, 231, 240]	75	0	75	6	69
Constituency Roll [¶ 230.3]	225	56	281	3	278
Affiliate Membership Roll [¶ 227] (member of another UMC)	2	2	4	0	4
Associate Membership Roll [¶ 227] (member of another denomination)	0	0	0	0	0

II. NOTATIONS AND SUGGESTED IMPROVEMENTS IN KEEPING RECORDS

Constituency Roll includes Prospective members & members' children.

The Committee on Membership Audit has examined the rolls listed on this page, has reconciled the rolls with the membership changes (by name and number) as reported by the pastor, and has found the totals displayed to be correct and the records properly kept, except as noted above.

Signed: _____

Membership Secretary

Signed: _____

Pastor



ANNUAL REPORT OF THE DEACON

Form for the Appointment of Deacon in Full Connection
or Provisional Member in the Deacon Track

The General Council on Finance and Administration

PART I

Name: Megan Shitama Weston

Business Phone: (443) 593-5358 Home Phone: _____

Cell Phone: (443) 553-1501

Primary Appointment: Pecometh Camp & Retreat Ministries

Primary Appointment Address: Pecometh Camp & Retreat Ministries

City: _____ State: _____ Zip: _____

Home Address: PO Box 513

City: Cecilton State: MD Zip: 21913

Preferred address for mailing purposes and inclusion in the journal: Home: ☒ Business: ☐

Clergy membership status: Full Connection ☒ Provisional ☐

Annual Conference: Peninsula-Delaware

Charge Conference: Chesapeake City Charge District: Upper Shore District

PART II (Attach sheet if needed)

1. If you are serving in a setting extending the witness and service of Christ in the world (§331.1a), give the name and address of the institution or agency.

Pecometh Camp & Retreat Ministries
136 Bookers Wharf Road
Centreville, MD 21617

According to §331.4, deacons in full connection serving in an agency or setting beyond the local church shall relate to a local congregation. Give the name and address (including district and conference) of the local church to which you relate and serve as your second appointment.

Chesapeake City Charge
PO Box 196
Chesapeake City, MD 21915

2. If your primary field of service is in the local church, give the name and address of the local church, district, and conference.

N/A

3. If you are under appointment outside the conference of which you are a member, please complete the following:

Conference where you serve _____ Bishop _____

District _____ District Superintendent _____

For affiliate charge conference membership, give the name and address (including district and conference) of the local church to which you relate.

Title/Position: _____

Agency/Institution: _____

Base compensation: (Year _____) \$ _____

Utilities and other housing related allowances _____

Travel allowance _____ other cash allowances _____

Please indicate your appointment category:

- ☐ a. Agency or setting beyond the local church
- ☒ b. United Methodist Church-related agency, school, college, theological school, or ecumenical agency
- ☐ c. Local congregation, charge, or cooperative parish
- ☐ d. Endorsed by the General Board of Higher Education and Ministry
- ☐ e. In service with General Board of Global Ministries

PART III

Area of your certification, specialization, or field of service:

I am serving in camp & retreat ministry, where my focus is spiritual formation across the life-span, including clergy formation.

Have you mailed your request for annual review and renewal of certification, specialization to the appropriate agency?

☐ Yes ☐ No

On Leave: ☐ First Year ☐ Second Year ☐ Third Year ☐ Fourth Year ☐ Fifth Year (§353)

Read ¶328 and ¶329 of The Book of Discipline. Reflect, and write about the ways in which you have lived out your call to the ministry of the deacon connecting the congregation with the needs of the world.

Up until recently, my family will still attending worship online. During that time, I preached in person occasionally. The rest of the time, I tried to be present "in the chat" during worship, and to help support the church's digital presence. As things get "back to normal," I am feeling called to be attentive to the needs of those who were worshipping online or continue choose online over in person. This includes continuing to value online engagement, considering the needs of the immunocompromised, and the needs of children and youth whose socialization was impacted by the pandemic.

Describe in what new ways you envision connecting the congregation with the needs in the world.

I'm connected to many former youth, who are no longer actively in a church. I have tried to maintain social media connections (and in person when appropriate) to hear their concerns, and to communicate God's love for God's people. I have realized that when I post my own faithbased reflections on justice issues online, the first likes and comments are from young adults, many of whom do not regularly engage with me. I have realized that it matters deeply to these people to hear a "representative" of the church proclaim God's concern for God's people - particularly the marginalized.

According to ¶419 the district superintendent shall receive a report of each clergy person on his or her program of continuing education and spiritual growth. According to ¶350 list the ways you have fulfilled your plans for your continuing personal formation during the past year, including spiritual enrichment, service, missional, and continuing education opportunities.

I am part of several clergy groups that have sustained and strengthened me over the past year. I participate in a weekly Zoom call with "youngish" clergy in the conference. Much of this time is social, sharing about our lives and ministries. We also share what good books, articles and podcasts we've been consuming, and process the ongoing transition in the conference and denomination.

I'm also part of a cohort of 5 clergywomen who received a grant to create our own renewal experiences. So far we have done a mini retreat in Rock Hall and 5 days in Acadia National Park in addition to monthly gatherings. Our grant period will culminate with a trip to the southwest in the spring.

According to ¶350 describe your plans for your continuing formation during the year ahead.

As stated above, I am planning to go on retreat in the southwest this spring with my renewal group. I also hope to audit a course at Wesley Seminary to continue my theological education. As more in-person continuing education opportunities become available I am looking forward to attending conference trainings and perhaps in person conferences.

The United Methodist Camp and Retreat Ministry national gathering is coming up in January, which is a great opportunity for spiritual formation as well as practical continuing education.

I am also blessed by the continuing education experiences that I coordinate at Pecometh. Even sitting in on Licensing School was a great catalyst for revisiting the "fundamentals" - and I definitely learned a few new things from our fabulous presenters!

(Attach additional pages if necessary)

Signature

Megan Whitama Weston

Date 10/4/2022

SEND COPIES TO:

1. The Bishop
2. District Superintendent
3. Board of Ordained Ministry
4. Bishop of the area in which you serve, if other than area of which you are a member.
5. Charge Conference

10/02/2022

2022 Church Council Annual Report

The business, celebrations, concerns, and operations of the Chesapeake City United Methodist Charge were discussed and voted upon during monthly Church Council meetings. Church committees were given directives based on the voting at the Council meetings.

The Church Council met (will meet) at 7:00 pm on the following 2022 dates:

January 18, 2022 - Zoom

February 15, 2022 - Zoom

March 15, 2022 - Zoom

April 19, 2022 - Zoom

June 21, 2022 – dinner picnic meeting at the home of Gwenn Barteld

August 16, 2022 - Zoom

September 20, 2022 – In person with a Zoom option*

October 18, 2022 - In person with a Zoom option*

November 15, 2022 - In person with a Zoom option*

The following council members participated during these meetings:

Pastor Sam Mitchel, Gwenn Barteld, Tom Duffy, Marian Harvey, Todd Harvey, Karol Armstrong, Megan Shitama-Weston, Edna Wyatt, Deidra Johnson, John Barteld, Barbara Lort, Lisa Malin, Cheryl Hartwig, Carl Dolde, Dorrie Borrell, Belinda Bair, Carol Biggs, Todd Harvey, and Brittainey Tokash as Recording Secretary.

*We will continue to have a Zoom option to allow participation from those who are unable to attend in person. Attendance during the many months of Zoom only was typically higher than previously experienced in-person meetings.

Respectfully submitted,

Gwenn Barteld
Church Council Chair

Chesapeake City United Methodist Church
Caring Committee Report for Charge Conference 2021-2022

The focus of the Caring Committee continues to be to gather us together to share in the tasks of being Christ's hands and feet by targeting our mission goal of building unity and community **within our parish**. In small acts of kindness, we gather with our individual spiritual journeys, share, and grow both as individuals and as a community as we accomplish our goals of discipleship. The changes in our worship due to the pandemic forced us to change our targets as well.

Here are some highlights of the work of our committee this year:

- **Joys and Concerns Cards/Documentation**
During our worship, joys and concerns were collected and shared with the Pastor and the Prayer Warriors. We have prayer request cards in each pew as well as Welcome Cards for visitors.
- **Prayer Warriors**
Our Prayer Warriors expanded with added members and our email communication system of connecting was strengthened. Our commitment to pray at breakfast, lunch, dinner and bedtime, asking the Holy Spirit to cover the request and send healing, guidance, and peace was confirmed. This group has been an integral part of keeping those who are unable to attend worship or unable to worship online connected
- **College Care**
The Caring Committee continued our College Care for our students attending college away from home
- **Covered Dish Gatherings**
Due to the remains of the pandemic, we have been limited with our gatherings. We did host our annual Ice Cream Social at our August combined worship.
- **Funeral Receptions.**
The Caring Committee continues to offer luncheon/dessert receptions for those parishioners who so desire an after funeral gathering for their loved ones. Using developed guidelines to help with the clear communication of wants and needs for the grieving family. these guidelines also support the Pastor with his pastoral care of the grieving family.
- **Caring Contacts**
Our procedure has moved us to assign a specific caring committee member to regularly make contact with those on our need list.

We also support fellowship time between services when needed and provide support for the annual Chesapeake City Christmas tour. We continue to be so blessed by so many caring members within our parish who work together to ensure those in our parish with needs are covered with the love of Christ through our actions and prayers. We look forward to more opportunities to serve our parish in the coming year.



Trinity Preschool
P. O. Box 196, 450 Third St.
Chesapeake City, MD 21915
410-885-2148 (preschool)

Charge Conference Report 2022

Trinity UMC Preschool continues to welcome children and families to enroll in our faith-based program in Chesapeake City and surrounding areas including Middletown, Delaware. Our class sizes for the 2021-2022 school year went back to pre-Covid numbers and Mrs. Robin Collins joined our staff in the pre-k class as an aide.

Some highlights over the past year were weekly chapel lessons with Pastor Sam, marching with the church in the St. Patrick's Day parade and the End of year celebration in Pell Gardens.

We are one month into the 2022-2023 school year and are greatly impressed with how well the children have gotten into a routine, become great friends and are working towards reaching their goals. The full day session continues to grow and we hope to reach maximum capacity for all our classrooms.

Thank you CCUMC for supporting this great outreach!

In His Service,

Deidra Johnson
Trinity Preschool Director



CHESAPEAKE CITY UNITED METHODIST CHARGE

TRINITY UM CHURCH • TRINITY UM PRESCHOOL • TOWN POINT UM CHURCH

REV. SAM MITCHELL, PASTOR

450 THIRD STREET, P.O. BOX 196, CHESAPEAKE CITY, MARYLAND 21915

410-885-5641 • OFFICE@CHESAPEAKECITYUMC.COM • WWW.CHESAPEAKECITYUMC.COM

August 17, 2022

Report on Sunday School

In September we resumed in person classes with no online or recorded lessons. We did not have any Christmas or Easter plays due to the low attendance numbers. Our numbers have averaged 2 children per class, and we remained a one room Sunday school. (kids of all ages stayed together). We did see an increase in attendance at the end of our Spring sessions and are hopeful that our numbers will increase overall in the Fall of 2022. If our numbers do increase, we will split the kids up into age appropriate groups, otherwise we will remain a "One room Sunday school" with teachers on a rotating schedule.

Your sister in Christ,

Lisa Malin



CHESAPEAKE CITY UNITED METHODIST CHARGE

TRINITY UM CHURCH • TRINITY UM PRESCHOOL • TOWN POINT UM CHURCH

REV. SAM MITCHELL, PASTOR

450 THIRD STREET, P.O. BOX 196, CHESAPEAKE CITY, MARYLAND 21915

410-885-5641 • OFFICE@CHESAPEAKECITYUMC.COM • WWW.CHESAPEAKECITYUMC.COM

September 7, 2022

Town Point Strategic Options

CCUMC (Chesapeake City United Methodist Charge) is comprised of Trinity United Methodist Church and Town Point United Methodist Church. There is one pastor serving both, as well as a single Church Council, Board of Trustees and all other church committees and staff positions. CCUMC pays apportionments based on the single congregation in CCUMC. Services have been consolidated at the Trinity location for several years (at least 10 years) with occasional services (outdoors during the early stages of the Covid pandemic and one or two Sunday services a year) scheduled at Town Point. The Town Point location has served as a wedding venue, on rare occasions. The Town Point Church has been the location of the Chesapeake City Ecumenical Association Vacation Bible School in recent years (not during the 2020 or 2021 Covid periods). Essentially, the CCUMC is a single congregation being served with two buildings approximately 7 miles apart.

CCUMC buildings have required significant maintenance over the past few years. The Board of Trustees maintains a "capital fund" to address maintenance beyond that required for everyday use. The capital fund is the result of bequeathments and other gifts from past members of the congregation but has not had any "new" money for the past ten years. The funds have been invested conservatively and therefore grown until the past 18 months when reversals in the financial markets and extraordinary maintenance requirements have taken a significant portion of the funds. In 2021 Town Point was found to have a serious mold problem, likely coming from its lack of use and economizing efforts in the heating and cooling of the building. The mitigation of the mold required the engagement of specialty contractors and a total cost of approximately \$24,000, with \$21,000 provided by the Trustees' funds and the remainder from a dedicated account for Town Point emergency maintenance, now fully depleted. In July 2022, Town Point suffered damage from a weather event, resulting in a further \$4000 in emergency repairs. There are some indications, though not confirmed, that the roof is in need of repair and internal damage to the walls following the mold mitigation has not yet been addressed.

Further, the Town Point building incurs an annual "running cost" of approximately \$4000 for utilities, routine maintenance, and security/safety services. This estimate does not include insurance.

The Trinity building is an old historic building which needs regular repairs and updates. Appliance replacement, roof repairs and HVAC updating have been addressed by the Trustees' fund. There is concern that there may be structural issues related to the building's bell tower, with contractors scheduled in the coming months to complete an evaluation and cost estimate for repair.

The CCUMC congregation cannot continue to support both church buildings when only one is required for church activities. As Trinity is in the midst of a popular historic town and does draw some transient worshippers, and is a center for town activities, it is clear that Trinity's location is the one which must enjoy full support. The Town Point building is in a rural setting and does not draw traffic due to its irregularity in scheduled events and its remote location.

An obvious solution is to dispose of the Town Point location through a real estate transaction. However, it is not excluded that there may be other options. The Finance Committee will assign a task force to study options, as well as evaluate the potential for returns in a real estate transaction.

If the task force concludes that a sale of the property is recommended, the proceeds would be added to the Trustee Funds to properly maintain the Trinity property. The savings in running costs would be redirected to Trinity to allow for continuity of its regular operations.

Once the task force examination is complete, a recommendation will be made to Church Council. With Church Council approval, a detailed plan would be presented to the District Superintendent for final approval. This work will be completed before the end of 2022.

Town Point Strategic Options Team will include: Andy Stansfield (Team Lead), Kelly Stansfield, Kim Smith, Don Hartwig, Bob Kidner, and Pastor Sam Mitchell, with advisement from John Barteld (Finance Chair).

DRAFT LEADERSHIP LIST - 2023

CHESAPEAKE CITY UMC

Asterisk over a name indicated a nomination yet to be accepted.

I. CHURCH COUNCIL: (One year term, renewable annually)

Pastor:	Rev. Samuel Mitchell
Deacon:	Rev. Megan Shitama Weston
Lay Servants Leader:	Tom Duffy
Church Council Chair:	Gwenn Barteld
Church Council Vice Chair:	Andrew Russell
Church Council Recording Secretary:	Brittainey Tokash
(position typically filled by Membership Secretary)	
Treasurer:	Karol Armstrong
Assistant Treasurer:	Gwen Barteld
Financial Secretary:	Kim Smith
Annual Charge Conference/Lay Member Delegate:	<u>Barbara Lort</u>
Second Lay Delegate:	<u>Chuck Auer</u>

II. MEMBERS TO CHURCH COUNCIL BY VIRTURE OF OFFICE

(One year term; renewable annually)

Trustee Chair:	Thomas (Tucker) Matthews
SPPRC Chair:	Todd Harvey
Nominations Chair:	Rev. Sam Mitchell
Finance Chair:	John Barteld
Pre-School Director:	Deidra Johnson
Newsletter Editor:	Belinda Bair
Outreach & Evangelism Chair:	Carol Luff
Missions Chair:	Doug Senn
Scouting Liaison:	Doug Senn
Youth Representative:	Carter Ohline
Young Adults Representative:	Gretchen Paris
Worship Chair:	Rev. Sam Mitchell
Worship Co-Chair:	Mikki Senn, Cathy Barton
Small Group Chair:	Kathy Moran
Caring Committee Chair:	Marian Harvey
Director of Christian Education:	Lisa Malin
Children & Youth:	Edna Wyatt, Lisa Malin, Todd Harvey, Marian Harvey
Middle & Sr. High School Youth:	Todd & Marian Harvey
Safe Sanctuaries Co-Chairs:	Rev. Sam Mitchell
Web and Social Media Administrators:	Tom Coder (web-site); Megan Weston (FB)
Memorial Fund Stewards:	Carol Biggs (Chair); Frances Lee, Kay Redding

- I. Church Council Members-at-Large:** (serve 3-year terms)
2023: Gwenn Barteld; Barbra Lort
2024: Belinda Bair; Dorie Borrell
2025: *Andrew Russel*; *Kathy Wendovan*
- II. STAFF/PASTOR RELATIONS COMMITTEE (SPPRC):** (serves 3-year terms)
Chair: Todd Harvey
2023: Carl Dolde; Cheryl Hartwig
2024: Erik Ohline; Joann Lovett
2025: Gretchen Paris; Todd Harvey

By virtue of position: Rev. Sam Mitchell
By virtue of Office: Tom Duffy, Lay Leader
- III. TRUSTEES:** (serve 3 year terms)
Chair: Thomas (Tucker) Matthews
2023: Jim Moran, Linda Stanton, Kay Redding
(recording secretary)
2024: Don Hartwig; Carol Lee
2025: Mike Merrill, Rich Borrell

By virtue of office: Tom Duffy (Lay Leader)
Karol Armstrong (Treasurer)
- IV. NOMINATIONS & LEADERSHIP DEVELOPMENT:** (serves 3 year terms)
Chair: Rev. Sam Mitchell
2023: Kathy Moran
2024: Carol Biggs
2025: Barbara Dean
By virtue of position: Rev. Sam Mitchell
By virtue of office: Tom Duffy (Lay Leader)
- V. FINANCE** (One Year Terms)
Chair: John Barteld
Members by virtue of office
Pastor: Rev. Sam Mitchell
Lay Leader: Tom Duffy
Memorial Fund Steward: Carol Biggs
Trustee Chair: Thomas (Tucker) Matthews
Treasurer: Karol Armstrong
Lay Member to Annual Charge Conference: Andrew Russell
Church Council Chair: Gwenn Barteld

SPRC Chair: Todd Harvey
Financial Secretary: Kim Smith

Members at Large:

2023: Monty Carlisle
2024: Andy Stansfield; Jason Wolfenden
2025: Kathi Silicato, Bob Kidner

VI. COMMITTEES (One Year Terms)

A. Christian Education

Chairperson: Lisa Malin
Member by virtue of position: Rev. Sam Mitchell
Member by virtue of office: Tom Duffy (Lay Leader)

Sunday School Director: Lisa Malin
Teachers & Helpers: Tricia Keenan, Linda Schnatz (2-5 yr. old's)
Michelle Hemelt, Jodi Shitama (6-8 yr. old's)
Lisa Malin (9-11 yr. old's)
Mikki Senn (Middle & High School)
Children's Plays Lisa Malin

Adult Sunday School Marian Harvey, Jim Tomlin

B. Worship Committee

Chair: Rev. Sam Mitchell **Co-Chair:** Mikki Senn, Cathy Barton

Members by virtue of position or office

Deacon: Megan Shitama Weston
Lay Leader: Tom Duffy
Choral Director: Mikki Senn
Keyboardists(s): Afton Kreush; Jen Dolde
Praise & Worship: Cathie Barton; Rev. Jack Shitama
Youth Group: Marian & Todd Harvey (Middle & High)
Youth Representative: Carter Ohline
Children's Message: Mikki Senn
Children's Care/His Little Hands: *****

Alter Guild: Carol Biggs; Loretta (Kay) Redding
Flowers: Linda Schnatz (Palms, Mother's Day
carnations; Mikki Senn (Easter Lilies; Christmas
poinsettias); Tom Duffy

A/V TECHS:	Tom Coder; Andrew Russell, Chuck Auer, Kathy Moran, Doug and Mikki Senn	
Acolytes (training & Scheduling:	Lisa Malin, Kathy Moran	
Ushers/Greeters (training & scheduling)	Traditional services Contemporary services	Tucker Matthews
Communion stewards (training & scheduling)	Traditional services Contemporary services	Lisa Malin
Web & Social Media Administrators	Web Social Media	Tom Coder Megan Shitama-Weston
Members at Large:	Marian Harvey, Barbara Lort; Linda Schnatz	

C. Missions

Chairperson:	Doug Senn	Co-Chair:	*****
---------------------	-----------	------------------	-------

Members by virtue of position

or office:	Rev. Sam Mitchell Tom Duffy (Lay Leader)
-------------------	---

Member at Large:	Carol Biggs, Loretta (Kay) Redding
-------------------------	------------------------------------

Mission Sub-Committees (by month & mission title)

January	Generation Station	Jodi Shitama &/or Anita Collings (Program Director)
February	Rotating Homeless Shelter	Joyce Stansfield and/or Tom Duffy
March	Trinity Pre-School	Deidra Johnson (employed, non-voting); Todd Harvey; Tom Duffy
April	Camp Pecometh Scholarship Fund	Todd Harvey
May		

June	CCEA Vacation Bible School	Karol Armstrong
July	Back 2 School Supplies	Beth Ohline; Michelle Hemelt
August	Deep Roots-Clairvaux Farms	Beth Ohline
September	Sunday School	Lisa Malin
October	Christmas Bazaar	Todd and Marian Harvey
November	Equal Exchange Coffees AND Paris Foundation	Doug Senn Mikki Senn
December	Angel Tree (sponsored for CCEA)	

D. Evangelism & Outreach

Chair: Carol Biggs

Co-Chair:

Representative to Chesapeake City

Chamber of Commerce: *****

CCEA Board Representatives

By virtue of position

Rev. Sam Mitchell

At large (3 year terms)

Victoria Foraker; Kathy Moran

E. CARING COMMITTEE:

Chair:

Marian Harvey

By virtue of position:

Rev. Sam Mitchell

Carol Biggs
Kathy Moran
Frances Lee

Mary Meadows
Cheryl Hartwig
Barbara Lort

Gwenn Barteld
Joyce Stansfield
Jeanne Tracy

F. Financial Audit Committee

Chair: Jim Moran

Member at Large:

Kathi Silicato

G. SMALL GROUPS

Chair: Kathy Moran

Ladies Bible Study – Mary Meadows
Adult Sunday School – Marian Harvey
Strolling in Prayer – Carol Biggs
Men's Fellowship Dinners – Tom Duffy
Meal Prep and Delivery – Mikki Senn

Pastor's Bible Study – Rev. Sam Mitchell
The Journey Study – Gwenn Barteld
Yoga w/Vicki – Vicki Foraker
Youth Group (M/H) – Todd & Marian Harvey

H. OFFERING COUNTERS:

9:00a Traditional Services	Tucker Matthews, Karol Armstrong, Monty Carlisle, Todd Harvey
11:00a Contemporary Service	Kim Smith, Todd Harvey, Michelle Hemelt, Andy Stansfield

I. ATTENDANCE TAKERS:

9:00a Traditional Services	Linda Schnatz
11:00a Contemporary Services	Kim Smith

J. TRAINED LAY SPEAKERS (none presently certified):

Tom Duffy, Chuck Auer

K. SAFE SANCTUARIES TEAM:

By virtue of position:

Rev. Sam Mitchell
Brittainy Tokash; Membership & Recording Secretary
Deidra Johnson (Director, Pre-School)

By virtue of office:

Tom Duffy (Lay Leader)
Todd Harvey (Chair-SPRC)
Tucker Matthews (Chair-Trustees)
Lisa Malin (Superintendent-Sunday School)

Members-at-large:

Kathy Moran, Beth Ohline

L. PRE-SCHOOL BOARD OF DIRECTORS

Chair: Todd Harvey **Director:** Deidra Johnson (paid position)

By virtue of position: Rev. Sam Mitchell

By virtue of office: Todd Harvey (SPPRC or Finance)

Tom Duffy (Lay Leader)

Parent representative for currently enrolled students:

Members at large:

Penny Boas; Morgan Tollinger

M. MEMORIAL COMMITTEE

Chair: Carol Biggs

Members at large: Kay Redding; Frances Lee

N. MEN'S FELLOWSHIP:

Chair: Tom Duffy

O. WEDDING COORDINATION:

Lisa Malin

NATIVE AMERICAN MINISTRIES REPRESENTATIVE:

2023 KEY LEADERSHIP LIST

CHURCH/CHARGE	Chesapeake City UMC	CITY/STATE	Chesapeake City, MD 21915
---------------	---------------------	------------	---------------------------

INSTRUCTIONS:

- The left column (2022) **must** be completed every year for each filled position in your church, even if you have previously given the information to your District Office.
- The right column (2023) **must** be completed in one of the ways listed below:
 - If there is a new person in the position, the right column must be filled out completely.
 - If the person from the prior year is remaining in the position but they have a change in their contact information, the right column must be filled out completely.
 - If there are no changes to the position from the previous year, you will only need to enter the person's name in the right column (filling out the left column is still required).

LAY LEADER			
Current (2022)		New (2023)	
Name:	Tom Duffy	Name:	
Email:	arbtduffy@verizon.net	Email:	
Work:		Work:	
Mobile:	443-207-2517	Mobile:	
Home:	410-392-4430	Home:	
Address:	100 Augusta Drive, Elkton, MD 21921	Address:	

ADMINISTRATIVE BOARD/COUNCIL CHAIR			
Current (2022)		New (2023)	
Name:	Gwen Barteld	Name:	
Email:	gbarteld@gmail.com	Email:	
Work:		Work:	
Mobile:	443-350-3887	Mobile:	
Home:	410-885-5132	Home:	
Address:	23 Front Street, Chesapeake City, MD 21915	Address:	

PASTOR-PARISH CHURCH CHAIR			
Current (2022)		New (2023)	
Name:		Name:	
Email:		Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:		Home:	
Address:		Address:	

PASTOR-PARISH CHARGE CHAIR			
Current (2022)		New (2023)	
Name:	Carl Dolde	Name:	Todd Harvey
Email:	doldefamily@gmail.com	Email:	harveytdh21@gmail.com
Work:		Work:	
Mobile:	410-920-9787	Mobile:	443-553-7040
Home:	410-275-8901	Home:	
Address:	230 Cherry Grove Rd., Earleville, MD 21919	Address:	961 Town Point Rd., Chesapeake City, MD 21915

2023 KEY LEADERSHIP LIST

FINANCE COMMITTEE CHAIR			
Current (2022)		New (2023)	
Name:	John Barteld	Name:	
Email:	jbarteld@yahoo.com	Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:	410-885-5132	Home:	
Address:	23 Front Street, Port Herman- Chesapeake City, MD 21915	Address:	

FINANCE COMMITTEE CHURCH TREASURER			
Current (2022)		New (2023)	
Name:	Karol Armstrong	Name:	
Email:	armstrongkarol@gmail.com	Email:	
Work:		Work:	
Mobile:	609-805-1055	Mobile:	
Home:	410-885-4359	Home:	
Address:	12 Buddy Lane, Chesapeake City, MD 21915	Address:	

TRUSTEE COMMITTEE CHAIR			
Current (2022)		New (2023)	
Name:	Thomas (Tucker) Matthews	Name:	
Email:	tuckermatthews@verizon.net	Email:	
Work:		Work:	
Mobile:	302-354-9499	Mobile:	
Home:	302-834-3383	Home:	
Address:	106 Marabou Drive, Newark, DE 19702	Address:	

LAY MEMBER (TO ANNUAL CONFERENCE)			
Current (2022)		New (2023)	
Name:	Brian Andrew Russell	Name:	
Email:	barussell26@gmail.com	Email:	
Work:		Work:	
Mobile:	302-690-6033	Mobile:	
Home:		Home:	
Address:	105 Biddeford Drive, Elkton, MD, 21921	Address:	

RESERVE LAY MEMBER (ALTERNATE TO ANNUAL CONFERENCE)			
Current (2022)		New (2023)	
Name:	Cheryl Hartwig	Name:	
Email:	cjdawkins55@gmail.com	Email:	
Work:		Work:	
Mobile:	443-553-5346	Mobile:	
Home:	410-885-5046	Home:	
Address:	1758 Augustine Herman Hwy, Elkton, MD 21921	Address:	

2023 KEY LEADERSHIP LIST

NATIVE AMERICAN MINISTRIES REPRESENTATIVE			
Current (2022)		New (2023)	
Name:	Deborah M. Forsythe	Name:	
Email:	brneyedvirgo@yahoo.com	Email:	
Work:		Work:	
Mobile:	443-993-3521	Mobile:	
Home:	443-593-3811	Home:	
Address:	105 Douglas Street, Elkton, MD 21921	Address:	

YOUTH MINISTRIES COORDINATOR			
Current (2022)		New (2023)	
Name:		Name:	
Email:		Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:		Home:	
Address:		Address:	

UNITED METHODIST WOMEN PRESIDENT			
Current (2022)		New (2023)	
Name:		Name:	
Email:		Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:		Home:	
Address:		Address:	

UNITED METHODIST MEN PRESIDENT			
Current (2022)		New (2023)	
Name:		Name:	
Email:		Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:		Home:	
Address:		Address:	

CHURCH STAFF (SECRETARY/ADMINISTRATIVE ASSISTANT)			
Current (2022)		New (2023)	
Name:	Brittainy Tokash	Name:	
Email:	office@chesapeakecityumc.com	Email:	
Work:	410-885-5641	Work:	
Mobile:	443-309-7967	Mobile:	
Home:		Home:	
Address:	319 Basil Avenue, Chesapeake City, MD, 21921	Address:	

2023 KEY LEADERSHIP LIST

COMMITTEE ON DISABILITIES CHAIR			
Current (2022)		New (2023)	
Name:		Name:	
Email:		Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:		Home:	
Address:		Address:	
Click here to enter other leadership role.			
Current (2022)		New (2023)	
Name:		Name:	
Email:		Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:		Home:	
Address:		Address:	
Click here to enter other leadership role.			
Current (2022)		New (2023)	
Name:		Name:	
Email:		Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:		Home:	
Address:		Address:	
Click here to enter other leadership role.			
Current (2022)		New (2023)	
Name:		Name:	
Email:		Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:		Home:	
Address:		Address:	
Click here to enter other leadership role.			
Current (2022)		New (2023)	
Name:		Name:	
Email:		Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:		Home:	
Address:		Address:	
Click here to enter other leadership role.			
Current (2022)		New (2023)	
Name:		Name:	
Email:		Email:	
Work:		Work:	
Mobile:		Mobile:	
Home:		Home:	
Address:		Address:	



REPORT OF THE TRUSTEES

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

Additional reports should be made as requested by the Charge Conference or Church Council or equivalent (§ 2549). Numbers in parentheses refer to paragraphs in the 2016 *Book of Discipline*.

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

CHURCH	Trinity UMC	CHARGE	Chesapeake City UMC
DISTRICT	Upper Shore	CONFERENCE	Pen-Del
PERIOD BEGINNING	Oct. 16, 2021 Date of Prior Charge Conference	PERIOD ENDING	Oct. 15, 2022 Date of Current Charge Conference

1. Organization for the present conference year 2022 was effective by electing the following officers (no less than three, and up to nine persons):

POSITION	NAME	TERM EXPIRES
PRESIDENT	Thomas (Tucker) Matthews	2023
VICE PRESIDENT	Don Hartwig	2024
SECRETARY	Kay Redding	2023
TREASURER	Karol Armstrong	2023
MEMBER	Jim Moran	2023
MEMBER	Linda Stanton	2023
MEMBER	Carol Lee	2024
MEMBER	Mike Merrill	2025
MEMBER	Bob Kidner	2025

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

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

PROPERTY	NAME	OFFICE	BOOK	PAGE
CHURCH BUILDINGS	Trinity UMC	Cecil County	1	82
CHURCH BUILDINGS	Town Point	Cecil County	188	0991
PARSONAGES	Trinity UMC	Cecil County	125	605
PARSONAGES				
OTHER				
OTHER				

3. B. Who is the custodian of deeds and other legal papers? The Trustees of Trinity UMC

3. C. Where are they kept?

Safe located at Trinity UMC

4. Does each deed contain trust clause (§2503)? ☒ Yes ☐ No

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

6. A. Insurance (§2533.2, 2550.7)

ITEM INSURED/ INSURANCE	REPLACEMENT VALUE	AMOUNT OF COVERAGE	TYPE OF COVERAGE	COMPANY	RESTRICTED BY COINSURANCE (YES OR NO AND AMOUNT)		EXPIRES WHEN?
CHURCH BUILDINGS	\$3,500,000	\$6,152,500	Commercial	Guide One	☒ Y ☐ N	AMOUNT: \$1,000,00	5/1/2023
PARSONAGES	\$312,000	\$398,700	Commercial	Guide One	☒ Y ☐ N	AMOUNT: \$25550	5/1/2023
CHURCH FURNISHINGS & EQUIPMENT	\$350,000	\$389,700	Commercial	Guide One	☒ Y ☐ N	AMOUNT: \$1,000	5/1/2023
PARSONAGE FURNISHINGS & EQUIPMENT	\$25,000	\$25,500	Commercial	Guide One	☒ Y ☐ N	AMOUNT: \$1,000	
VEHICLE(S)					☐ Y ☐ N	AMOUNT:	
GENERAL LIABILITY		\$3,000,000	Commercial	Guide One	☒ Y ☐ N	AMOUNT: \$1Mil/clair	
WORKER'S COMPENSATION					☐ Y ☐ N	AMOUNT:	
DIRECTORS & OFFICERS ERRORS & OMISSIONS CRIME		\$1,000,000	Commercial/Ge neral	Guide One	☐ Y ☐ N	AMOUNT:	
PROFESSIONAL LIABILITY COVERAGE		\$3,000,000	Commercial/Ge	Guide One	☒ Y ☐ N	AMOUNT: \$1Mil/Clai	

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

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

6. D. Who performed the assessment? _____

6. E. Does the church have a Safe Sanctuary Policy? ☒ Yes ☐ No

6. F. Is the amount of insurance adequate? ☒ Yes ☐ No

To determine adequacy of coverage, please use the GCFA Insurance Worksheet found at [GCFA.org](https://www.gcfa.org).

7. A. Has an annual accessibility audit for church properties been conducted (§ 2533.6)? ☒ Yes ☐ No

Attach as a report; an example accessibility audit form may be found at [GCFA.org](https://www.gcfa.org).

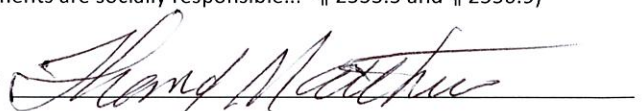
7. B. If needed, have you developed an accessibility plan? ☐ Yes (Attach plan.) ☒ No

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

ITEM	DATE RECEIVED	AMOUNT	WHERE INVESTED	INCOME	HOW INCOME IS BUILDING MAINTENANCE
Investment Fund	7/29/2022	\$148,765	USB		

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

PRESIDENT OF TRUSTEES



PRINTED NAME Thomas Matthews

DATE 10/02/2022



GuideOne Mutual Insurance Company

1111 Ashworth Road, West Des Moines, IA 50265
www.guideone.com
877-448-4331

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy Number: 01-0020-264

Named Insured:

TRINITY UNITED METHODIST CHURCH -
CHESAPEAKE CITY

Agent Information:

SURACY INSURANCE AGENCY INC
Agent Number: 34BCB

Policy Period:

05/01/2021 to 05/01/2022

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: \$ 1,251.00

Total Commercial General Liability Premium: \$ 1,251.00

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

LOCATION OF PREMISES

**Location
Number**

Address

001 450 3rd St, Chesapeake City, MD 21915-1127

002 61 Port Herman, Chesapeake City, MD 21915

LIMITS OF INSURANCE

General Aggregate Limit - Other Than Products - Completed Operations	\$ 3,000,000
Products - Completed Operations Aggregate Limit	\$ 3,000,000
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	\$ 20,000

THIS INFORMATION IS ONLY A GENERAL DESCRIPTION OF COVERAGE AND IS NOT A CONTRACT. FOR COMPLETE DETAILS OF THE COVERAGES, LIMITS, TERMS AND CONDITIONS, PLEASE REFER TO THE COMPLETE POLICY ISSUED TO THE INSURED.



COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS (Continued)

Policy Number: 010020264

■ ADDITIONAL COVERAGES

Directors And Officers Liability Coverage

Directors And Officers Liability Each Claim Limit	\$	1,000,000
Directors And Officers Liability Aggregate Limit	\$	1,000,000
Deductible	\$	2,500
Retroactive Date		05/01/2020

Employee Benefits Liability Coverage

Employee Benefits Liability Each Employee Limit	\$	1,000,000
Employee Benefits Liability Aggregate Limit	\$	1,000,000
Deductible	\$	1,000
Retroactive Date		05/01/2020

Employment Practices Liability Coverage

Employment Practices Liability Per Person Limit	\$	1,000,000
Employment Practices Liability Aggregate Limit	\$	1,000,000
Retention	\$	2,500
Retroactive Date		05/01/2020

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	\$	1,000,000
Sexual Misconduct Liability Aggregate Limit	\$	3,000,000
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

THIS INFORMATION IS ONLY A GENERAL DESCRIPTION OF COVERAGE AND IS NOT A CONTRACT. FOR COMPLETE DETAILS OF THE COVERAGES, LIMITS, TERMS AND CONDITIONS, PLEASE REFER TO THE COMPLETE POLICY ISSUED TO THE INSURED.

30



GuideOne Mutual Insurance Company

1111 Ashworth Road, West Des Moines, IA 50265
www.guideone.com
877-448-4331

■ COMMERCIAL PROPERTY DECLARATIONS - BLANKET SCHEDULE

Policy Number: 01-0020-264

Named Insured:

TRINITY UNITED METHODIST CHURCH -
CHESAPEAKE CITY

Agent Information:

SURACY INSURANCE AGENCY INC
Agent Number: 34BCB

Policy Period:

05/01/2021 to 05/01/2022

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

■ COMMERCIAL PROPERTY COVERAGE PART - BLANKET SCHEDULE

Blanket Group 001 Limit of Insurance

Blanket Type: Building and/or Personal Property Combin

\$ 8,042,900

Covered Property Included Within Blanket Group 001:

<u>Location Number</u>	<u>Description</u>	<u>Occupancy Number/ Personal Property Coverage</u>	<u>Building Included In Blanket Group</u>
001	Building 001	001 / All Personal Property	Yes
002	Building 001	001 / All Personal Property	Yes
003	Building 001	001 / All Personal Property	Yes

Provisions Applicable to Blanket Group 001:

Cause Of Loss:	Special Including Theft	Coinurance:	100%
Earthquake Applies:	No	Inflation Guard:	N/A
Agreed Value:	No	Peak Season Applies:	No

THIS INFORMATION IS ONLY A GENERAL DESCRIPTION OF COVERAGE AND IS NOT A CONTRACT. FOR COMPLETE DETAILS OF THE COVERAGES, LIMITS, TERMS AND CONDITIONS, PLEASE REFER TO THE COMPLETE POLICY ISSUED TO THE INSURED.

THE COMMERCIAL PROPERTY DECLARATIONS - BLANKET SCHEDULE FORM(S) A PART OF THE COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS.

37

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



Church Town Point Church @ Chesapeake City UMC District Upper Shore

	Y	N	Description / Guidelines (see page 4 for scoring instructions)	Explain "N" answers (additional space on p. 5)
GETTING INTO THE CHURCH				
1- B		✓	Clearly visible signs mark <u>or</u> direct people to accessible entrances	Signage needs updating
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: <u>2</u>)	
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: <u> </u>)	
9- B	✓		Entrance is level <u>or</u> has exterior ramp with non-slip surface and minimum width of 36" between handrails (width: <u> </u>)	
10- S	✓		Ramp has max. incline of 1:12 (length: <u> </u> rise: <u> </u> ratio: <u> </u>) 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: <u> </u>) 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	
GETTING AROUND THE CHURCH				
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	Bldg. does not have ADA bathroom
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: <u> </u>) 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: <u> </u>)	No ADA bathroom
24- S		✓	27" sink clearance from floor (h: <u> </u>), w/ easy to operate controls (lever style, automatic, etc.), hot water & drain pipes are covered	Installed 32" from floor
25- B	✓		Soap dispenser and paper towels are mounted no higher than 48" (h: <u> </u>) <u>or</u> placed on counter for access	
26- B		✓	Bottom edge of at least one mirror is 40" or lower (h: <u> </u>)	Not adapted to ADA

	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	One side rail
29- S	✓		Top/bottom step edges & ramp level changes marked, <u>or</u> one level	
SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA				
30- B	✓		At least 1-2 level pew cuts/spaces for wheelchair users are available	
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	
32- G		✓	Chancel area and choir loft are accessible, e.g. with ramp or lift	Cost prohibitive to install at this time
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	
COMMUNICATIONS AND ENVIRONMENT				
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 <u>on request</u>	
42- S	✓		Braille <u>or</u> electronic documents provided <u>upon advanced request</u>	
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 <u>upon advanced request</u>	No requests received
46- S	✓		Print/ e-mailed copies of sermon provided <u>upon advanced request</u>	
47- G		✓	Captions are provided / turned on for videos and other media	No requests received
ATTITUDES				
48- B		✓	Accessibility measures and who to contact for questions described in bulletin, website, maps, Find-A-Church site, <u>and/or</u> signage	Trustees will need to identify
49- B		✓	Pastor(s), ushers, greeters, and leaders have learned and practice appropriate disability etiquette and hospitality	Has not been offered at this time
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 <u>as needed</u> to facilitate active participation of children and adults with disabilities	
55- B		✓	Disability Awareness Sunday ¶265.4 observed during past 1-2 years	Need to move into worship schedule
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 ☐ NO ☒ Request consultation from Conference Disability Concerns Committee		
Comments (continue on p. 5 or additional pages if needed):		
Signature of Pastor: <i>Sam Mitchell</i>		
Signature of Trustees Chairperson: <i>Sam Mitchell</i>		Date <i>10/2/22</i>

Date Form Completed 9/28/2022 Charge Conference Date 10/15/2022

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

Form completed by Rev. Sam Mitchell Contact information 302-448-0367

Contact person for church Tucker Matthews Contact information 302-354-9499

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.
- 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.*

	Bronze (Basic)	Silver (Satisfactory)	Gold (Great)
1. & 2. # of Yes responses	27 /32	19 /20	7 /7 + ____ (bonus) = ____
3. percentage	84 %	95 %	100 %
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.)

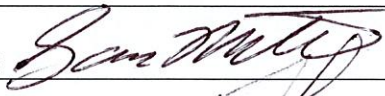
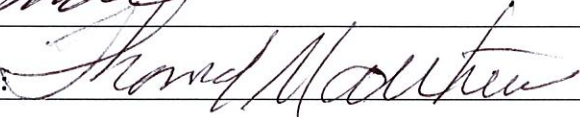
ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533.6), Scored Version



Church Trinity UMC @ Chesapeake City UMC District Upper Shore

	Y	N	Description / Guidelines (see page 4 for scoring instructions)	Explain "N" answers (additional space on p. 5)
GETTING INTO THE CHURCH				
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: <u>2</u>)	
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: <u> </u>)	
9- B	✓		Entrance is level <u>or</u> has exterior ramp with non-slip surface and minimum width of 36" between handrails (width: <u> </u>)	
10- S	✓		Ramp has max. incline of 1:12 (length: <u> </u> rise: <u> </u> ratio: <u> </u>) 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: <u> </u>) 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	
GETTING AROUND THE CHURCH				
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: <u> </u>) 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: <u> </u>)	ADA bathroom on lower level, upper floor not ADA accessible due to bldg age/design
24- S	✓		27" sink clearance from floor (h: <u> </u>), 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> </u>) <u>or</u> placed on counter for access	
26- B	✓		Bottom edge of at least one mirror is 40" or lower (h: <u> </u>)	

	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	
SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA				
30- B		✓	At least 1-2 level pew cuts/spaces for wheelchair users are available	
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	
32- G		✓	Chancel area and choir loft are accessible, e.g. with ramp or lift	
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	
COMMUNICATIONS AND ENVIRONMENT				
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>	No requests
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	
ATTITUDES				
48- B		✓	Accessibility measures and who to contact for questions described in bulletin, website, maps, Find-A-Church site, <u>and/or</u> signage	Further exporation needed
49- B	✓		Pastor(s), ushers, greeters, and leaders have learned and practice appropriate disability etiquette and hospitality	Further exporation needed
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	Pastor will move to include
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	No requests
59- S		✓	"Buddy" system offered for individuals needing 1:1 support	No requests

GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR		Target Date
1. #23 Due to building age reconfiguration of bathroom areas is cost prohibitive at this time		
2. #32 Chancel area reconfiguration would be cost prohibitive at this time		
3. #45 No reusest for an ASL interpreter have been recieved at this time		
4. #58-59 No requests have been made at this time, additionally the church does not own the parking spaces adjacent to the church		
YES _____ NO ☒ Request consultation from Conference Disability Concerns Committee		
Comments (continue on p. 5 or additional pages if needed):		
Signature of Pastor:  Date: 10/2/22 Signature of Trustees Chairperson:  Date: 10/2/22		

Date Form Completed 9/28/2022 Charge Conference Date 10/15/2022

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

Form completed by Rev. Sam Mitchell Contact information 302-448-0367

Contact person for church Tucker Matthews Contact information 302-354-9499

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.
- 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 (¶653) 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.*

	Bronze (Basic)	Silver (Satisfactory)	Gold (Great)
1. & 2. # of Yes responses	<u>21</u> /32	<u>20</u> /20	<u>7</u> /7 + ____ (bonus) = ____
3. percentage	65 %	100 %	100 %
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.)

**THIS FORM IS DUE 2 WEEKS BEFORE CHARGE CONFERENCE
OR BY NOVEMBER 15, 2022 – WHICHEVER COMES FIRST**

Church/Charge Name: Chesapeake City UMC
 GCFA Number: 194665
 Inspection Date: 9/28/2022
 Parsonage Address: 92 Augusta Drive, Elkton, MD 21921

2022 Parsonage Inspection

The Annual Conference requires at least a yearly inspection of the parsonage by the chairperson or representative of the Board of Trustees and a representative from the Staff/Pastor-Parish Relations Committee with the Pastor present. For details, see Parsonage Guidelines in the policies and procedures manual.

Please return a copy of this form to your District Office and keep a copy for your records.

For additional bedrooms and bathrooms, please use the Addendum page at the end of this report.

Note: Even if the pastor is not residing in a church parsonage (whether or not the parsonage is being used), this form must be completed annually prior to your church's Charge Conference.

Area Inspected	Above Average	Average	Fair	Poor	Needs Repairs	Unsafe	N/A
Living Room							
Walls and ceiling	☒	☐	☐	☐	☐	☐	☐
Floor covering	☒	☐	☐	☐	☐	☐	☐
Window covering	☒	☐	☐	☐	☐	☐	☐
Dining Room							
Walls and ceilings	☒	☐	☐	☐	☐	☐	☐
Floor covering	☒	☐	☐	☐	☐	☐	☐
Window covering	☒	☐	☐	☐	☐	☐	☐
Laundry							
Washer	☐	☒	☐	☐	☐	☐	☐
Dryer (check to make sure vented properly)	☐	☒	☐	☐	☐	☐	☐
Entire laundry area	☐	☒	☐	☐	☐	☐	☐

**THIS FORM IS DUE 2 WEEKS BEFORE CHARGE CONFERENCE
OR BY NOVEMBER 15, 2022 – WHICHEVER COMES FIRST**

Area Inspected	Above Average	Average	Fair	Poor	Needs Repairs	Unsafe	N/A
Kitchen							
Refrigerator/freezer	☐	☒	☐	☐	☐	☐	☐
Dishwasher	☐	☒	☐	☐	☐	☐	☐
Range	☐	☒	☐	☐	☐	☐	☐
Exhaust fan	☐	☒	☐	☐	☐	☐	☐
Floor covering	☐	☒	☐	☐	☐	☐	☐
Window covering	☐	☒	☐	☐	☐	☐	☐
Bedroom No. 1 (please use addendum to this form for additional bedrooms)							
Walls and ceilings	☐	☒	☐	☐	☐	☐	☐
Floor covering	☐	☒	☐	☐	☐	☐	☐
Window covering	☐	☒	☐	☐	☐	☐	☐
Bathroom No. 1 (please use addendum to this form for additional bathrooms)							
Walls and ceilings	☐	☒	☐	☐	☐	☐	☐
Floor covering	☐	☒	☐	☐	☐	☐	☐
Window covering	☐	☒	☐	☐	☐	☐	☐
Family Room							
Walls and ceilings	☐	☒	☐	☐	☐	☐	☐
Floor covering	☐	☒	☐	☐	☐	☐	☐
Window covering	☐	☒	☐	☐	☐	☐	☐
Study							
Desk and chair	☐	☐	☐	☐	☐	☐	☒
Additional chairs	☐	☐	☐	☐	☐	☐	☒
Shelving	☐	☐	☐	☐	☐	☐	☒
Locking file cabinet	☐	☐	☐	☐	☐	☐	☒

**THIS FORM IS DUE 2 WEEKS BEFORE CHARGE CONFERENCE
OR BY NOVEMBER 15, 2022 – WHICHEVER COMES FIRST**

Area Inspected	Above Average	Average	Fair	Poor	Needs Repairs	Unsafe	N/A
Study (cont'd)							
Walls and ceiling	☐	☐	☐	☐	☐	☐	☒
Floor covering	☐	☐	☐	☐	☐	☐	☒
Window covering	☐	☐	☐	☐	☐	☐	☒
Additional Room No. 1							
Walls and ceiling	☐	☒	☐	☐	☐	☐	☐
Floor covering	☐	☒	☐	☐	☐	☐	☐
Window covering	☐	☒	☐	☐	☐	☐	☐
Additional Room No. 2							
Walls and ceiling	☐	☒	☐	☐	☐	☐	☐
Floor covering	☐	☒	☐	☐	☐	☐	☐
Window covering	☐	☒	☐	☐	☐	☐	☐
Other							
Heating system	☐	☒	☐	☐	☐	☐	☐
Air conditioning	☐	☒	☐	☐	☐	☐	☐
Electric service: fixtures	☐	☒	☐	☐	☐	☐	☐
Electric service: outlets	☐	☒	☐	☐	☐	☐	☐
Insulation	☐	☒	☐	☐	☐	☐	☐
Storm windows and doors	☐	☒	☐	☐	☐	☐	☐
Fire/smoke alarm system	☐	☒	☐	☐	☐	☐	☐
Garbage collection or disposal	☐	☒	☐	☐	☐	☐	☐
Water supply safety (if needed, water conditioner)	☐	☒	☐	☐	☐	☐	☐
Sewage or septic system	☐	☒	☐	☐	☐	☐	☐
Fire extinguishers	☐	☒	☐	☐	☐	☐	☐

**THIS FORM IS DUE 2 WEEKS BEFORE CHARGE CONFERENCE
OR BY NOVEMBER 15, 2022 – WHICHEVER COMES FIRST**

General interior storage space	☐	☒	☐	☐	☐	☐	☐
Basement	☐	☒	☐	☐	☐	☐	☐

Area Inspected	Above Average	Average	Fair	Poor	Needs Repairs	Unsafe	N/A
Other (cont'd)							
Security system	☐	☐	☐	☐	☐	☐	☒
Plumbing	☐	☒	☐	☐	☐	☐	☐
Garage or car port	☐	☒	☐	☐	☐	☐	☐
Parsonage roof	☐	☒	☐	☐	☐	☐	☐
Siding/paint appearance, protection	☐	☒	☐	☐	☐	☐	☐
Sidewalk	☐	☒	☐	☐	☐	☐	☐
Lawn equipment	☐	☒	☐	☐	☐	☐	☒
Exterior storage space	☐	☐	☐	☐	☐	☐	☒
Driveway	☐	☒	☐	☐	☐	☐	☐
Grounds and general appearance	☐	☒	☐	☐	☐	☐	☐

**THIS FORM IS DUE 2 WEEKS BEFORE CHARGE CONFERENCE
OR BY NOVEMBER 15, 2022 – WHICHEVER COMES FIRST**

Addendum to Parsonage Inspection Report

To be used for additional bedrooms and bathrooms

Area Inspected	Above Average	Average	Fair	Poor	Needs Repairs	Unsafe	N/A
Bedroom No. 2							
Walls and ceiling	☐	☒	☐	☐	☐	☐	☐
Floor covering	☐	☒	☐	☐	☐	☐	☐
Window covering	☐	☒	☐	☐	☐	☐	☐
Bedroom No. 3							
Walls and ceilings	☐	☐	☐	☐	☐	☐	☒
Floor covering	☐	☐	☐	☐	☐	☐	☒
Window covering	☐	☐	☐	☐	☐	☐	☒
Bedroom No. 4							
Walls and ceilings	☐	☐	☐	☐	☐	☐	☒
Floor covering	☐	☐	☐	☐	☐	☐	☒
Window covering	☐	☐	☐	☐	☐	☐	☒
Bathroom No. 2							
Walls and ceilings	☐	☒	☐	☐	☐	☐	☐
Floor covering	☐	☒	☐	☐	☐	☐	☐
Window covering	☐	☒	☐	☐	☐	☐	☐
Bathroom No. 3							
Walls and ceilings	☐	☐	☐	☐	☐	☐	☒
Floor covering	☐	☐	☐	☐	☐	☐	☒
Window covering	☐	☐	☐	☐	☐	☐	☒

**THIS FORM IS DUE 2 WEEKS BEFORE CHARGE CONFERENCE
OR BY NOVEMBER 15, 2022 – WHICHEVER COMES FIRST**

Parsonage Inspection Form Comments

Input from the Parsonage Family

Residence

General Impression	<u>Well-kept property, very pleasant</u>
Immediate Needs	<u>None</u>
Long-Term Needs	<u>Trees need trimming</u>

Clergy Office

General Impression	<u>Well kept space/</u>
Immediate Needs	<u>None</u>
Long-Term Needs	<u>None</u>

Input from the Inspection Team

Residence

General Impression	<u>Well maintained</u>
Immediate Needs	<u>None</u>
Long-Term Needs	<u>Roof inspection should be conducted</u>

Clergy Office

General Impression	<u>Well kept space</u>
Immediate Need	<u>None</u>
Long-Term Needs	<u>None</u>

On a separate sheet, please provide a plan for addressing any of the immediate and/or long-term needs listed above.

Trustees Chair
Signature



Tucker Matthews

Printed Name

SPRC Chair Signature



Todd Harvey

Printed Name

Pastor Signature



Sam Mitchell

Printed Name

Date the Above Comments Were Discussed 9/28/2022

It is recognized that the persons who are completing this survey are providing opinions to the best of their ability and not a professional certification of safety. Those who conduct this inspection will be held

**THIS FORM IS DUE 2 WEEKS BEFORE CHARGE CONFERENCE
OR BY NOVEMBER 15, 2022 – WHICHEVER COMES FIRST**

blameless for any damages caused by the conditions surveyed.

**PENINSULA-DELAWARE ANNUAL CONFERENCE
SAFE SANCTUARIES
LOCAL CHURCH/CHARGE SELF-ASSESSMENT AND STATEMENT OF COMPLIANCE**

The Safe Sanctuaries Policy of the Peninsula-Delaware Conference (PDC) is seeks to ensure that each local church provides a safe and secure environment for all children, youth and adults who participate in its ministries and activities. This document serves two purposes:

1. It provides the local church with a clear and concise way to determine if it is in compliance with the PDC Safe Sanctuaries Policy.
2. It alerts the District Superintendent (DS) if there are areas of non-compliance and the date by which the non- compliance will be remedied.

Instructions:

- Indicate compliance status (Yes or No) for each of the operating guidelines.
- Indicate date by which non-compliance will be resolved for any section for which the answer is "No."
- Ensure that certification section is signed by the Pastor and Chairperson of Trustees.
- Submit with Charge Conference Reports.

Operating Guideline	Compliance Status	Anticipated Compliance Date
A Safe Sanctuaries Policy has been adopted by the local church/charge (may be combined with Sexual Ethics Policy)	X	
A SAFE Team has been formed and has reviewed compliance with the Safe Sanctuaries Policy	X	
All volunteers and staff who work with children or youth have been trained annually in Safe Sanctuaries Policy and Operations	X	
All volunteers and staff who work with children or youth have been trained annually in First Aid and CPR	X	
The Trustees have completed an annual review of all church facilities accommodating children or youth including, but not limited to, Sunday School rooms & doors, age and activity appropriate equipment, first aid kits and fire extinguishers and 911 postings by telephones.	X	
The SAFE Team has verified adherence to the "Six-Month Membership" rule for volunteers working with children or youth	X	
The SAFE Team has verified that all staff and volunteers working with children or youth have completed a written application, personal reference form, driver license and criminal background check and participation covenant and that the confidentiality of these records are protected.	X	
No individuals who have been convicted of any crime against a child or teenager have been accepted as a worker with children or youth.	X	
Basic Procedures for Safe Ministry (as defined in Safe Sanctuaries for Youth)	X	
All staff and volunteers have been trained on <i>Appropriate Interpersonal Boundaries</i>	X	
The Two-Adult Rule is observed at all times during church sponsored programs or events	X	

**PENINSULA-DELAWARE ANNUAL CONFERENCE
SAFE SANCTUARIES
LOCAL CHURCH/CHARGE SELF-ASSESSMENT AND STATEMENT OF COMPLIANCE**

All staff and volunteers are at least five (5) years older than the youth they lead	X	
No worker under the age of eighteen (18) serves in an adult capacity	X	
All rooms set aside for children or youth have a door with a window or a half-door	X	
Open-door counseling is required when working with youth and any counseling need by a youth or the youth's family is confidentially reported to the pastor	X	
Counseling sessions are limited to two or three sessions and referral to a professional with expertise in the needs of youth are made, when necessary	X	
<i>Advance notice to parents</i> with full information about the event is provided, including the requirement for parent permissions and notification if a staff member or volunteer will be alone with a child	X	
<i>Participation Covenants</i> for all participants and leaders are required to establish behavior standards	X	
<i>Parent and Family Education</i> of the local church's Safe Sanctuaries policies and procedures is held annually	X	
<i>Appropriate Equipment and Supervision</i> plans including, but not limited to, transportation considerations, sleeping arrangements, youth group websites for any activity taking place away from the church are reviewed by the SAFE team before presenting to children or youth	X	
<i>Bathroom procedures</i> for children and youth have been established and reviewed by the SAFE Team and are observed by all staff and volunteers who work with children or youth	X	
<i>Reporting procedures for Allegations of Abuse</i> have been established and reviewed by the SAFE Team.	X	
A <i>Covenant</i> that protects children, youth and other vulnerable persons has been established with any registered sex offender(s) who are participating in the life of the church.	x	x

The undersigned certify that the above statements are true, to the best of their knowledge, and that they will exercise due diligence in ensuring compliance in the future.

Rev. Ben Miller
Pastor

Thom Mathews
Chairperson of Trustees

Chesapeake City UMC
Church/Charge

Upper Shore
District

10-2-22
Date Submitted

**Peninsula-Delaware Conference
Limited Service Church Report**

(as required by the 1994 Annual Conference)

Date 9/28/2022

Name of Church: Town Point UMC Name of Charge: Chesapeake City UMC

Physical Address of Church: 61 Port Herman Rd., Chesapeake City, MD 21915

Name of Pastor: Rev. Sam Mitchell

Names of Trustees:

Thomas (Tucker) Matthews; Don Hartwig; Loretta (Kay) Redding; Karol Armstrong; Cathy Ebright;
Russell (Rusty) Moore; Jim Moran; Michael Merrill; Linda Stanton;

1. Who are the persons assigned by the Charge Conference to oversee the maintenance of the church building(s) and grounds of the Limited Service Church? (Names, Addresses, Phone Numbers) Trustees oversee maintenance as needed; grounds kept by church members.
2. What events were held at the Limited Service Church since last Charge Conference? (Give dates and type of event) In-person outdoor services including Easter Sunday, and weekly Dinner Church over summer months, weekly Bible Study, weekly Cub Scout meetings
3. What is the physical condition of the church building (good, fair, poor)? Please explain.
Fair to Good. Maintenance occurs as needed.
4. What repairs have been made to the building since it has been on Limited Service? What was the cost of the repairs? Repairs to HVAC system (donated in-kind), trimming of trees and storm repair (\$4,500), general maintenance (donated in-kind), general landscaping (donated in-kind), mold remediation (\$29,500).
5. What is the amount of the balance of funds held by the Trustees?
\$148,756
6. Where are the funds held? UBS Account
What names are on the account and under whose signature is the account operative?
Thomas Matthews, Chair of Trustees
John Barteld, Chair of Finance Committee



Report of the Finance Committee

The report of the Finance Committee shall be made on this form, or one revised and adapted by the Annual Conference. Numbers in parentheses refer to paragraphs of the 2016 *Book of Discipline*.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of the committee on finance

Trinity UMC _____ **Church** Chesapeake City UMC _____ **Charge**
 Upper Shore _____ **District** Pen-Del _____ **Annual Conference**

For the period beginning Oct. 16, 2021 _____ **and ending** Oct. 15, 2022 _____
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

I. ORGANIZATION

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

b. Names of officers?

Chairperson John T. Barteld _____ Vice Chairperson _____
 Treasurer(s) Karol Armstrong _____ Financial Secretary Kim Smith _____

II. BUDGET AND COMMITMENT PLAN

2.a. Has the committee submitted to the Church Council, or its equivalent, a complete budget for the ensuing year? ☒ Yes ☐ No

If not, why not?

b. Did the committee give the Church Council an opportunity to request financial support for recommended ministries (§258.4)? ☒ Yes ☐ No

If not, why not?

3. How frequently does the Financial Secretary/Treasurer send members and contributors regular reports of their giving?

☐ Monthly ☐ Quarterly ☒ Semi-annually ☐ Annually ☐ No, we do not send reports

4. Is giving by individual participants in the local church regularly reviewed? ☒ Yes ☐ No;

If not, why not?

5. What are the plans for raising sufficient income to meet the budget adopted by the Church Council (§258.4)?

A special Capital Campaign for Fall/Winter 2022 to offset building upkeep needs.

6. Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge? ☒ Yes ☐ No

If not, why not?

III. THE HANDLING OF CHURCH FUNDS

7. 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, why not?

8. Are all benevolences and other connectional funds remitted monthly to the conference treasurer (§258.4b)?

☒ Yes ☐ No

If not, why not?

9.a. What bank(s) have been designated by the Church Council as a depository (§258.4e)?

PNC Bank

UBS Financial

b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit? ☐ Yes ☒ No

If not, why not?

UBS Funds are not. funds are invested in socially responsible financial instruments. Cash is insured by UBS private insurance.

c. Are all accounts in the name of the church? ☒ Yes ☐ No

If not, why not?

10.a. Has the committee established written financial policies to document the internal controls of the local church (§258.4c)? *(Attach as a supplement.)* ☐ Yes ☒ No

b. Have these policies been reviewed by the committee and found to be adequate and effective (§258.4c)?

☐ Yes ☒ No

11. Are the church offerings counted by a counting committee in accordance with the mandates of the Discipline (§258.4a)? ☒ Yes ☐ No

If not, why not?

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance (¶258.4a, c)? ☒ Yes ☐ No

If not, why not?

13. Are financial officers of the church bonded (¶258.4b)? ☒ Yes ☐ No

If not, why not?

14.a. Have the financial records of the church and all its organizations been audited for the prior fiscal year (¶258.4d)? ☒ Yes ☐ No

b. If not, why not?

c. Were there any recommendations or exceptions? ☐ Yes ☒ No

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

Signed



Printed Name:

John T. Barteld

Date:

Oct 2 2022



CHESAPEAKE CITY UNITED METHODIST CHARGE

TRINITY UM CHURCH • TRINITY UM PRESCHOOL • TOWN POINT UM CHURCH

REV. SAM MITCHELL, PASTOR

450 THIRD STREET, P.O. BOX 196, CHESAPEAKE CITY, MARYLAND 21915

410-885-5641 • OFFICE@CHESAPEAKECITYUMC.COM • WWW.CHESAPEAKECITYUMC.COM

Upper Shore District Year to Date Finance Report for Charge Conference

Church: Chesapeake City United Methodist Charge

Location Chesapeake City, MD

As of Date: August 31, 2022

Receipts:

Tithes & Offerings: 110508

Donations: 1933

Other (Please List)

Click or tap here to enter text.

Click or tap here to enter text.

Total Receipts: 113948

Disbursements:

Salary (Pastor) 27968

Salary (Staff) 13705

Benefits (Please List) 18172

Utilities: 19450

Office Supplies: 5203

Capitol Improvements: 7000

Apportionments Paid:

Conference 8456

District Click or tap here to enter text.

Other (Please List)

Click or tap here to enter text.

Click or tap here to enter text.

Total Disbursements: 133500

Balance in Treasury: 191222

Treasurer's Name: Karol Armstrong Date: Sep 15, 2022

<u>Bank Accounts</u>	<u>9/29/2022</u>	<u>ADJ</u>	<u>Adj</u>	<u>Totals</u>
Progress Fund	21,348.01			21,348.01
Main Operating	17,791.88		\$ (7,480.58)	10,311.30
Memorial	9,604.50			9,604.50
Insurance Fund	6,303.86			6,303.86
UBS				
6/30/2022	143,170.93			
7/29/2022	148,756.89			
8/29/2022	145,362.48			
9/29/2022	132910.78			
Adjustments for Reserved Ministries				
Adult Sunday Sch		\$ (504.04)		
Apportionments				
Bazaar		\$ -		
Building		\$ (400.00)		
Caring Comm.		\$ (147.81)		
Kanal Kitchen		\$ (591.20)		
Camp Pecometh SCH		\$ (100.00)		
Deep Roots				
Outreach		\$ (1,438.90)		
Pregnancy Center				
School Supplies		\$ (305.00)		
UMCOR				
Xerox payout		\$ (3,138.53)		
Praise Band		\$ (380.01)		
VBS				
Rotating Shelter		\$ (475.09)		
TOTAL		\$ (7,480.58)		

CCUMC Budget

	2020 Budget	2020 Actual	2021 Budget	2022 Budget	2022 Est	2023 Budget	
Income							
General Funds							
Offering (General Funds)	155000	145787	155,000	160,000		165,000	
Hall Rental	1000	150	500	500		500	
Parsonage Rental	15000	8377	0	0		0	
Weddings	500	95	500	1,500		1,500	
Miscellaneous	1,000	2,595	1,000	1,000		1,000	
Income in kind (Custodial/grounds)				5,000		5,000	
Other income		6,731		3,000		2,500	
TOTAL GENERAL FUNDS	172,500	163,735	157,000	171,000		175,500	
Designated Funds							
Children & Youth	7000	200	7,000	7,000		7,000	
Mission Income	3000	26	3,000	1,000		1,000	
Trustees income	3,000	841	3,000	3,000		3,000	
TOTAL DESIGNATED FUNDS	13,000	1,067	13,000	11,000		11,000	
TOTAL INCOME	185,500	164,802	170,000	182,000		186,500	
Expenses							
A. MINISTRIES							
1 WITNESS (Invite)	600	483	600	500		1,000	
TOTAL WITNESS/INVITE	600	483	600	500		1,000	
2 NURTURE (Grow)							
Camp Pecometh	1000		1,000	1,000		500	
Trinity Preschool	0		0	1,000		1,000	
Sunday School	750	259	750	500		500	
Youth Rally	1000	595	1,000	3,000		1,000	
Youth Program (misc)	500	124	500	1,500		500	
Subtotal Children And Youth	3,250	978	3,250	7,000		3,500	
Adult SS & Small Groups	800	24	800			500	
Worship	1200	2734	1,200	1,200		2,000	
Other	100	173	100	300		500	
TOTAL NURTURE	5,350	3,909	5,350	8,500		6,500	
3 OUTREACH (Show)							
Apportionments	21474	12466	21,474	12,684		13,000	
Other	2,000	252	2,000	2,000		500	
TOTAL OUTREACH	23,474	12,718	23,474	14,684		13,500	
B ADMINISTRATIVE							
1 GENERAL & ADMINISTRATIVE							
Copier	3800	3515	3,800	3,500		3,500	
Office - Telephones & Internet	2100	2317	2,100	2,200		2,000	
Postage	500	483	500	550		500	
G&A - Other	7,000	8,180	7,000	7,000		7,000	
TOTAL G&A	13,400	14,495	13,400	13,250		13,000	
2 TRUSTEES							
Custodial & Grounds	12,110	2,051	12,110	13,300		14,000	
Electricity - Town Point	2000	750	2,000	2,000		1,500	
Electricity - Trinity	5500	4075	5,500	5,000		5,500	
Fuel - Town Point	2000	2560	2,000	2,000		2,500	
Fuel - Trinity	10000	7956	10,000	9,500		13,000	
Insurance	12100	10635	12,100	12,000		13,000	
Maintenance	3500	13190	3,500	3,000		3,000	
Other (incl CAPITAL)	1000	1567	1,000	1,000		1,000	
Parsonage Tax	2600		0				
Parsonage - Cable/Internet	0	255	1,000	1,200		1,500	
Parsonage - Electric	0	503	1,800	1,200		1,500	
Parsonage - Fuel Oil	0		2,000	1,000		1,200	
Parsonage - Maintenance	0	563	500	750		1,000	
Parsonage - Other	0		100	300		500	
Building Fund Replenishment				2,400		2,400	
TOTAL TRUSTEES	50,810	44,105	53,610	54,650		61,600	
3 STAFF-PARISH RELATIONS							
Payroll - Pastor	36722	52845	41,133	43,190		45,000	
Housing and Furniture	28700	1253	0				
Payroll - Musician	3600	1200	4,000	4,000		4,000	
Payroll - Office	14000	15184	15,000	15,000		15,000	
Education Allowance & Expenses	2000	1940	2,000	2,000		2,000	
Health Care - Pastor	18180	13857	18,180	18,876		19,000	
Pensions - Pastor	10649	6236	8,392	6,170		6,300	
PIP Payments - Pastor	2000	720	2,000	2,262		0	
SPRC Expense - Other		15					
TOTAL SPRC	115,851	93,250	90,705	91,498		91,300	
4 LAY LEADERSHIP DEVELOPMENT	150		150				
5 Miscellaneous/Fundraising Expenses	0		0				
Total Expense	209,635	168,960	187,289	182,582		186,900	
	17,470		15,607				
Transfers from Trustees for maint							
Deficit/profit	(24,135)	(4,158)	-17,289	-582		-400	
Trinity Pre-school Transfers in				30,000			0
Trinity Pre-school Wages				25,000			
Trinity Pre-school Payroll Exp				5,000			
Trinity Pre-school Net				0			

2023 PASTOR'S COMPENSATION AND OTHER BENEFITS

Effective Date :

1/1/2022

Samuel J Mitchell

Chesapeake City UMC

Pastor's Name

Charge Name

		ACTUAL CASH COMPENSATION 2022	APPROVED CASH COMPENSATION 2023	Contributions by Church if more than one church (Insert Names of Each Church and list what each church pays)			
				Type Name	Type Name	Type Name	Type Name
1	SALARY -Cash salary approved by Charge Conference to be paid directly to the Pastor	39060	42,966	0	0	0	0
2	FURNITURE ALLOWANCE	0	0	0	0	0	0
3	OTHER CASH ALLOWANCES -any payment to the Pastor which does not require supporting document DO NOT include Furniture or Housing Allowances.	0	0	0	0	0	0
4	SOCIAL SECURITY ALLOWANCE - paid to the Pastor to partially offset Self Employment Tax	4130	4543	0	0	0	0
5	BASE COMPENSATION (add lines 1-4)	43190	47509	0	0	0	0
6	HOUSING ALLOWANCE - include only if parsonage is not provided	0	0	0	0	0	0
7	TOTAL COMPENSATION (add lines 5-6)	43190	47509	0	0	0	0

[\(Click here to go back to worksheet to edit\)](#)

The following questions require answers:

- A. ARE YOU PROVIDED A PARSONAGE? (Indicate Yes if one is available, unless Housing Allowance is provided)
- B. ARE YOU PROVIDED AN ACCOUNTABLE REIMBURSEMENT PLAN? do not include in lines 1-10
- C. ARE YOU PARTICIPATING IN UMPIP (United Methodist Personal Investment Plan)?
- ☐ [\(A "Contribution Election Form" is required only if changing amount\)](#)
- D. ARE YOU PARTICIPATING IN SALARY REDUCTION TO OTHER INSTITUTIONS?
- E. ARE YOU EXPECTING TO RECEIVE EQUITABLE COMPENSATION?

OTHER BENEFITS

PENSION CRSP FOR 2023	7,126	Maximum \$9146.52 for 2023
PENSION CPP FOR 2023	2,613	Maximum \$6707.49 for 2023
TRAVEL	1,200	Use 2023 IRS Rate (2022 Rate is 62.5¢ per mile)
CONTINUING EDUCATION	800	Recommended Minimum \$800
HEALTH & DENTAL COVERAGE	17,676	Full Member-\$18,876
		Provisional/Associate/Full-Time Local-\$17,676
LIFE INSURANCE	0	If Paid by Church

[\(Click here to go back to worksheet to edit\)](#)

Rev. Sam Mitchell

Pastor

Jodd Harvey

Chairperson, Staff Parish Relations

or

District Superintendent

11-2-22

Date

**Note: Return this page and "Contribution Schedule" to the Peninsula-Delaware Conference,
139 N. State Street, Dover DE 19901 No later than November 1, 2022**