



2021

Charlton City United Methodist Church

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Rev. John H. D. Lucy

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HOLY CONFERENCING IN OUR CHURCHES

GATHERING REFLECTION FOR BELOVED COMMUNITY

It all boils down to this: that all life is interrelated. We are all caught in an inescapable network of mutuality, tied into a single garment of destiny. Whatever affects one directly, affects all indirectly.

--from Rev. Dr. Martin Luther King, Jr.'s 1967 Christmas Sermon

CALL TO HOLY CONFERENCING AS BELOVED COMMUNITY

SCRIPTURAL CALL

Psalm 137, 1 Corinthians 12 NRSV, *adapted and augmented*

Presider: By the rivers of Babylon we sat and wept
when we remembered Zion.

People: **We remember our home.**

Presider: There on the poplars
we hung our harps,
for there our captors asked us for songs,
our tormentors demanded songs of joy;
they said, "Sing us one of the songs of Zion!"

People: **How can we sing?**

Presider: How can we sing the songs of God
while in a foreign land?
How can we sing in the midst of division, chaos,
And turmoil?
How can we sing when members of our body
Mourn and weep, live in fear or anxiety
About the future of our church?
How can we sing when we, one body of Christ,
No longer feel united?

**People: May we always strive for the greater gifts,
The hopes of our past, the dreams of our future,
United in Christ, a still more excellent way.**

Leader: If I forget you, Jerusalem,
may my right hand forget its skill.
May my tongue cling to the roof of my mouth
if I do not remember you,
if I do not consider Jerusalem my highest joy.

People: **May we never forget the world's and our greatest suffering and highest joy.
May our songs for God never be forced or silenced. May we together always
find reason to rejoice.**

SONG FOR GOD

'And Are We Yet Alive'

**And are we yet alive, And see each other's face?
Glory and praise to Jesus give For His redeeming grace.**

**Preserved by power divine To full salvation here,
Again in Jesus's praise we join, And in His sight appear.**

**What troubles have we seen, What conflicts have we passed,
Fightings without, and fears within, Since we assembled last.**

**But out of all the Lord Hath brought us by His love;
And still He doth His help afford, and hides our life above.**

Presider: In the spirit of beloved community, I hereby call the Church Conference of [*church name*] into session and ask for your response.

People: **We are here as a United Methodist community of God to account for our ministries, to order our life together, and to resolve that in the year ahead we will answer the call of Jesus Christ to his disciples, leading this church into active ministries of love, truth, and justice.**

Presider: Knowing that we are all called to ministry of beloved community together, lay and clergy alike, let us enter into the business of your Church Conference.

WORK FOR GOD'S BELOVED COMMUNITY

1. Vote to authorize virtual meeting (when applicable)

We move that those who are authorized to participate in the New England Commonwealth West District conference of Charlton City United Methodist Church on December 2nd, 2021 hereby agree that we consent to proceed with a virtual meeting using remote technology, and consent that all of our decisions are in accordance with the Constitution of The United Methodist Church (Division Two, Section VI, Article II (¶ 33) and with the laws of the church, and are therefore legal and binding actions of the conference.

2. Election of Secretary

3. Recording attendance

4. Approval of Minutes of 2020 Church Conference

5. Approval of Audit/Fund Balance Report from 2020

6. Trustee Report

- a. Has the congregation received any bequests from a will? Bequests from wills that have been received since the last Church Conference must be accepted by vote.
- b. Has the congregation used any capital/principle from investments/endowments for operating expenses this year? If so, for what purposes and how much?
- c. Has the congregation spent any funds realized from the sale of a parsonage? If so, for what purpose and how much? Was this done with permission from the DS?

7. Staff / Pastor Parish Relations Report

Approval of Compensation for Pastor and Other Staff Appointed by the Bishop

8. Finance Report

Update on Year-to-Date Finances and Approval of 2022 Budget if prepared

9. Lay Leadership / Nominations Report

Election of Church Leaders and Trustees

10. Lay Servants / Lay Speakers / Certified Lay Ministers Reports

Approval and reaffirmation of any in these categories

11. Candidates Reports

- a. Reaffirmation of Candidates for Ministry
- b. Examination and Paper Ballot Vote for any New Candidate for Ministry
- c. Examination and Recommendation of Candidates for Church Related Vocations

12. Clergy Reports

- a. Retired Minister(s) Report
- b. Extension Minister(s) Report
- c. Pastor(s) Report

13. Membership Report and Remembering our Saints

14. Other business and prayers for the people

TABLE FELLOWSHIP IN BELOVED COMMUNITY

SONG FOR GOD

‘And Are We Yet Alive’

**Then let us make our boast Of His redeeming power,
Which saves us to the uttermost, Till we can sin no more.**

Presider: The Lord be with you.

People: **And also with you.**

Presider: Lift up your hearts.

People: **We lift them up to the Lord.**

Presider: Let us give thanks to the Lord our God.

People: **It is right to give our thanks and praise.**

Presider: You are true to who you are and reveal to us the glories of your presence.
You are a God of love, unity, catholicity, God Three-in One.
You call disparate members of the body together to form one
Holy body through your Son Jesus Christ.

You are the Creator God,
who weaves the beauty of diversity into something fresh and new-
the garment of understanding and wonder.

You call us to follow you out of the familiar and comfortable and to live by faith,
calling upon your holy name and trusting in the power of your grace.

Our families and bodies are not always comfortable, but we are indeed
One family, one body, all interconnected. And so you invite us
To rejoice with those who rejoice, to mourn with those who mourn, to suffer with
those who suffer. The promise of solidarity is the gift of your holy body.
You move our hearts to say with Ruth;
“Wherever you live, that is where I will now live. You will be family.
Your God will be mine. I will even die for you, buried next to you.”

Because you show your mercy to every nation and people upon the earth;
because you speak to us even through our trials, anxieties, and uncertainties,
Even through periods of division and turmoil,
we join in your praise with all the earth.
Indeed, we join in endless praise, saying:

People: **Holy, holy, holy Lord, God of power and might,
heaven and earth are full of your glory.
Hosanna in the highest.
Blessed is the one who comes in the name of the Lord.
Hosanna in the highest.**

Presider: You are holy; and Jesus is Immanuel, God with us.
Leaving all that was familiar in heaven,
Jesus was born unto us, one of us.
Even as an infant, his glory and promise brought varieties of people together
To praise and worship:
From the shepherds to the wealthy magi, from east and west,
From Israelites to Gentiles.
From his conception you have fulfilled your promise
That our tortured songs by the rivers of Babylon
Could be overcome through our one faith and hope in Jesus.

We remember, then, that on the night he gave himself up for us,
Jesus took the bread, broke the bread, and shared it, saying,
“Take, eat, this is my body given for you.”
Just as there are many pieces, enough for all to be filled, but one loaf;
So while there are many members, we are one body in Jesus.

After the supper was over, Jesus took the cup, gave thanks to God
And shared it, saying,
“Drink with me all of you, for this is my blood poured out as a witness
to the divine covenant of forgiveness with you and the whole world.”
Just as there were divided tongues, one for each, at Pentecost through one Holy
Spirit, so, too, there are salvation and spiritual gifts for all through the one cup.

We have testified that this mystery of salvation found in Jesus Christ is for all,
when we say:

People: **Christ has died; Christ is risen; Christ will come again.**

Presider: Almighty Creator, Wind of hope, Breather of peace,
Pour out your Holy Spirit once again,
use these simple gifts of bread and juice from the vine
to become for us the body and blood of Christ,
source of your transforming power.

Breathe upon us and these gifts
To restore unity in the midst of chaos,
To empower each of our ministries
to boldly go where only your grace can send us.
Give us the courage to abide with you, with one another,
In the holy mystery, and to pick up our cross and follow you.

Use our faithfulness to set the captives free,
to restore sight to the blind,
to liberate the oppressed,
and to share the good news of the availability of your grace to all.

Be blessed by the presence of Christ.
Be blessed by the power of the Holy Spirit.
Be blessed by the creativity of the Eternal Creator,
who will continually receive all our glory, thanks, and praise.

People: **Amen.**

Presider: Now as those called and empowered by God, let us join with Christ in prayer:

People: **Our Father* in heaven,
hallowed be your name,
your kingdom** come,
your will be done,
on earth as in heaven.
Give us today our daily bread.
Forgive us our sins
as we forgive those who sin against us.
Save us from the time of trial
and deliver us from evil.
For the kingdom**, the power, and the glory are yours
now and forever. Amen.**

BREAKING BREAD AND SHARING CUP

SONG FOR GOD
'By the Streams of Babylon'

**Let us take up the cross Till we the crown obtain;
And gladly reckon all things loss, So we may Jesus gain**

GOING FORTH IN LOVE

FORMAL MOTION TO ADJOURN THE CHURCH CONFERENCE

Presider: As our time together comes to an end, I declare this Church Conference adjourned.

COMMISSION

Colossians 3.16-17

-The

Message, alt.

Presider: Let the peace of Christ keep you in tune with each other, in step with each other.... Cultivate thankfulness. Let the Word of Christ—the Message—have the run of the house. Give it plenty of room in your lives. Instruct and direct one another using good common sense. And sing, sing your hearts out to God! Let every detail in your lives—words, actions, whatever—be done in the name of Jesus, thanking God every step of the way.

OUR WORSHIP IS OVER. OUR SERVICE BEGINS.

The Song for God is written by Charles Wesley, 1749, and found in the United Methodist Hymnal #553.

The COMMUNION LITURGY is a Great Thanksgiving Celebrating Cultural Diversity (Authenticity) written by Rev. Mike Johnson and adapted for our church conferences. This liturgy can be found at r-squared.squarespace.com/library/great-thanksgiving-communion-liturgy-celebrating-cultural-diversity. Edited and amended by Rev. John H.D. Lucy.

The LORD'S PRAYER is the Ecumenical Text, adapted, that can be found in the United Methodist Hymnal #894.

This document was assembled by Rev. Jill Colley Robinson, Superintendent for the Green Mountain District and Dean of the Cabinet, edited and amended by Rev. John H.D. Lucy.

CCUMC Charge Conference Minutes December 3, 2020

Annual Church Conference of the Charlton City United Methodist Church

Thursday December 3, 2020 7:00 pm

Members Present: Sandy, Shawn, Amanda and Aleta Dam, Nancy & Keith Luscombe, Jim Black, Beverly Bergin, Claudia Blauvelt, John & Nancy Hunt, Marion & Al Sergel, Martha Burbridge, Jean Anderson, Marilyn & Kris Gerrard, Judy Fortin, Garnet Olson, Jeanne Kosakowski, Kim Thorpe, Carol & Dennis McKinstry and Clergy: Rev. John Lucy and DS Rev. Megan Stowe

Rev. Stowe opened the evening with a gathering reflection and call to Holy Conferencing

We thank Aleta Dam and Garnet Olson for putting together a beautiful power point presentation for this evening.

Jeanne Kosakowski moved to make this church conference a virtual conference in accordance with the laws of the church. Motion was passed unanimously.

Election of Secretary - Sandy Dam volunteered– all approved

Minutes of the 2019 Church Conference were unanimously approved as written with a Hallelujah.

Audit fund balance report – no questions- unanimously approved

Trustees answered the questions asked by the DS: have we received any bequests or used any capital from investments or endowments for operating expenses or sale of a parsonage? John Hunt answered no to all questions.

Garnet Olson – SPRC – pastor’s compensation – 44,900; reimbursable – discussion regarding discrepancy of reimbursable but in the book says 3700 – not sure of why discrepancy- error from a previous year should be 3200 housing exclusion 11,600.

Sandy motioned – to accept compensation, housing exclusion, reimbursable and housing allowance of 14,000 – unanimous

It has been a busy year and the new committee we established was the Right Start Committee.

Finance Report – Nancy Hunt

Current checking balance is \$18,500. Mission shares are 100% paid, current income from pledges has decreased, but the PPP loan has helped with the balance on hand and the insurance payment for the expense for last year's boiler repair has been received as well. Discussion of the budget – finance committee proposing a deficit budget of about \$17,000. Pastor said that he was giving back the housing allowance as part of his family's stewardship so the real deficit is about \$3000. Mission shares may be reduced as the conference budget was lowered. We will check our mission share statement. Motion from the finance committee to approve – unanimous

Lay Leadership report – Pastor John thanked all for taking on the leadership positions. He thanked Danielle and Sandy for taking on the UMW, Jennifer Wheeling who accepted the young ministry coordinator and Amanda Dam for filling in, Kim Constantine for stepping in as the Mission coordinator co-chair, Nancy and Keith Luscombe for agreeing to be Church Council Co Chairs, and Aleta Dam who will be the new membership secretary.

Approval of board of Trustees as printed – unanimous and approval of all leaders – unanimous

Jeanne Kosakowski and Sandy Dam's lay servant reports were reviewed. Jeanne is waiting to hear back from of Overlook as they may have a televised service. She has felt the gift of reading the bible in order to preach – Sandy finished all 8 courses for certified lay speaker – Church approved of continuing as Certified Lay Servant for Jeanne Kosakowski and Sandy Dam as Certified Lay Speaker.

Candidate's report – SPRC voted last month to vote in favor of Sandy going forward into ministry.

Make challenges into opportunities – also Megan DCOM – a vote was taken by poll.

Pastor has never been at a church where any one has been called to become a Local Licensed Pastor.

Being present and part of another's journey is wonderful and after a poll was taken he announced a unanimous decision of Sandy Dam as candidate for Local License Pastor.

Pastors Report – Pastor John would like to thank everyone because it has been a difficult year for a pastoral change with the pandemic and the human sexuality discussion in our denomination and the racial tension in our country. I have nothing but gratitude from me and my family for your welcome and I look forward to meaningful conversations. He highlighted his goals for next year – bible study, concentrate on stewardship and finances and starting neighborhood prayer groups.

Membership Report – Keith and Nancy Luscombe joined but were not listed in the report; they transferred from the West Chelmsford UMC. Megan celebrated the new members and baptisms.

Pastor John remembered Mary Sergel and Beverly Morton and beloved saints. He highlighted that Beverly wanted to join the church and be baptized before she died. He spoke of families that have lost someone and offered a prayer for all.

Rev. Megan Stowe led us in service of communion.

Adjourned at 8:38 pm

Pastor's Report 2021

CCUMC

Rev. John H.D. Lucy

Some of us have been waiting and waiting to know what our church will do regarding human sexuality. I have done my best to help us understand the reasons why we might disagree on how to interpret the Bible and the theology and practice that result, and to teach us the principles of holy conferencing. The process has been long and many people are ready to be done. However, after doing some holy conferencing myself with a number of leaders, it seems best to couch our final holy conferencing time on human sexuality within a conversation around our vision for the church generally. Who does God want us to be? Who do we want to be? What's the identity of this church? Since I was planning a conversation on that vision for January anyway, that's when we'll finish. Hopefully that means that we've found our fall time of focusing on restarting ministries meaningful, fruitful, and a means of recreating church unity in our diversity. I will not delay our consensus-making any longer beyond January because I do want us to be able to move forward confidently and with hope about God's plans for us through the turmoil of General Conference and Annual Conference.

Human sexuality has been only one of two major sources of division and anxiety within the church. Perhaps the worst has been the pandemic. No one is completely happy with how we have responded to the pandemic. Some are upset, to say the least. Without rehashing all the arguments and trials we've endured, suffice it to say that working through human sexuality conversations and the pandemic has consumed most of our/my spiritual reserves. It's been a hard year. How do we church in this time? My prayer is that you can join me in gratitude that we have not had any Covid-related deaths within our church family because of actions we have taken. I, for one, am thankful for those of you who have, even while disagreeing with some of our policies, still abided by church decisions to relieve anxiety of those of us worried about the health and safety of our kids who aren't old enough to make health decisions for themselves or get vaccinated.

In the middle of everything, I am further thankful for all the new leaders who have stepped up this year and for next. It's great to see how blessed this church is with

God's spiritual gifts. I am thankful for the new members we have welcomed into our church family. I am thankful for YABS beginning to get their hands dirty at Dismas House and Abby's House. I am thankful for those who helped us navigate the PPP loan. I am thankful for those of you interested in starting neighborhood prayer groups. I am thankful for those of you who continue to call and visit one another. I am thankful for those of you who made our worship and ministries possible and fruitful during these challenging times. Basically, I'm thankful for you. Without this church being as faithful, loving, and committed as you are, none of what we've been able to do this past year would have been possible.

What's on tap for next year? I can only speak for myself and what I, at this moment, believe I should focus on as your pastor. Hopefully human sexuality and the pandemic will be less of a drain so that I can work more often with the ministry coordinators to support ongoing and new ministries. I hope to spend more time on stewardship, especially with our new stewardship director, to build on our good work and the workshop the Foundation of the New England Annual Conference put on for us. I plan on expanding my Holy Pastor Doing Stuff retinue to provide resources and connections for the church and community. I believe we are a church uniquely poised not only to continue worshiping and serving God together and supporting one another in deepening our faith lives, not only to continue serving and ministering to those on the margins of society through fellowship, food, and resources, but also to engage with the community to offer our town and surrounding areas new ways to be church, be good, and grow in spirituality and faith. We have the people, gifts, building, and grounds to walk and journey with those envisioning a new future of God's kingdom.

And I look forward to possibly taking the youth and adults to Soul Fest in the summer.

There's a lot more that could be said. These are the highlights. So I say, as always, if you have questions, concerns, disagreements, ideas, or whatever, please do come and chat with me. My door is open, both literally and metaphorically, for holy conferencing.

-Pastor John

Lay Leadership Report 2022

Church Council

Church Council Chair-----Keith and Nancy Luscombe
 Lay Leader-----Kevin Hunt
 Church Treasurer -----Martha Burbridge
 Lay Member to Annual Conference-----TBD
 Alternate-----Jennifer Wheeling
 Ministry Team Representative-----Marsha Mason
 SPRC Chairperson-----Garnet Olson
 Stewardship Committee Chairperson -----TBD
 Trustees Chairperson-----Gary Picard
 United Methodist Men-----John Hunt
 United Methodist Women Secretary-----Marion Sergel
 Young Adult Representative-----Gaelle McLoud (Council Secretary)
 Website-----Hannah Darling
 (Note: by default, lay leader is member of all but the board of trustees)

Board of Trustees

2022	2023	2024
Don Beal	John Hunt	Gary Picard
Jim Hunt	Al Sergel	George Wolstencroft
Hannah Darling	Kevin Hunt	Judy Fortin

Staff Parish Relations Committee (SPRC)

2022	2023	2023
Garnet Olson	Kim Thorpe	Dawn Toon
Nancy Hunt	Dennis Kosakowski	Lynn Wolstencroft

Lay Leadership Committee: Chaired by Pastor

2022	2022	2023
Judy Fortin	Claudia Blauvelt	Sandy Dam
	Dennis McKinstry	John Hunt

Stewardship Committee

Chairperson -----TBD
 Stewardship Director-----Amanda Dam
 Financial Secretaries-----Linda Rogers, Renee Graveline

Assistant Financial Secretaries-----Cindy Dighton, Linda Hopkins
Church Treasurer-----Martha Burbridge
Assistant Church Treasurer-----Nancy Hunt
Board of Trustees Treasurer-----Judy Fortin
Church Council Chair-----Keith & Nancy Luscombe
SPRC Chairperson-----Garnet Olson

Membership Secretary-----Aleta Dam
Certified Lay Servants/Speakers-----Sandy Dam, Jeanne Kosakowski

UMW President-----Nancy Luscombe

Auditor-----Priscilla Walker

Kitchen Committee: Chaired by Marion Sergel

Safe Sanctuary Committee: Led by Pastor John and Karenlee Hickey

Ministry Team:

Children Ministry Coordinator-----Karenlee Hickey and Tiffany Gerrard
Oversee Children’s Church, Kids Day Out, Vacation Bible School, and other related events/programs

Young Adult Ministry Coordinator-----Jennifer Wheeling
Oversees YABS, Youth Group, Confirmation, and other related events/programs

Worship Ministry Coordinator-----Marilyn Gerrard
Oversees Liturgist and Usher Coordinators, Communion Steward, Media Persons, Altar and Banner Art Decorators, and Music

Spiritual Growth Coordinator-----Kris Gerrard
Oversees Bible Studies, Adult Sunday School, Charlton Manor, YABS, Movie and Potluck Days, Membership Classes with Pastor, and other related events/programs

Congregational Care Coordinator-----Marsha Mason
Oversees Visitation Team, Collation Coordinators, Card Ministry, Prayer Chain, and other related programs

Mission and Outreach Coordinators-----Kim Constantine and Cindy Dighton
Oversee Bread Ministry, Community Café, Worcester Fellowship Coordinators, Southbridge Collaboration, and other related events/programs

Note: There are many members who participate and help lead/coordinate these events and programs. We are thankful for all the gifted and passionate members in our church family who make our ministries possible for the glory of God

If you have any questions or would like to become a leader or participate in one of our ministries, please contact a member of the Lay Leadership Committee. They'll connect you with the right people!

*For by the grace given me I say to every one of you:
Do not think of yourself more highly than you ought, but rather think of yourself with sober
judgment,
in accordance with the faith God has distributed to each of you.
For just as each of us has one body with many members,
and these members do not all have the same function,
so in Christ we, though many, form one body, and each member belongs to all the others.
We have different gifts, according to the grace given to each of us.
If your gift is prophesying, then prophesy in accordance with your faith;
if it is serving, then serve; if it is teaching, then teach;
if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead,
do it diligently; if it is to show mercy, do it cheerfully.
Romans 12:3-8*



Worship Team 2021

January through mid-March we offered virtual worship via You Tube; we had some difficulties with technology. We are following the guidelines from the Massachusetts's Department of Public Health and CDC for indoor worship and gatherings. We have a MERV 13 HEPA air ventilation system that is turned on during worship and group meetings. It is highly effective with the required hourly air exchanges and windows are open to provide cross ventilation. Sanitizing guidelines are adhered to. Face masks are required by all who are in our building.

In the middle of March, we resumed in-person worship with 6-foot social distancing between family groups, face masks required. With Pastor John thinking outside the box, we offered drive in Ash Wednesday. We were able to resume indoor Palm Sunday and Easter worship. In June we began to worship in our outdoor Evelyn Hunt Garden Chapel. June through early September we worshipped outdoors unless it was raining. Some additional technology issues are being resolved for livestreaming indoors and outdoors and new outdoor speakers will be needed for next spring/summer. A new portable keyboard for outdoor worship was purchased utilizing memorial funds from Paul Blauvelt who was a beloved choir member. We have eliminated the six-foot distancing in church in September, but the lectern and podium are a safe distance from persons, following public health guidelines.

In June as we began worshipping outdoors, we enhanced worship with more music and in August we began to invite the choir to lead the congregation. Choir members are required to be vaccinated as well as wear a face mask. We are integrating more contemporary music as well adding in special music as we adapt to our new methods. The choir is rehearsing on Thursdays to You Tube and anticipate to soon rehearse with our church musician when the contract is finalized. Our weekly worship attendance is averaging 45 persons. We have returned to utilizing bulletins and the prayer lists for worship, we are grateful to Nancy Hunt, Kevin Hunt, Martha Blodgett, and Nancy Luscombe assisting with this effort.

We have a consistent group of generous persons to usher and greet on a monthly rotation. Others provide reading each week as liturgists. Jean Anderson greets each

week, too, and coordinates our liturgists in addition to providing themed alter decorations. Jean is also playing the keyboard at Sandy Dam's church the George Whitfield UMC in West Brookfield once a month.

Our church musician Jim Perry was being shared with Overlook Chapel the second and fourth Sunday of each month. Jean Anderson and Marion Sergel assisted with our closing music and postlude. We are so blessed to have four musicians in our church. Maria Calkins does our PowerPoint each week, designing and running the program on Sunday. Maria has also volunteered to play on Sundays as a fourth back up to the keyboard. Gary Picard is running the video camera and working to post the worship to You Tube and Facebook Live. Danielle Lucy has agreed to be our back up PowerPoint designer if Maria is unavailable. The clarity of the PowerPoint image has been enhanced with special paint in our sanctuary.

We are blessed to have so many offering their time and talents to bring a reverential worship to our God each week.

“Clap our hands, all you peoples: shout to God with loud songs of joy.” Psalm 47:
1

In His Service~ Marilyn Gerrard, Worship Coordinator

Young Adult Bible Study (YABS)

YABS continues to meet every other Thursday at 7pm for an hour to an hour and a half. These meetings serve as an opportunity to fellowship and explore God's word as it pertains to matters young adults face. Our meetings always end with the sharing and discussion of personal concerns and lifting these concerns up in prayer.

YABS kicked off 2021 with a Zoom meeting under the leadership of its new coordinator, Jennifer Wheeling. Even though we were still very much in the throes of Covid and the need to maintain social distancing, the group decided to embark upon a study on neighboring. The thought was that learning to be good neighbors would fill us with hope during a strange time when we were living our days in isolation and not interacting in person with our neighbors—or much of anyone for that matter.

The Art of Neighboring by Jay Pathak & Dan Runyon was the basis of our study. Although not everyone read the book, we still had very good discussions, including how the ideas on neighboring could be carried over to our interactions with others in general and sharing our love of Christ with them. Our study culminated in three of our young adults delivering the message on Pentecost Sunday of what neighboring means to them.

In the early summer YABS shifted to meeting in person at the church—a welcome change for us all!

Early summer was also the time when we began our study on homelessness, which is still taking place at the writing of this report (even though we have taken breaks here and there to focus on other matters, which will be discussed later in the report). We have used the book *Under the Overpass: A Journey of Faith on the Streets of America* by Mike Yankowski as a guide for discussion. The group was overwhelmingly touched by the need of homeless people to simply be regarded as human, to be treated with the respect and kindness that the average person might have for any person who is not hungry, dirty, and living on the streets.

YABS was therefore called to find a way to interact with this marginalized segment of the population and thereby share God's love with them. One of our

young adults found a service opportunity at Dismas House in Worcester, a halfway house for previously incarcerated men. We have now twice taken dinner to and shared an evening meal with the residents there and have plans to do this on an ongoing, regular basis.

YABS has been helping with Worcester Fellowship this year by folding donated socks and filling the lunch bags with the donated food items.

It should be noted that before our homelessness study even began, one of our young adults created an Amazon wish list of items to be distributed to the homeless. Church members have purchased these items, and they have overseen their distribution.

An especially exciting event that has stemmed from our study on homelessness is hosting Matthew Works, a friend of Pastor John, in October. Matthew has been homeless for 26 years and travels all over New England advocating for the homeless, sharing the spoken word, and his message through his artwork. He will be meeting and having dinner with YABS on the evening of Oct. 23 and will speak to the congregation and any visitors from the community after worship service on Oct. 24.

Jim Black joined YABS for a meeting in April to share his knowledge on personal finance and wealth management.

Pastor John attended many meetings this year. During some of these meetings he led discussion of scripture as it pertains to human sexuality. He also answered/continues to answer questions about the future of our church as it pertains to this matter.

YABS produced three issues of its newsletter, *Enlightened*. Topics this year have included immigration, intergenerational relationships, and organ donation.

Members of YABS participated on the CCUMC Athletes team for Open Sky's Friendship Valley Tour in September. It was an opportunity to not only raise money for Open Sky and CCUMC, but to enjoy each other's company.

Jennifer Wheeling, Young Adult Ministry Coordinator

Mission/Outreach Ministry

Though COVID-19 protocols have hampered some of our outreach ministries such as the Community Café, which has not yet reopened, our staple ones continue. The bread ministry that we do every Monday, thanks to Big Y of Southbridge, supports the Southbridge Methodist Church in their efforts to care for those in need of food in their community.

Our food pantry is still in place for anyone needing help making ends meet. Items are regularly checked to insure they are not out of date and if the shelves become overstocked the extra is donated to the Southbridge Methodist Church.

There are several good ideas for outreach within the church and greater community, however, due to current conditions we are moving slowly.

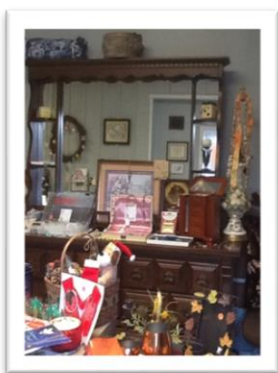
Thank you to everyone who volunteers their time and money to support these ministries.

Kim Constantine



Twice Blessed

Thrift, Gifts, Décor, & More...



***Sharing the love of Jesus Christ
with our neighbors through
community presence, responsible
stewardship, and resource
management.***



Our ministry goal was to make a difference for people in our congregation, our church, and our community.

We ‘thought outside the sanctuary’ and opened our doors to our neighbors by utilizing an unused space and turning it into a welcoming outreach program named ‘Twice Blessed’. Due to the pandemic, the Thrift Store remained ‘mostly’ closed but we did provide items for people in need and took in donations when asked using March Hall as our staging area for the store. It became apparent that we would have more than enough items to open both rooms in 2021 and offer more consistent hours due to the generosity of our church family. Consequently, the following goals we set forth to achieve are being met:

- Community Presence – sharing love, friendship, and good deals with our neighbors
- Responsible Stewardship – being socially and environmentally responsible by using available space, resources, and recycling materials

- Resource Management –expanding our mission-minded programs and activities by generating additional income

Twice Blessed reopened in July of 2021 with special thanks to:

- ❖ Donna Kondracki and Sandy & Shawn Dam for outdoor and indoor cleaning, painting the front porch area, and providing 2 Adirondack chairs and flowers to make the store more welcoming
- ❖ Nancy Russell who spent countless hours readying the donations in March Hall into another inviting and stylish shopping space
- ❖ Claudia Blauvelt for coordinating our volunteers so we can establish regular hours
- ❖ **All** the volunteers who donated their time and energy for staffing, pricing, cleaning, rearranging, and being the kind face of CCUMC to all who enter
- ❖ Trustees for all the time they spend caring for the church property

Twice Blessed has provided free items to individuals and to the Southbridge United Methodist Church for their Carol's Closet ministry. It has also brought in over \$1600 this year for the church and its missions program.

*Great job everyone and Thank You,
Sandy*

Reflecting on 2021

The role of Spiritual Growth Coordinator remained unchanged for 2021 – “To elevate and inspire individual and group connection with the Trinity. The paramount goal is to instill knowledge and confidence within the congregation, to go out and fulfill the Great Commission.”

During the past Summer we were again blessed to be able to worship every Sunday outside in the Evelyn Hunt Garden Chapel – a true inspiration for all who attended ... a great relief during the challenging times of Covid.

Small group studies have been limited due to Covid restrictions. Pastor did hold a series of zoom gatherings to discuss Human Sexuality – which will continue after start of 2021. Various resources and talents were drawn upon to enhance Biblical knowledge and social awareness within the congregation but even that was at a minimum.

As 2021 is drawing to a close we have resumed movie matinee’ with the showing of Overcomer which Pastor integrated into his sermon the following Sunday. Up next will be a two week Bible reflection on Thomas Jefferson and John Wesley. Shortly after that a parishioner lead study on “How to Pray” will begin and promises to be enlightening.

Thanks to the Holy Spirit moving the Young Adult group they have started an outreach effort with the homeless of Worcester. In conjunction with that effort Pastor John had a homeless friend come and speak with us about his journey in the homeless sector. Matthew has traveled extensively in the past years talking to a wide variety of groups but demonstrates a passion for Churches to open their doors and be more welcoming to the homeless population.

Truly, many have gained confidence in these studies with the hope to step out and make disciples for the transformation of the world.

My hope for our church family is to resume additional Bible studies and movies and to explore other ways we can reach out and support the local communities. Much of this will depend on the guidance of our Right Start Covid advisory team. Looking forward to a renewed congregational enthusiasm as we head into the 2022 Church year.

Respectfully submitted,

Kris Gerrard, Spiritual Growth Coordinator

JAMES 5:14 Is anyone among you sick? Let them call the elders of the church to pray over them, and anoint them with oil in the name of the Lord.”

VISITATION/CALLING TEAM:

Since March of 2020 when Covid-19 hit, we have not been able to visit any of our nursing home or homebound members. We used our visiting list to call and send cards instead in order to keep connected. We have just recently been able to visit our nursing home and homebound members and to share in Communion with them. I would like to thank all of those who have volunteered to call and stay connected. Those individuals are Jean Anderson, Claudia Blauvelt, Judy Fortin, Kris Gerrard, Nancy and John Hunt, Dennis McKinstry, Nancy Russell, Brian Gerrard, and Marsha Mason. I appreciate all that you do.

FUNERAL COLLATION:

We were able to provide one coalition for Faith House on May 18th. I would like to thank all who helped in baking and putting together the food and serving. Thank you, Renell and Gary Picard, Ruth Anderson, Claudia Blauvelt, and Cindy Dighton. Thank you, Marilyn and Kris Gerrard for helping set up the tables and chairs. Thank you, Kevin Hunt for helping put them away and everyone else who helped in any way. I appreciate all that you do.

CARD MINISTRY:

Nancy Russell has done a great job with the card ministry. If you have received a card for your birthday from the church you have received it from her. Blessings.

PRAYERS:

I would like to thank Martha Blodgett for taking on this big job as coordinating The Prayer Chain and Joys and Concerns for the bulletin. She has done a great job. You are a blessing. The following message comes from Martha Blodgett: I have been blessed to be given the opportunity to coordinate both the Prayer Chain Requests and the Joys and Concern for the weekly Sunday bulletin. Due to major health issues, I was no longer able to participate as a working body of the church.

Our Church is fortunate to be blessed with so many hands, feet, heads, and even toes to make up the body of our church! This privilege that was entrusted to me has been a huge joy. I try to follow up in a timely manner on each request and what a joy it is to see when our prayers are answered. We can rejoice that God does listen and does answer our prayers. I myself am proof of the power of prayer! To be a witness of his goodness and mercy through our prayers which are lifted up by so many, simply cannot be put into words. In His service, Martha.

Thank you all who are on the Prayer Chain list. There are around 43 of us. God bless you all.

Ministry Coordinator,

Marsha Mason

2021 Report of the Lay Leader - A Year in Review

“I wait for the Lord, my soul waits and in His word I do hope” ~ Psalm 130:5

“This certainly has been a year in which we need to wait and keep our hope strong in our Lord”, was the opening sentence of my report last year. It seemed to me that as 2021 dawned, once again this was the right message to relay! The world has continued to bring many challenges: riots at the Capital, divisiveness in our country over the election, the pandemic and arguments over the best measures to protect others, and the division and disagreements within the United Methodist Church and our own. All of these ensured that we need to put our hope and trust in God daily to help us navigate the complex issues of life, of uncertainty, and of our faith.

As we began the year worshipping online, I lift up my thanks and appreciation to the ongoing efforts of our Pastor, worship coordinator, and our audiovisual team who worked diligently to bring His word into our lives and homes. I also want to thank the Right Start Committee for tirelessly working last year and this year reading, meeting, and discussing the best possible ways to keep our church family safe during this pandemic. As Lay Leader in this congregation it is wonderful to work with so many talented and dedicated members and friends.

As a servant at CCUMC, I have had the pleasure of participating in and helping with the following:

- ❖ Supporting the Pastor and meeting weekly with him to discuss plans and happenings
- ❖ Being involved with all the committees and attending meetings for SPRC, Church Council, Right Start Committee, and Finance Committee
- ❖ Assisting with the first on-line auction last December
- ❖ Helping to facilitate and participating with the human sexuality conversations
- ❖ Calling to set up vaccination appointments for those who needed help with computer registrations
- ❖ Checking in on members, practicing spiritual disciplines, and being attentive to God’s will
- ❖ Covering for the Finance Secretary during vacation days and helping with the PPP loan applications

- ❖ Finishing classes for becoming a Certified Lay Minister
- ❖ Engaging with the Young Adult Bible Study Group
- ❖ Coordinating the on-line programs for the United Methodist Women
- ❖ Planning the reopening of the Thrift Store
- ❖ Visioning for the best way to become more visible throughout the community
- ❖ Planning and bringing the message for two worship services
- ❖ Accepting God's call on my life to serve as a CLM for the George Whitefield United Methodist Church in West Brookfield.

This has been a year of change for me as I began my service as the part time Lay Minister for the church in West Brookfield on July 1st. I continued to serve as your Lay Leader and helped to plan Laity Sunday and find the new Lay Leader who has begun his new duties by leading the Laity Service. Thank you, Kevin Hunt! We have both met with the Pastor weekly to help with the transition. It has been a privilege to be part of this faith community as your Lay Leader and I thank you all for the wonderful commissioning service that you organized for me in June – hats off to all of you!

I pray that as servants of our great God, we might journey forward in faith and patience, knowing that as we listen to each other, it will be a new beginning of understanding and living peacefully with one another. I read an anonymous quote that said, *“those who judge will never understand, and those who understand will never judge”*. It gave me great pause as I thought about what it truly meant. It reminded me of Proverbs 17:17 – “A friend loves at all times, and kinsfolk are born to share adversity” (NRSV)... or as The Message translation says, “Friends love through all kinds of weather, and families stick together in all kinds of trouble.” That is my hope and prayer for all as we step forth from our doors every day and seek to serve Jesus in all we say and do!

*Grace & Peace,
Sandy Dam*

Staff/Parish Relations

Like last year when I wrote this report, we continue to be challenged both inside and outside our church. However, as it says in Psalm 46:1 “God is our refuge and our strength”. With this in mind, we have persevered on even when we felt discouraged by Covid, masking, and differences in our political and theological views. We continue to be a loving church family. Although we recognize there are many challenges ahead of us, so far, we have chosen to remain together, respect and love each other, and worship together as one family in Christ.

Highlights

- Welcomed two new members to SPRC this year; Dennis Kosakowski and Kim Thorpe, who represents our young adults.
- Established protocol for pastoral emergencies.
- Worked with Pastor John to get his calendar on our church web site.
- Updated contracts for the Musician and Sexton as well as recommended finance set aside funds for our grounds manager. This is currently an unpaid position, done out of love for our church, but we wanted to be able to provide some support for this work if needed.
- Did a more comprehensive review of our Mission and Ministry form which we provide to District annually. In particular, we placed emphasis on our mission statement to discern how it might be more inclusive of all members of our church family.

Mission: To be a Bible-centered community, sharing the Word and our love of Jesus Christ with our neighbors. We envision ourselves as a spiritual hub for the community, growing in faith, sending out disciples, and living our faith in the world.

We will review the mission statement again in January 2022 when the pastor initiates further discussion on visioning for our church.

We also made some changes to the ranking of our pastoral needs. Changes have not been made in several years and we felt it was important to reassess them at this time. Most notably, we ranked identifying our church's vision as our top priority instead of preaching which has been ranked as number one for many years.

In regards to salaries for our pastor and church staff positions, the SPRC is recommending the following:

Pastor's salary: \$45,100.00

Reimbursables:

Travel \$2,000.00

Education \$1,000.00

Other \$ 200.00

Sexton: \$6,120.00

Musician: \$4,710.00

Respectfully,

Garnet Olson, SPRC Chair

United Methodist Women

The end of 2020 found the world still in a lockdown situation due to the COVID-19 pandemic, but you can't keep United Methodist Women down. We found a creative way to keep in touch and be there for each other through the ZOOM platform. In September, Danielle Lucy and Sandy Dam started the unit off on a trip of our senses. Each month a different woman presented a program on one of our five senses: sight, smell, taste, hear, and feel. There was a package for each of us to pick up which included things related to the appropriate sense. The average attendance was around 22 and included the young adult women as well as the older women. We ended the UMW season with a discussion of prayer labyrinths, very much a sensual experience, which lead to the church looking at how to add one to our grounds.

The very last meeting in June we were able to gather together in person with some COVID restrictions in place. We painted rocks as lady bugs.

In September of 2021, although COVID reared its ugly head once again, we were still able to meet in person following COVID guidelines. We spent that meeting with the new President, Nancy Luscombe, learning how our CCUMC group did things compared to other groups in which she had participated.

We look forward to 2022 with hopes of COVID being gone for good and being able to gather as we once did. But no matter what, our UMW will be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ, to develop a creative supportive fellowship, and to expand concepts of mission through participation in the global ministries of the church.

Nancy Luscombe, UMW President

Charlton City United Methodist Men's Fellowship

January 1, 2021 thru October 21, 2021

The Men's Fellowship has not been meeting due to Covid 19 restrictions. This virus started just before our first supper in the spring of 2020 and continues to prevent us from having suppers at the present time.

Our treasury was sufficient to provide gift cards at Christmas and Easter to several needy families.

We are hopeful that we can resume meetings in the near future.

Respectfully submitted,

John Hunt
UMM President

Board of Trustees Report

We had a couple of events in 2021 for the board of Trustees.

Mike Calkins resigned in April as the chairman and Gary Picard was appointed as the Chairman for the remainder of 2021. Kevin Hunt has stayed on as the finance guide for 2021.

All annual inspections of the parsonage and church are up to date including the elevator, the fire alarm system, and board of health. Since the Covid pandemic continues to impact our church, the energy costs have been reduced from less of use of the facility.

The refrigerator died at the parsonage and was replaced. The other appliances, stove, washer and dryer are functioning well. There were some issues with the windows one of which may need replacement. The garage door continues to be an issue and the trustees have recommended replacement. Approximate cost is \$2300. And funds are in the budget for that.

The heating system header was finally repaired by Peterson oil. The new furnace is working well but there was an issue with a sensor for the hot water heater which was repaired. We are in the process of continuing to change out our light bulbs to LED to continue to conserve on electricity and replacing outside lighting for better, safer visibility at night. Jim Hunt has played a large part in overseeing this project.

To improve the visibility of the projector output in the sanctuary, a special paint was added to the section of the wall where the video is viewed. This has improved visibility without the additional cost of a screen or new projector.

After high winds in the spring, the chimney flashing was repaired along with some wind damaged fascia boards.

We lost a longtime church member, Alva Hunt, this year. Through his family requests we have added a prayer labyrinth to the upper level with a pathway leading around the outdoor chapel to the parking lot for easy access.

Our church grounds continue to be meticulously cared for and maintained by our trustees and gardener in chief, John Hunt.

In closing I would like to say thank you to everyone for all your effort, care, and love in caring for our church. It has been a privilege to serve as the chair for this ministry. I look forward to continuing to do so over the next year as we come out of this virus interruption to building our church and spreading the love of Christ to our community.

In in His Service,

Gary Picard

Membership Report 2021

November 11, 2020, to November 20, 2021

DEATH OF MEMBERS

Masako (Marcia) Howard	12/24/2020
Lois (Hastings) Grimwade	01/14/2021
Alva Hunt Jr.	08/05/2021

BAPTISMS

MEMBERS RECEIVED BY TRANSFER

Renee Graveline	Sturbridge UCC
Floyd Harrison	Wellspring United Methodist Church
Keith Luscombe (correction from last year)	West Chelmsford United Methodist Church
Nancy Luscombe (correction from last year)	West Chelmsford United Methodist Church
Pat Thibodeau	Wellspring United Methodist Church

MEMBERS RECEIVED BY PROFESSION OF FAITH

Ron Graveline
Suzanne Hunt
Gaelle McCloud

MEMBERS WITHDRAWN

Kelly Diliddo
Nancy Horanzy
Jillian Palmer

MEMBERSHIP OVERVIEW

Membership 10/12/20	184
Removal by Death	3
Received into Membership by Transfer	5
Members Received by Profession of Faith	3
Members Withdrawn	3
Total Membership (11/12/21)	186

Respectfully submitted,

Aleta Dam, Membership Secretary

APPENDIX



Charlton City UMC Treasurers Report January 1, 2021 to September 30, 2021

OPERATING ACCOUNT (Cornerstone Bank)

RECEIPTS

Pledge	\$ 98,830.35	
Plate	10,890.22	
Interet & Dividends	229.39	
Fellowship Hall Rental	810.00	
Parsonage Rental	12,150.00	
Equitable Compensation	4,583.36	
Special Collections	2,960.00	
Miscellaneous Income	4,813.58	\$ 135,266.90
Memorial Gifts	6,674.00	
Transfer	42.19	
Miscellaneous Contributions	2,053.89	8,770.08
Total Receipts		\$ 144,036.98

DISBURSEMENTS

Nurture	\$ 5,038.25	
Staff	59,044.15	
Trustees	16,227.83	
Church Expense	42,124.29	
Parsonage	4,712.17	
New England Conference	14,894.60	
Misc Expenses & Reimbursements	1,585.00	
Total Disbursements		\$ 143,626.29

OPERATING FUNDS BEGINNING BALANCE (January 1, 2021)	\$ 34,258.58	
OPERATING FUNDS ENDING BALANCE (September 30, 2021)	\$ 34,669.27	

	410.69	\$ 410.69
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		%
World Missions	\$ 4,628.00	100%
New England Missions	3,542.60	100%
Ministerial Support	6,274.00	100%
Total Missions Paid	<u>\$ 14,444.60</u>	100.00

	Balance 1/1/2021	Balance 9/30/2021
OTHER BANK ACCOUNTS		
Country Bank	\$ 28,705.11	\$ 18,709.23
Fidelity	42.19	-
United Methodist Foundation	7,746.83	18,074.38
	<u>\$ 36,494.13</u>	<u>\$ 36,783.61</u>

CCUMC Proposed Budget 2021-2022

	2020 Budget	2020 Actual	2021 Budget	9/30/2021 YTD	2022 Budget
Income					
Plate Income	20,000.00	17,904.60	17,000.00	10,890.22	12,068.00
Pledge Income	128,000.00	126,101.00	128,000.00	98,830.35	140,149.00
Interest & Dividends	230.00	290.90	230.00	229.39	290.00
Sacrificial Offering	4,000.00		2,500.00		
Thanksgiving	700.00		400.00		500.00
Easter	1,000.00	120.00	1,000.00	2,960.00	2,500.00
Advent/Christmas	2,000.00	899.00	1,500.00	-	2,000.00
Rental Income-Church	2,000.00	625.00	960.00	810.00	1,080.00
Rental Income-Parsonage	7,200.00	15,668.30	16,200.00	12,150.00	16,200.00
NE Conf-Equitable Comp		3,333.32	5,000.00	4,583.36	5,000.00
Fair Income	8,000.00	8,183.50	6,000.00	704.00	5,000.00
Church Suppers	2,700.00		1,350.00		
Thrift Store		179.50	500.00	885.25	1,400.00
Misc Donations		1,230.00		3,221.33	1,200.00
Reimbursements		20,420.28			
PPP Loan		18,400.00			
Total Income	\$ 175,830.00	\$ 213,355.40	\$ 180,640.00	\$ 135,263.90	\$ 187,387.00

	2020 Budget	2020 Actual	2021 Budget	9/30/2021 YTD	2022 Budget
Nurture					
Office Supplies, Postage, Website	400.00	582.37	400.00	3,941.29	1,000.00
Copyright License/Livestream	324.00	137.00	484.00	418.00	418.00
Coffee Hour Supplies/Hospitality	250.00	746.46	250.00	-	100.00
Copier Rental	900.00		900.00	497.28	
New Copier					1,200.00
Adult Choir			-	-	
Worship Materials	200.00	328.65	200.00	-	300.00
Sunday School	500.00		500.00	-	250.00
Vacation Bible School	250.00		250.00	-	250.00
Youth Group		282.93		-	100.00
Pay Pal Fee		414.60		- 181.68	227.00
Total Nurture	\$ 2,824.00	\$ 2,492.01	\$ 2,984.00	\$ 5,038.25	\$ 3,845.00
Outreach					
Conference Registrations	700.00		700.00	-	700.00
Publicity/Advertisement	-	50.00		-	-
Total Outreach	\$ 700.00	\$ 50.00	\$ 700.00	\$ -	\$ 700.00

	2020 Budget	2020 Actual	2021 Budget	9/30/2021 YTD	2022 Budget
Staff					
Pastor's Salary	49,194.00	44,347.00	44,900.00	32,535.03	45,100.00
Travel	2,000.00	735.19	2,000.00	-	2,000.00
Continuing Education	1,200.00	136.32	1,200.00	-	1,000.00
Pastor Reimbursables	500.00	301.63	500.00	470.24	200.00
Pastor's Pension	9,229.92	10,613.43	9,312.00	6,998.85	9,345.15
Sexton Salary	5,465.00	5,465.04	5,465.00	4,098.78	6,120.00
Sexton FICA	418.00	418.08	418.00	313.56	468.18
Organist	1,560.00	2,220.00	3,120.00	2,160.00	4,710.00
Organist FICA	119.00	169.83	238.00	165.24	360.32
Treasurer Expense				301.20	
Bank Fee				7.99	
Workers Comp, Insurance	504.00	396.96	504.00	322.26	360.00
Health Insurance	17,928.00	19,764.00	18,264.00	15,171.00	18,924.00
Housing Allowance		7,000.00	14,000.00	7,000.00	14,000.00
Housing Allowance Repaid		(3,150.00)		(10,500.00)	(12,000.00)
	\$	\$	\$	\$	\$
Total Staff	88,117.92	88,417.48	99,921.00	59,044.15	90,587.65
Trustees					
Snow Removal	3,200.00	1,550.00	3,200.00	1,688.00	2,000.00
Trash	780.00	780.00	780.00	520.00	780.00
Property Maint Supplies	1,000.00	57.97	1,000.00	360.67	1,000.00
Insurance	7,400.00	6,268.30	8,096.00	5,672.23	8,320.76
Expenses (septic, pest, security light, etc.)	1,000.00	1,260.47	1,000.00	34.17	

Maintenance person for supplies
& or bonus 2,500.00
Labyrinth

Property Maintenance		1,500.00	3,000.00	1,259.87	1,500.00
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Total Trustees	13,380.00	11,416.74	17,076.00	9,534.94	16,100.76

	2020	2020	2021	9/30/2021	2022
	Budget	Actual	Budget	YTD	Budget

Church

Alarm System	648.00	503.70	648.00	988.14	1,000.00
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Fire Extinguisher Inspection	330.00	265.00	330.00	384.00	385.00
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Fuel Oil	6,700.00	7,081.52	7,400.00	3,200.68	6,700.00
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State Inspection for Boilers	100.00		100.00	-	100.00
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Boiler Cleaning	200.00	6,547.00	200.00	-	500.00
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Board of Health Inspection	100.00		100.00	-	100.00
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Electricity	5,940.00	3,769.78	4,500.00	3,296.11	3,924.00
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Elevator Inspection & Permit	1,677.00	2,312.00	1,887.00	1,321.40	1,500.00
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Gas	180.00	72.75	200.00	-	200.00
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Telephone & Internet	3,280.00	3,470.69	3,467.00	2,672.02	3,560.00
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Mortgage	33,528.00	34,022.48	33,528.00	24,141.86	33,528.00
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Electrical plugs for sound room					600.00
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72 Stafford Street Electricity	300.00	97.16	300.00	120.08	150.00
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	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Total Church	52,983.00	58,142.08	52,660.00	36,124.29	52,247.00

	2020 Budget	2020 Actual	2021 Budget	9/30/2021 YTD	2022 Budget
Parsonage					
Electricity	2,496.00	2,288.10	2,500.00	2,122.00	3,252.00
Telephone				-	-
Equipment Replacement				738.99	
Gas	3,000.00	2,588.29	3,000.00	1,851.18	3,000.00
Misc & Moving Expense		1,412.56			
Maintenance					1,350.00
Garage Door Replacement					2,000.00
New Roof					10,000.00
Bow Window Repair					2,000.00
Septic			210.00	-	1,000.00
Total Parsonage	\$ 5,496.00	\$ 6,288.95	\$ 5,710.00	\$ 4,712.17	\$ 22,602.00
Mission Shares					
World Missions	2,500.00	5,071.00	6,339.00	4,628.00	5,378.00
New England Missions Ministerial Support/Administration	2,500.00	777.00	1,293.00	3,542.60	5,070.00
Total Mission Shares	\$ 7,500.00	\$ 8,493.63	\$ 10,642.00	\$ 6,274.00	\$ 11,848.00
Total Expense	\$ 176,000.92	\$ 181,148.89	\$ 197,325.00	\$ 128,898.40	\$ 208,378.41
Income	\$ 175,830.00	\$ 213,355.40	\$ 180,640.00	\$ 135,263.90	\$ 187,387.00
Expenses	\$ (176,000.92)	\$ (181,148.89)	\$ (197,325.00)	\$ (128,898.40)	\$ (208,378.41)
Net income	\$ (170.92)	\$ 32,206.51	\$ (16,685.00)	\$ 6,365.50	\$ (20,991.41)

Fund Balance Report



THE UNITED METHODIST CHURCH

Fund Balance Report

The Committee on Finance is required to make provision for an annual audit of the records of all the financial officers (including the financial secretary or church business manager and treasurers) of the church and all its organizations and shall report to the Charge Conference. Guidelines for handling of an accountability of funds can be found in the 2017-2020 United Methodist Church Financial Records Handbook and in Guidelines for Leading Your Congregation: FINANCE available at <http://www.cokesbury.com> and The Local Church Audit Guide, available at <http://umc.org/qcfa/forms>.

THIS REPORT IS TO BE COMPLETED BETWEEN JANS 1 AND FEB. 1

THIS REPORT SHOULD NOT BE INCLUDED WITH YOUR OTHER CHARGE CONFERENCE FORMS

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

Charlton City United Methodist Church 6-616 Charge
Central District New England Annual Conference
 For the period beginning January 1, 2020, and ending December 31, 2020

1. Receipts, Disbursements, and Balances (Round the nearest dollar)

LOCAL CHURCH FUNDS (Use those applicable to your church.)	(a) Balance at Beginning of Period	(b) Cash Received and Recorded	Total Disbursements for Period	* Transfers	(e) Balance End Of Period
General Fund	13,478	226,218	205,106	0	34,590
Benevolence Fund					
Building or Improvement Fund					
Board of Trustees' Fund					
United Methodist Women					
United Methodist Youth Fellowship					
United Methodist Men					
Church School					
Other Organizations or Funds (enter name):					
Name: Country Bank Savings Acct	15,703	13,002	0	0	28,705

2. The Auditors Auditing Committee (check one) has examined the accounts listed on the front side; reviewed procedures of counting and accounting under the current Book of Discipline; has reconciled receipts and disbursements with bank deposits and bank balances; and has found the balances displayed to be correct, procedures proper, and records property kept, except as noted below (attach additional pages as needed):

examined the Charlton City United Methodist accounts and find them in good order.

3. Recommendations for changes in financial policies and practices (attach additional pages as needed):

Signatures of the Church Audit Committee, (if applicable)

Priscilla S. Walker, Chairperson _____, Member
Printed Name: Priscilla S. Walker Printed Name: _____
Date: 06/24/2021 Date: _____

Fund Balance Report, 2017-2020

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.

Charlton City United Methodist Men

January 1, 2021- October 21, 2021

Due to continued COVID restrictions, the Men's Fellowship has not been able to put on any suppers. This is our main source for income.						
BALANCE ON HAND JANUARY 1, 2021						\$5,814.36
<u>RECEIPTS</u>						
Bank Interest				\$ 13.00		
TOTAL RECEIPTS						\$ 13.00
TOTAL RECEIPTS TO BE ACCOUNTED FOR						\$5,827.36
<u>DISBURSEMENTS</u>						
Gift Cards (\$50.00 each to 3 needy families)				\$ 150.00		
Gift Cards (\$25.00 each to 2 needy families)				\$ 50.00		
TOTAL DISBURSEMENTS						\$ 200.00
BALANCE ON HAND OCTOBER 21, 2021						\$ 5,627.36

Respectfully submitted,
 John Hunt
 Asst. Treasurer Men's Fellowship

CCUMC Womens Treasurer's Report

October 16, 2020 - October 28, 2021

BALANCE ON HAND, OCTOBER 16, 2020					\$1,649.89
RECEIPTS					
Abby's House 5K run/walk			\$650.00		
World Thank Offering			\$79.74		
Gifts in Memory			\$50.00		
Bank Interest, Sept., 2020 - Sept., 2021			\$6.85		
Adjustment for Check #998 which was voided			<u>\$100.00</u>		
TOTAL RECEIPTS					<u>\$886.59</u>
TOTAL CASH TO BE ACCOUNTED FOR					\$2,536.48
DISBURSEMENTS					
District Treasurer, UMW			\$123.00		
World Thank Offering - \$103.00					
Gift in Memory - \$20.00					
Abby's House 5K run/walk			\$650.00		
New England Conference UMW			\$50.00		
District Treasurer, UMW			\$675.00		
Pledge to Mission - \$550.00					
Special Mission Recognition - \$60.00					
Gift to Mission - \$10.00					
Gift in Memory - \$30.00					
World Thank Offering - \$25.00					
TOTAL DISBURSEMENTS					<u>\$1,498.00</u>
BALANCE ON HAND, OCTOBER 28, 2021					\$1,038.48
In addition, the CCUMW also holds a Certificate of Deposit in the amount of \$537.02. This originated as contributions for memorial flowers for the altar.					

Trustees Account Activity

TRUSTEES CHECKING ACCOUNT

Start date	10/12/2020	Opening Balance	\$	210.49
End date	10/25/2021	Ending Balance	\$	183.39

Date	Description	Paid To	Amount	New Balance
10/12/2020	Opening Balance			\$ 210.49
12/23/2020	Transfer from Memorial Fund	Christmas Lights	\$ 283.28	\$ 493.77
12/23/2020	Check 1209	Gary Picard - Christmas Lights	\$ (283.28)	\$ 210.49
1/4/2021	Deposit	Water sales, can redemptions	\$ 74.00	\$ 284.49
4/19/2021	Deposit	Water sales, can redemptions	\$ 29.85	\$ 314.34
5/30/2021	Check 1210	John Hunt - Gas, Fertilizer	\$ (100.00)	\$ 214.34
7/30/2021	Transfer from Memorial Fund	Keyboard purchase	\$ 642.15	\$ 856.49
7/19/2021	Check 1211	John Hunt - Mower blades	\$ (32.00)	\$ 824.49
7/30/2021	Check 1212	Jim Perry - Keyboard purchase	\$ (642.15)	\$ 182.34
9/20/2021	Check 1213	John Hunt - Gas	\$ (34.00)	\$ 148.34
9/27/2021	Transfer from Memorial Fund	Keyboard purchase	\$ 600.00	\$ 748.34
9/26/2021	Check 1214	Pepin Granite - Bench deposit	\$ (600.00)	\$ 148.34
10/21/2021	Deposit	Water sales, can redemptions	\$ 35.05	\$ 183.39
10/12/2020	Ending Balance			\$ 183.39

MEMORIAL FUND ACCOUNT OF the TRUSTEES

Start date	10/12/2020	Opening Balance	\$	10,595.03
End date	10/25/2021	Ending Balance	\$	15,951.96

Date	Description	Amount	In Memory Of	New Balance
10/12/2020	Opening Balance			\$ 10,595.03
10/31/2020	Interest Credit	\$ 0.90		\$ 10,595.93
11/30/2020	Interest Credit	\$ 0.68		\$ 10,596.61
12/28/2020	Transfer to Checking (Christmas Lights)	\$ (283.28)		\$ 10,313.33
12/31/2020	Interest Credit	\$ 0.45		\$ 10,313.78
1/4/2021	Deposit	\$ 202.00	B. Guardiani (\$100), M. Sergel (\$102)	\$ 10,515.78
1/31/2021	Interest Credit	\$ 0.44		\$ 10,516.22
2/28/2021	Interest Credit	\$ 0.41		\$ 10,516.63
3/31/2021	Interest Credit	\$ 0.44		\$ 10,517.07
4/30/2021	Interest Credit	\$ 0.43		\$ 10,517.50
5/31/2021	Interest Credit	\$ 0.45		\$ 10,517.95
6/21/2021	Deposit	\$ 1,650.00	L. Grimwade (\$1500), Houde (\$150)	\$ 12,167.95
6/30/2021	Interest Credit	\$ 0.46		\$ 12,168.41
7/30/2021	Transfer to Checking	\$ (642.15)	Keyboard Purchase	\$ 11,526.26
7/31/2021	Interest Credit	\$ 0.51		\$ 11,526.77
8/31/2021	Interest Credit	\$ 0.49		\$ 11,527.26
9/2/2021	Deposit	\$ 4,824.00	A. Hunt	\$ 16,351.26
9/27/2021	Transfer to Checking	\$ (600.00)	Memorial bench deposit	\$ 15,751.26
9/30/2021	Interest Credit	\$ 0.70		\$ 15,751.96
10/21/2021	Deposit	\$ 200.00	A. Hunt	\$ 15,951.96
10/25/2021	Ending Balance			\$ 15,951.96

Certified Lay Minister and Certified Lay Servant **Annual Report to the Charge Conference**

Request for Renewals ~ Report for year ending 2021
From the Charlton City UMC, Charlton, MA of the Commonwealth West District 508-
248-7379

SECTION I: DATA ON THE CERTIFIED LAY MINISTER Mrs. Sandra Dam 100 T Hall Rd Charlton, MA 01507

For recertification as a Certified Lay Minister

1. What year did you first become certified as a Lay Minister? 2021
2. Date of last review of CLM status: Approved: Yes No
3. What year did you complete your last approved continuing education event? 2021
4. What was the title of your last approved continuing education event? Elements of Biblical Exegesis

SECTION VI: MINISTRIES OF THE CERTIFIED LAY MINISTER

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

served as a volunteer in a care-giving institution provided one-on-one caring
 at a hospital, nursing home, or to a shut-in in membership/evangelism visitation
 served in caring/outreach projects (food pantry, prison ministry, etc.)

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

served as member of committee, board, commission, council, task force, etc.
 as a volunteer at a community agency
 at my local church
 on my District Conference Jurisdiction General Church level

During the past year, I have participated in ***communicating ministries*** as follows:

brought message in 15 worship services
 served as worship leader in 18 services
 shared my faith story 2
 other speaking activities - Ecumenical September 11th Memorial Service

During the past year I have participated in additional opportunities for ministry as follows

Serving as CLM/Pastor for George Whitefield UMC part time

SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE CERTIFIED LAY MINISTER

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

*Devotions, Meetings with Mentor and Coordinating Pastor, District Training Events, Clergy Liturgy
Discussions on Zoom,
Weekly Bible Study using Bible in 52 Weeks, Faith after Doubt, Elements of Exegesis*

SECTION I: DATA ON THE LAY SERVANT Mrs. Jeanne Kosakowski, 106 Nipmuck St P.O. Box 832, Palmer, MA

For renewal as a Certified Lay Servant

1. What year did you complete your last Advanced Course? 2019
2. What was the title of your last Advanced Course? You Can Preach

SECTION VI: MINISTRIES BY THE LAY SERVANT

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

√ at a hospital, nursing home, or to a shut-in ___ in membership/evangelism visitation
During the past year, I have participated in **leading ministries** as follows:

√ at my local church

√ beyond my local church

√ other leading activities – Led services at the Chapel at Overlook

During the past year, I have participated in **communicating ministries** as follows:

√ brought message in 9 worship services

√ served as worship leader in 9 services

√ shared my faith story 10 times

√ other speaking activities – Sermons for the Overlook Life Care Community

SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

Daily Devotions, Book -Purpose Driven Life

CERTIFIED LAY MINISTER

ANNUAL REPORT TO THE CHARGE CONFERENCE

Initial Application or Request for Renewal

Report for year ending 2021 Church Telephone 508-248-7379



SECTION I: DATA ON THE CERTIFIED LAY MINISTER

Name (Mrs. Ms. Mr.) Sandra Dam

Address 100 T. Hall Rd City/State/Zip Charlton, MA 01507

Telephone 508-248-7110 E-mail smdam@charter.net

Name of District Commonwealth West District

Name of Church Charlton City United Methodist Church

Church Address 74 Stafford St City/State/Zip Charlton, MA 01507

SECTION II: STATUS OF THE CERTIFIED LAY MINISTER

For initial application as a Certified Lay Minister

1. Are you currently a Certified Lay Servant? Yes No

2. What year did you complete your Basic Course? _____

3. What year did you complete your Advanced Course for certification as a lay servant? _____

4. What was the title of your Advanced Course? _____

5. Which of the following required Lay Speaking courses have been completed?

Module 1: Call and Covenant for Ministry

Module 2: The Practice of Ministry

Module 3: Organization for Ministry

Module 4: Connection for Ministry

(Upon completion of the required course work and after completion of appropriate screening and assessment, the CLM candidate requests a letter of recommendation from his/her District Superintendent. The CLM candidate then applies in writing and appears before, the district committee on ordained ministry for interview and recommendation for certification.)

For recertification as a Certified Lay Minister

1. What year did you first become certified as a Lay Minister? 2021

2. Date of last review of CLM status: _____ Approved: Yes No

3. What year did you complete your last approved continuing education event? 2021

4. What was the title of your last approved continuing education event? Elements of Biblical Exegesis

(Upon completion of the required course work and after completion of appropriate screening and assessment, the CLM candidate requests a letter of recommendation from his/her District Superintendent. The CLM candidate then applies in writing and appears before, the district committee on ordained ministry for interview and recommendation for certification.)

SECTION III: REQUEST OF THE CERTIFIED LAY MINISTER

I request a recommendation from my pastor and church council or charge conference to become or continue as a Certified Lay Minister.

For those not currently under assignment:

I request a ministry review by my church council/charge conference where my membership is held. (every two years)

For those currently under assignment:

I request a ministry review by the church council/charge conference where I am assigned. (every two years)

Date **11/14/2021** _____ Certified Lay Servant/Certified Lay Minister Sandra Dam

SECTION IV: RECOMMENDATION OF THE PASTOR (for initial application)

I recommend concurrence with the request of this person to become or continue as a Certified Lay Minister.

Date _____

Pastor

SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council/charge conference of Charlton City United Methodist Church (church/charge) recommends the above person become or continue as a Certified Lay Minister.

Date _____ Church Council Chair

SECTION VI: MINISTRIES OF THE CERTIFIED LAY MINISTER

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

- served as a volunteer in a care-giving institution provided one-on-one caring
- at a hospital, nursing home, or to a shut-in in membership/evangelism visitation
- served in caring/outreach projects (food pantry, prison ministry, etc)
- other caring activities (Please list) Thrift Store

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

- served as member of committee, board, commission, council, task force, etc.
- as a volunteer at a community agency
- at my local church
- beyond my local church
- on my District Conference Jurisdiction General Church level

other leading activities (Please list) CLM serving as Pastor of George Whitefield UMC

During the past year, I have participated in **communicating ministries** as follows:

brought message in 15 worship services

served as worship leader in 24 services

delivered _____ devotional messages

taught _____ classes

shared my faith story 2

other speaking activities (Please list) Ecumenical September 11 Memorial Service

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):

SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE CERTIFIED LAY MINISTER

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, communicating and speaking? Meetings w/Coordinating Pastor & Mentor, Clergy Liturgy/Devotions, Weekly Bible Study, Faith after Doubt, Exegesis

SECTION VIII: FEEDBACK BY THE CERTIFIED LAY MINISTER

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

(July 2017)

CERTIFIED LAY SERVANT

ANNUAL REPORT TO THE CHARGE CONFERENCE

Initial Application or Request for Renewal

Report for year ending 2021



SECTION I: DATA ON THE LAY SERVANT

Name (Mrs. x_ Ms. Mr.) Jeanne Kosakowski

Address 106 Nipmunk St. P.O. Box 832 City/State/Zip Palmer, MA

Telephone 413-289-9171 E-mail

Name of District Commonwealth West District

Name of Church Charlton City United Methodist Church

Church Address 74 Stafford St City/State/Zip Charlton, MA 01507

SECTION II: STATUS OF THE LAY SERVANT

 For initial application as a Certified Lay Servant

1. What year did you complete your Basic Course?
2. What year did you complete your Advanced Course?
3. What was the title of your Advanced Course?

 x_ For renewal as a Certified Lay Servant

1. What year did you complete your last Advance Course? 11/02/2019
2. What was the title of your last Advanced Course? You Can Preach

SECTION III: REQUEST OF THE CERTIFIED LAY SERVANT

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

Date 11/14/2021 Lay Servant Jeanne Kosakowski

SECTION IV: RECOMMENDATION OF THE PASTOR (for initial application)

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

Date _____ Pastor _____

SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

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

Date _____ Church Council Chair or District Superintendent _____

SECTION VI: MINISTRIES OF THE LAY SERVANT

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

- served as a volunteer in a care-giving institution provided one-on-one caring
 - at a hospital, nursing home, or to a shut-in in membership/evangelism visitation
 - served in caring/outreach projects (food pantry, prison ministry, etc)
 - other caring activities (Please list)
-

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

- served as member of committee, board, commission, council, task force, etc.
- as a volunteer at a community agency
- at my local church
- beyond my local church
- on my District Conference Jurisdiction General Church level
- other leading activities (Please list)

During the past year, I have participated in ***communicating ministries*** as follows:

- brought message in 9 _____ worship services
 - served as worship leader in 9 _____ services
 - delivered _____ devotional messages
 - taught _____ classes
 - shared my faith story 10 _____
 - other speaking activities (Please list) Provided services at the Chapel for the Overlook Life Care Community
-

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):

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

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

SECTION VIII: FEEDBACK BY THE LAY SERVANT

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

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

3. Give any recommendations you have for improving Lay Servant Ministries in you District of Conference:

Note: District Directors are encouraged to respond to any comments within this section.)

NOTICE: After this form is completed and signed by those listed above, the Recording Secretary of the Church Council or Charge Conference is requested to reproduce THREE copies of (1) Lay Servant, (2) District Director of Lay Servant Ministries, (3) District Superintendent. The Recording Secretary of the Church Council or Charge Conference keeps the ORIGINAL. (Revised April 2014)

Safe Sanctuary Policy

May 2020



Charlton City United Methodist Church

74 Stafford Street Charlton MA 01507 (508) 248-7379

SAFE SANCTUARY POLICY

MISSION STATEMENT

“The one thing I ask of the Lord-the thing I seek most-is to live in the house of the LORD all the days of my life, delighting in the LORD’s perfections and meditating in his Temple. For He will conceal me there when troubles come; he will hide me in his sanctuary. He will place me out to reach on a high rock.”
Psalm 27: 4-5

“And anyone who welcomes a little child like this on my behalf is welcoming me. But if anyone causes one of these little ones who trust in me to lose faith, it would be better for that person to be thrown into the sea with a large millstone tied around the neck.”

Matthew 18:5-6

PURPOSE

As a church we are called upon by God to care for and provide a safe place, a sanctuary for our children, youth, and seniors. These people and people of all ages have been entrusted to our care. Our church should be a place where someone can grow in his or her faith and not in fear. This policy and its procedures also protect those who have the responsibilities as leaders and teachers.

In the case of an emergency, an act of nature, fire, or problem with the church building, we need to have documentation of who is in the building and where. This will not only help us but any emergency personnel that may be called to the church.

We are not stating that we have a problem or imply lack of trust; our hope is to protect our children, youth, seniors, our leaders, teachers, and the church body in its entirety. We have set in motion guidelines and documentation to provide a record if an incident should occur.

SCREENING

1. Any person wanting to work with our children and youth (18 years and under) will have been a member of our congregation for at least 6 months (a member is someone who attends on a regular basis).
2. A CORI request form will be completed by anyone wanting to work with the children and youth for any event.
3. Upon return of the CORI inquiry, any offense that involves the safety or reckless endangerment of anyone, or drug use will be denied.
4. Any sexual misconduct, sexual offense of any kind will be denied.
5. Any offense that involves a minor will be denied.
6. Any CORI returned with a negative result other than those mentioned above will be decided on a case by case basis.
7. All CORI's will be updated every 3 years and kept for at least 5 years. CORI's will be kept in a locked box. A list of all CORI approved applicants will be compiled and updated as needed.

PROCEDURE

1. Registration/Emergency cards and any other paperwork must be completed by a custodial parent/guardian and returned to the Sunday school Superintendent or adult in charge of the activity.
2. The Sunday School Wing or place of activity will be checked by an adult before the activity begins.
3. Parents/Guardians will need to sign their child in and out of the church for youth and children activities, including Sunday school. Children that are in the 6th grade or older, may sign for themselves with a signed permission slip from their parents. If a sibling is driving a younger sibling, they may sign for the younger sibling with permission from their parent.
4. All children will be signed in and out by the person in charge of the activity.
5. We will strive to have 2 adults in our Sunday school classes or at each activity involving the children or youth. If 2 adults are not in attendance, the classroom door shall remain open while the class is in session. The Sunday School Superintendent or lay person shall check in periodically.
6. All documentation will be kept in a binder on the bookshelf in the Church Office.

REPORTING/INCIDENT REPORT

If an accident or problem should occur involving a minor whether it is a cut, scrape, medical emergency, or allegation of abuse, the following steps will be taken:

1. The church will call 911 if the incident is a medical emergency, the parents/guardians if not on site, the person in charge of the activity, and the Pastor.
2. A written incident report must be filled out within 24 hours of any situation.
If the situation is a type of abuse, step #3 will be taken.
3. The Charlton Police Station Department will be notified at [508] 248-2250 and a report will be filed with them. They will guide us as to what forms need to be filed and determine who needs to be notified. This will be done on a case by case basis.
 - a. In the case of a child 17 or younger an 51A report will be filed with the Department of Children and Families.
 - b. In the case of an elder incident a report will be filed with Tri-Valley Elder Services.
4. The New England Conference shall be notified of all major incidents [minor cuts & scrapes need not be reported].
 - a. Pastor Will Green Coordinator of the New England Conference Response Team at [774] 212-0900.
 - b. Bishop Sudarshana Devadhar- Area Bishop at [978] 682-7555 x 250.
 - c. Reverend Megan Stowe- District Superintendent at [508] 853-1895.

All incidents shall be kept confidential

In conclusion, the above steps are in place for the safety of the children and all people involved in any situation whether it be an incident, accident, medical emergency, problem with the building, or disaster.

Children are our present, our future, our hope, our teachers, and our inspiration. As a church it is our duty to provide a safe environment [sanctuary] for them to come to learn, understand, grow, and love God.