

Forrest and I are pleased to be part of the University UMC faith family. Thank you for your warm welcome – in worship, in your homes, and in your lives. We pray for a long and spiritually healthy relationship with this congregation!

At this annual Charge Conference, which is now one of our four Quarterly Conferences, we present ourselves and our work before God and each other. In good Wesleyan style, we hold ourselves accountable to our mutual discipleship. As Wesley himself may have inquired:

How is it with our soul?

Is our holiness increasing?

Have we an increase in mercy, compassion, humbleness of mind?

Do we have an increase in faith and labor of love?

Since I am still new here, the good people of UUMC will need to answer these questions for themselves. Do you see changes and growth in us over the last year?

I hope to help you live into your new structure so that we increase in all things. By God's grace, it will be worth the pain and struggle that comes with redirection.

I am thankful for the staff in place here: Jane Bernard, Cathy Bilanchone, John Carpenter, Alvia Gilbert, Cindy Hanson, Cyndi McCormick, Jeff Moretti, Tiffany Vantine, MaryBeth Waniek, and the many committed teachers of our Child's World Preschool. I am so appreciative of their enthusiasm for ministry and commitment to their respective crafts. I look forward to our teamwork as we face with energy and creativity the challenges ahead of us.

I am also thankful for the committed volunteer leadership across all of our ministry areas: Belong, Believe, Be Love, Worship and Operations. With so many people deeply steeped in the Word, and with our particularly interesting mix of entrepreneurs, artists, and leaders, we are well-poised for the R & D needed by the UMC in this time and in this place. Let's embrace words like incubate, experiment, and innovate...and see what God has in store for us.

Grace and peace,

A handwritten signature in black ink, appearing to read "A. Paige Eaves". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Rev. A. Paige Eaves
Lead Pastor

Charge Conference Agenda for December 8, 2013

University UMC, Irvine, CA

Welcome and Introduction of Rev. John Farley, South District Superintendent
Call to Order
Election of Charge Conference Secretary
Opening Prayer

Church Business

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Approval of Minutes from previous Charge Conference

2012 Charge Conference

Wednesday, November 14, 2012

Meeting began at 7:30 p.m. with a welcome and introduction of Rev. David Beadles.

Eric opened with a prayer.

Election of secretary was held. Elected was Cathy Boragno.

Lay Leadership Presentation – Sandra Sciutto thanked everyone for doing the work of the church and for being here. She spoke of the restructure that is taking place and how to participate. And of practicing our faith and belief. She presented the brochure that was handed out at church last Sunday. It is a list of various opportunities for people to sign up for areas that interest them. Someone committed to her that there was not a lot of evangelism on the list and she felt that we should focus more on making people feel like they belong and that we are witness to each other as a form of evangelism.

Pastor's Salary and Benefits – Dennis Kempke presented the recommendation from Dick Cowles and the Staff Parish Relations Committee. Questions were asked about the Health Insurance amount – that it covers the family. What is the meaning of Past-CPP – CPP stands for California Pension Plan and is an accrued liability for the Annual Conference for the pension plan from the past. What is budgeted is UUMC apparatus liability to that fund. It is not part of the salary but is based on the pastor's salary. This is a new item in the budget from the general conference. Not all conferences have this item, but in California the number of retired clergy is high in that ½ of all clergy in the conference are retired. Past monies won't cover the cost of the pension and the conference must make up for it. What is the Professional Exp – this use to be called the car allowance but was change to include such items as cleaning of robes, books, meals, entertaining. Eric turns in all receipts. It allows all these items to be taxable. What is 403 B – this is like a 401K, it is an IRS code and is another retirement account but is not taxable. Since this is a recommendation by Staff Parish it is a motion and was seconded by Sandra Sciutto. Motion passed unanimously.

Membership Reports and Actions – corrections were made to reflect Stephanie Harless married name, Stephanie Howe, on the First Year Inactive List. The following names were removed from the Second Year list: David Foss (also on the Withdrawal List and that is correct), Greg Tonkovich and Matt Tonkovich (Kyle thought there was a contribution from them on Sunday, names were removed from list until that is confirmed). Carol Pukli asked about the number of deaths because there were 6 on All Saints Day. The report only lists the deaths of members and 3 is correct. Rev. Beadles asked if those present were ready to accept the membership report and vote to remove the Second Year Inactive List. Report and removal of names was accepted.

Lay Speaker Affirmation – John Pinches was voted to be a lay speaker.

Candidate for Ministry – Eric presented the two candidates and they shared with us where they were on and what they were doing.

Erin Stenberg – Report corrected spelling of Erin's last name, report has "Stenburg" and it should read "Stenberg". Erin is in her 2nd year of study. Motion to continue affirmation for Erin was moved by Jane Bernard and second by Sue Harris. Motion passed.

Brenda Torrie – Brenda is in her 1st semester at Claremont. It is tradition to vote by secret ballot for affirmation. Brenda received a unanimous vote of yes.

Affiliated Clergy – Rev. Sharon McCart said she was glad to be back at UUMC and very excited about the DisAbilities Ministries.

Finance Report and Budgeting of Apportionments – Kyle Vaught -- We started the year short and at the end of October we have a shortfall of \$71K. Last year had the same problem but members came forward with gifts and he is hoping that will happen again this year. Budget for 2013 that is in the report will change once all the pledges have been received. Right now there is a shortfall of \$64K and it is in the budget as a pledge challenge. Budget will be finalizing in January. A small group from the Finance Committee, under the leadership of Ray Norris, discussed ways of getting rid of the debt. One of the ideas was a capital campaign, it has been tabled until review next April as the committee did not think it was the right time for a campaign now.

Pastor's Comments – Eric thanked everyone for a great year together and that he appreciated what we are doing. He spoke of the restructure. The brochure is a way of connecting people to areas that they want to be involved with. There will be a written request for charge conference in June.

Rev. Beadles – Good reports.

Meeting adjourned at 8:15 p.m. with prayer.

Respectfully submitted

Cathy Boragno



Approval of Minutes from previous Adjourn Charge Conference

University United Methodist Church
Adjourned Church Conference
February 19, 2013
7:00 pm

Present: Sandra Sciutto, Bob Knight, Gary Stenberg, Sue Harriss, Linda Dressler, Kyle Vaught, Glenda Ison, Pastor Eric Smith

The Church Conference was opened with prayer by Pastor Smith

The 2013 operating budget for UUMC was presented by Kyle Vaught, Finance Committee chairman. The report was received and adopted with a unanimous vote.

The report of the Nominating and Lay Leadership Development Committee was received and several changes were suggested. The trustees were elected with a separate vote. The amended report was received with a unanimous vote.

Attachments: 2013 Operating Budget
2013 Committee on Nominations and Lay Leadership Development Report

Minutes submitted by Eric Smith



Presentation of UUMC Ministries in 2013



Budget/Stewardship Review 2013

Action: Recommendation for Disposition of Fundraiser Proceeds

* Given that the 2013 approved budget called for \$6000 in Auction/Burger Bash proceeds to be allocated toward Apportionments,

* Given debate regarding the traditional use of Auction/Burger Bash funds for local missions and a need for further interpretation of apportionment giving,

* Given the need to restore harmony and claim a victory for the event,

The Fundraising Team and Missions Committee (after considerable discussion) recommend the following allocation of Auction Funds and Mission Ministries Reserves (a change to the budget approved at the 2013 Adjourn Charge Conference):

Allocation of \$12,000 of Auction Funds

Families Forward (40%)	\$ 4,800
Assistance League (25%)	\$ 3,000
UMCOR domestic (20%)	\$ 2,400
El Nino (15%)	<u>\$ 1,800</u>
Total	\$12,000

Mission Reserves - \$2,218.29, to be used in 2014 as follows:

Emergency Mission Team supplies	\$ 1,000.00
Claudia Genung, UMC missionary to Japan	\$ 1,000.00
Seed Money (for 2015 auction)	\$ 500.00
Anticipated master charge expenses	\$ 93.00
Reserves	<u>\$ 218.29</u>
Total	\$ 2,218.29

This allocation of Mission Reserves reduces the Be Love (Missions) budget asking for 2014 by \$2000 (\$1000 for Claudia and \$1000 for Emergency Mission Team supplies.)

Apportionment Encouragement from DS Farley



Annual Membership Report

Membership Care Report

(as of 12/08/2013)

New Members

Lynda Everman (T)	Betty Doyel (T)	Dick Doyel (T)
Diaxa Walther (CF)	Billy Lin (CF)	Mandy He (CF)
Leah Tsang (CF)	Raymond Tsang (CF)	
Norman Teitsworth (T)	Jack Miller (CF)	Jan Miller (CF)

Baptisms

Lincoln Politte	Bentley Politte	Shala Mahmoody
Leah Tsang	Kyla Tsang	Noonan
Raymond Tsang		Darren Tsang

Inactive List

Second Year

Artello, Kristine	Quinn, Marilyn	Knight, Timothy
Bowman, Bill	Steele, Megan	Miller, Kari
Chamberlin, Caitlin	Young, Arron	Mansouri Havlik, Roza
Corbett, Michele	Havlik, Joseph	Howe, Chris
Gilbert, Michael		

First Year

Andrew Brown	Linda Jajosky	Greg Parret
Johnaton Curtis	Sarah Jajosky	Victoria Parret
Carolyn Farmer	Dave Kirby	Sharon Brown Reyes
Patrick Farmer	Jan Kirby	Barbara Schleuse
Bob Gaido	Susan McClintic	Leslie Smith
Chuck Hervy	Kevin McKown	Lindsay Smith
Judy Hervey	Bill Mincey	Robyn Smith
Diana Hurtado	Leslie Mincey	Andre van der Bank
Charles Jajosky	Laura Jajosky Morgan	Dylan van der Bank
Jerome van der Bank	Alex Parret	Vicki van der Bank
Stephanie van der Bank	Louise van der Bank	

Withdrawal

Wendy Hill	Rachel Starkey	Kay Alfred
Stephanie Harless Howe		

Transferred to Other Churches

Henk Eshuis	Petra Eshuis	Par Quinm
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Mailyn Quinn
Kristin Andrews
Karen Smith

Terry Wellman
Dave Mattheiss

Andrea Wellman
Catherine Mattheiss

Deaths

Reba Kramer Myrla Depew

Membership Summary

Total Professing Members on roll as of Last report 11/30/2011	427
New Members (11)	11
Removed by Transfer (10) , death (2) , or withdrawal (43)	-16
Removed by Charge Conference Action (25)	-25
Total Professing Members 10/31/2012	397

Looking Ahead to 2014



Lay Leadership / Nominations

Appreciation of 2013 leadership

Election of 2014 leadership

**Lay Leadership/Nominations
Leadership Slate for 2014**

Please note that for program committees in 2014 and beyond, the Lay Leadership/Nominations Team will nominate only a chair and vice-chair (or co-chair) for one-year terms. Additional team members may be added at any time of year for any project(s). We are voting today on all people designated by a check () mark, while also thanking and celebrating all who have agreed to servant leadership in our church.

Lay Leader – Steve Georgi

Thank you to our outgoing lay leaders, Sandra & Mike Sciotto.

Annual Conference Lay Representatives –Sue Harriss

UUMC is allocated 3 voting lay representatives.

Vision and Strategy Facilitator – Fowler, Brad

BELONG

Vision and Strategy Liaison - Wright, Bonnie ☐

Care Ministries - - to be internally recruited and assigned by Belong Team

Church Family Ministry (formerly Membership)

Job Description: A team that will focus on shepherding people into meaningful ministry within the church body and coordinate at least 2 community-building all church events per year.

Kathy Hartman ☐ Chair	Joy Corkery	Lori Boulard
Tonya Carrasco	Bonnie Bennett ☐ VC	

Children & Family Ministry-

Job Description: Design and assign the implementation of activities and education that nurtures the spiritual formation of children and their families.

Outgoing leaders Abby Lopez & Sarah Franklin – thank you!

Ralston, Eli & Lara	Tobin, Merry	Sandra Sciutto, Chair ☐
Reyes, Laura		

Youth Council –

Job Description: Teamwork on planning/calendaring; coordination of 2 fundraisers per year for mission trip; prayer and general support.

Barb Doherty, co-chair ☐	Tom Doherty, co-chair ☐	Bob Theemling
Bob Knight	Steven Wong	

BELIEVE

Vision and Strategy Liaison - Boragno, Cathy ☐

Sunday School Teachers – recruited by Believe & staff

Adult Education

Job Description: Plans and implements short and long-term adult education options for multiple levels of discipleship. Trains and encourages leaders.

Outgoing Leader Lois Vaught, thank you!

Dressler, Linda, Chair ☐	Brown, Doug, Vice-Chair☐	Lucas, Jack
DeGroot, Adrian	Young, John	Doppenberg, Bryan
Vaught, Lois	Stenberg, Joyce	Eaves, Pastor Paige
Boragno, Cathy	Wright, Bonnie	Cowles, Dick
Georgi, Steve		

BE LOVE

Vision and Strategy Liaison – Dodge, Dianne ☐

Mission Committee

Job Description: Incubates, launches, and nurtures outreach ministries of compassion and justice.

Stenberg, Joyce, Chair ☐	Harriss, Sue, Vice Chair ☐	Rhoads, Karen
Brown, Doug		Pinches, John
Caffrey, Nora	Pukli, Carol	Campbell, Kim
Arthur, Annelle		

Child's World Board

Job Description: (in bylaws)

5 from church and 5 non-member parent representatives. Bylaws say that the director, current board members, and clergy staff recruit members.

Church Members	Parent Members
Raul Lopez, Chair ☐	Laura Wakeham ☐
Jim Moyer ☐	Carolyn Driscoll-Smith ☐
Joyce Moyer ☐	Elenor Niu ☐
Marybeth Waniek ☐	Lauri Thompson ☐
Steve Rader ☐	

New Members (new)

Job Description: Invites new people to experience our church with a combination of PR/branding efforts and training UUMC people to tell their stories to people who need Jesus.

John Young ☐	Steve Wong	
Natalie Appadurai	Gina Wong	

Consultants to the team: Adam Bernard, Allison Rhoads, Jeff Moretti

WORSHIP

Worship Liaison: Jin Kim ☐

Volunteers to be recruited and assigned internally by Worship Team

OPERATIONS

Operations Liaison: Bob Bilanchone ☐

Endowment

Job Description: Reviews management of endowment funds, disburses as per guidelines, encourages planned giving

Outgoing chair Jerome Carrasco – thank you!

Dodge, Steve ☐	Holmes, Lee ☐	
Carol Pukli ☐	Les Baden ☐	

Don Campbell – adviser

Finance Committee

By Discipline (para 258.4) this committee is elected annually and is composed of many ex officio members (below) plus at-large members elected by the Charge Conference:

- *the chair
- *the pastor
- *a lay member of the annual conference
- *the church council chair
- *an SPRC rep
- *a trustees rep
- *stewardship chair
- *lay leader
- *financial secretary
- *treasurer
- *church business administrator
- *and other members as the charge conference may determine (below):

2013 (term ending)	2014	2015	2016 (new)
	Charlie Hartman	Betsy Leth	Ted Quilligan ☐
	Ray Norris	Kyle Vaught, Chair	Cindy Hanson ☐
	Non-voting – Larry Anderson & Mary Beth Waniek	Glenda Ison	

Staff Parish Relations

2013 (term ending – thank you!)	2014	2015	2016
Dennis Kempke	Cathy Bilanhone		
Bob Wabler	Barbara Robison		
Dick Cowles, Chair	Doug Mason	Pat Kline ☐	Janet Oderkirk – ☐
Adrian DeGroot	John Faure		Sarah Kistingner ☐
	Dick Cowles, Chair☐		

Trustees

2013 (term ending – thank you!)	2014	2015	2016
Ginny Bilanchone, Chair	Gary Stenberg	Steve Rader	Dale McCart - ☐
Linda Wabler	Greg Rhoads		Bob Knight ☐
Ron Bernard	Dan Babcock	Steve Wong	Ginny Bilanchone ☐
Adrian De Groot	Ron Bernard		Travis Heflin ☐
			Mitzi Holmes ☐

Stewardship Team for 2013 – thank you!

Doppenberg, Bryan	Holmes, Lee	Marge & Larry Anderson
Georgi, Steve	Holmes, Mitzi	Linda & Don Dressler
Pastor Paige		

Fundraising Team – no team needed in 2014. Reconvene in 2015.

Committee on Lay Leadership Development and Nominations

2013 (term ending- thank you!)	2014	2015	2016
Steve Wong	Steve Georgi	Mitzi Holmes	Sharon McCart ☐
Tammy Rice	Cathy Bilanchone	Bob Knight	Gina Wong ☐

Training Vision team (January 10-11)

Friday evening, Jan 10 7:00 - 9 p.m. Dinner

Saturday, Jan 11 9:00 - 3:00 p.m. including Lunch

Where: @ Gensler design firm's "energetic, next generation" office space

Who Should Come: All elected leaders and committee/team members. If you said "yes" when you were asked to serve, you should come.

What will we do: Team-building and strategy for the year(s) ahead. Let's make this new structure do what it is supposed to do: focus us in mission and ministry. Saturday will include facilitated big group discussion, small group work, and ministry area break-out time.

Who is organizing this?: Your Vision & Strategy Team



Action Item: Korean United Methodist Partnership Offer from Holliston “Dream” UMC

- * Given that 16.51% of Orange County residents identify themselves as Korean, including 12,241 residents of Irvine,¹
- * Given that 28.62% of Irvine residents have been identified by Mission Insite demographic services as “Flourishing Families –Asian Achievers,”
- * Given that the Holliston Korean “Dream Church” has offered UUMC the possibility of a partnership in developing a Korean United Methodist presence in Irvine,
- * Given that the Dream Church has already secured new ministry funding from the Korean American National Plan, the Korean UMC in the U.S. 1000 Campaign, and the Dream Church’s new church start fund,
- * Given that a United Methodist Local Pastor has already been called and trained through the Dream Church to serve in Irvine,

The Vision & Strategy Team proposes the following to the congregation of UUMC:

Recommended:

That UUMC approve in principle a partnership with the Holliston Korean “Dream Church” to launch a Korean United Methodist presence in Irvine; such partnership to begin with a Bible study and collection of a core group by Local Pastor Hong-Yun Won in January 2014, hosted on the UUMC campus.

Further, Vision & Strategy recommends that a team consisting of 3-5 UUMC members, Pastor Won and 2 core group members and 3 Holliston “Dream” UMC leaders begin to meet regularly to discern and develop the details of a longer-term partnership, such proposal to be presented to the full body of UUMC for discernment at a duly called Quarterly Conference no later than October 2014

¹ Sources: US Census Bureau, Synergos Technologies Inc., Experian, DecisionInsite/MissionInsite



Finance Committee Report

2013 Finance Committee

The Finance Committee for 2013 included: Larry Anderson (Financial Secretary), Brad Fowler (Operations Liaison) Charlie Hartman, Glenda Ison, Betsy Leth, Ray Norris (Vice Chair), Sandra Sciutto (Lay Leader), Kyle Vaught (Chair), Marybeth Waniek (Bookkeeper), and Pastor Paige Eaves.

Minutes of the committee meetings for 2013 are on file in the church office.

I. 2013 Budget and Financial Operations

A budget of \$668K was approved for 2013. It included projected Pledges and Regular Giving of \$400K and a Pledge Challenge of \$71K that we hoped to make up during the year.

A minister change occurred July 1. Eric and Karen Smith left and Pastor Paige Eaves joined us.

A revised budget of \$634K was approved in July.

University United Methodist Church

Annual Budget 2013	2013 Budget Appvd Feb2013	2013 Budget Revised July 2013	YTD Oct 2013
Income:			
Pledges & Regular Giving	400,000	400,000	304,905
Pledge Challenge	71,000	42,000	0
Loose Offerings	6,000	6,000	4,749
Facilities Sharing	108,150	108,150	92,868
Special Offerings	12,000	12,000	4,128
Interest & Other Income	65,850	65,850	50,142
Fund Transfers	5,000	0	1,150
Total Income	668,000	634,000	457,942
Expense:			
Debt Service	73,552	73,552	61,293
Minister's Compensation	142,904	125,150	135,829
Program Salaries	116,768	104,268	61,252
Administrative Salaries	59,900	57,167	40,485
Payroll Expense	18,458	18,458	13,129
Administrative Expense	17,713	18,112	8,705
Facility Maintenance	124,600	124,600	90,816
Benevolences/Apportionments	91,140	89,729	* 21,225
Church Programs	22,965	22,965	9,346
Total Expense	668,000	634,000	442,081
Income - Expense	0	0	15,862

*\$45,263 Apportionments not paid

As of Oct 30, 2013 we are still short ~\$30K. If not made up by the end of December this will result in Benevolences and Apportionments not being paid in full.

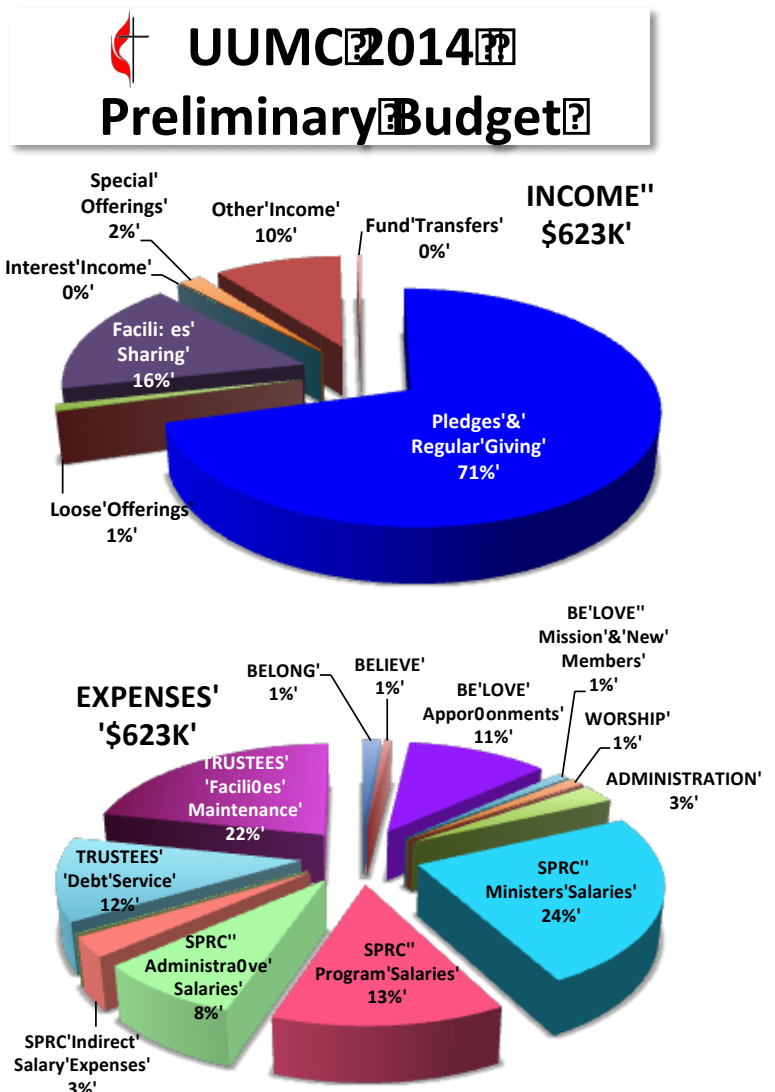
II. Special Expenses – New Roof

The Sanctuary required a new roof this year. Funds for this (\$125K) were transferred from the Building and Maintenance Endowment. This Special Maintenance Reserve had been accumulated from years of cell phone tower income.

III. Budget 2014

The Vision Team has provided inputs for a preliminary budget for 2014. It includes a 10% increase in Pledges & Regular Giving over the 2012 Budget and ~11% of income for Apportionments. The Stewardship Campaign is in progress and the budget will be finalized when Pledges for 2014 are complete.

	2014 Budget
INCOME	
Pledges & Regular Giving	440,000
Pledge Challenge	0
Loose Offerings	6,000
Facilities Sharing	101,200
Interest Income	150
Special Offerings	11,200
Other Income	62,450
Fund Transfers	2,000
Total Income	623,000
EXPENSES	
BELONG	8,835
BELIEVE	3,750
BE LOVE	
Apportionments	70,100
Mission & New Members	6,000
WORSHIP	7,000
OPERATIONS	
FINANCE	400
ADMINISTRATION	16,900
SPRC	
Ministers Salaries	150,068
Program Salaries	81,141
Administrative Salaries	51,894
Indirect Salary Expenses	17,700
STEWARDSHIP	500
TRUSTEES	
Debt Service	73,552
Facilities Maintenance	135,160
Total Expenses	623,000
Income - Expenses	0



Charge Conf 8Dec2013

Notes: Facilities Sharing includes \$5K from Persian Parking.

Funds Transfers includes \$2K from Mission Reserves to fund part of the Mission budget of \$2.5K.

Apportionments at \$70,100 are ~11% of Income. The Conference asked for \$81,140.

Kyle Vaught, Finance Committee Chair



Approve Candidates for Ministry

Brenda Torrie

CALIFORNIA-PACIFIC ANNUAL CONFERENCE CANDIDATE FOR THE MINISTRY YEARLY REPORT

This report to be completed in three sections: I. by SPRC Committee and Chair, II. by Senior Pastor, and III. by Charge Conference Secretary. Return this form to the District Committee on Ministry.

This one form replaces 3 candidate forms from 2013: Candidate for the Ministry Yearly Report for the Charge Conference, the SPRC Candidate Evaluation for the District Committee on Ministry, and the Pastor Report for the Candidate for the Ministry Yearly Report.

For 2014 Charge Conferences
Held Autumn 2013

for use by:

Candidate | SPRC Chair
Senior Pastor | Charge Conference
Secretary | District Committee on
Ministry

DOCUMENT # 34

DISTRICT	CHURCH CITY	CHURCH NAME
South	Irvine	University United Methodist Church
CANDIDATE NAME	ADDRESS	
Brenda Torrie	27712 Tumberly	
SEMINARY	EXPECTED GRADUATION DATE	PRIMARY PHONE
Claremont		(949) 633-9398
COLLEGE / UNIVERSITY	MAJOR(S)	GRADUATION DATE

I. SPRC COMMITTEE

It is required that each person in the Candidacy Program for Ordained Ministry be reviewed at the yearly Charge Conference. To do this you will need to:

- Complete this Yearly Report for each candidate and return to the District Superintendent at Charge Conference
- Provide your pastor with this Yearly Report form
- Establish contact with the candidate by correspondence and/or interview
- Upon contact, make a recommendation to either **continue** or **discontinue the certification**
- Provide ballots on which the members of Charge Conference may vote (yes, no, abstain)

What progress/accomplishments have they made this year?

Brenda is moving forward in the provisional candidate process. She displays real dedication to that purpose in actions and studies- candidacy summit 8/1-2, psychological assessment, Redlands internship. Has been very active in UUMC ministry – singularly organized and conducted our Rooted service each month and preached at least 3 times a month utilizing the UMC's "Rethink Church" resources, led service and preached at least five times at our Sunday traditional service, frequent volunteer liturgist and leader of children's time, lead coordinator of Women's retreat and a vacation bible school coordinator. Brenda feels that her Rooted service experience was most rewarding to her continued ministerial practices.

What are some needed areas of growth?

Brenda expressed the need to assume a greater presence and the continued enhancement of self-confidence in preaching before a congregation. She also expressed an interest in taking a story telling class to aid in this endeavor. Brenda talked of the service style she is considering for special needs people.

What has been their involvement in the church?

Her involvement is reflected in the answer to the first question. She has been a great asset to the UUMC church community.

Does he/she have the qualities which you would want in your pastor? Yes No Brenda Torrie

If so, describe. If not, why not?

Brenda has the qualities to be a very effective pastor. She continuously displays a sincere love of God, Jesus and the Word. Not only are her beliefs alive, she also radiates the same to those around her. UUMC has been blessed with her active presence.

The candidate was interviewed by the SPRC on . The committee's recommendation is

The SPRC recommends that the certification process for Branda Torrie continue.

APPROVE REAFFIRM FOR CONTINUATION DISCONTINUE

SIGNATURE OF SPRC CHAIR DATE:

II. LEAD PASTOR (PASTOR IN CHARGE)

Evaluation by Pastor

I am impressed by Brenda's ongoing joy in ministry. At UUMC she was asked to take on the large work of coordinating our emergent worship service, at which she persevered with creativity and joy (initially without much training). She organized the women's retreat and was active in VBS and other ministries in our church. She is clearly respected as a pastor-in-training in our congregation, where her calling has been confirmed.

SIGNATURE OF SENIOR PASTOR DATE

III. CHARGE CONFERENCE SECRETARY

This report is to be completed by the Secretary of the Charge Conference following the annual meeting in which the candidate's certification is recommended for renewal through the District Committee on Ministry.

CANDIDATE NAME

CHARGE CONFERENCE VOTE: Total Votes: YES NO
(2/3rds REQUIRED)

SIGNATURE OF CHARGE CONFERENCE SECRETARY DATE

Return this form to the District Committee on Ministry.

**CALIFORNIA-PACIFIC ANNUAL CONFERENCE
CANDIDATE FOR THE MINISTRY YEARLY REPORT**

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For 2014 Charge Conferences
Held Autumn 2013
for use by:
Candidate | SPRC Chair
Senior Pastor | Charge Conference
Secretary | District Committee on
Ministry
DOCUMENT # 34

DISTRICT	CHURCH CITY	CHURCH NAME
South	Irvine	University UMC
CANDIDATE NAME	ADDRESS	
Erin Stenberg	2501 Sunflower Ave. Apt J11	
SEMINARY	EXPECTED GRADUATION DATE	PRIMARY PHONE
COLLEGE / UNIVERSITY	MAJOR(S)	GRADUATION DATE

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- Upon contact, make a recommendation to either **continue** or **discontinue the certification**
- Provide ballots on which the members of Charge Conference may vote (yes, no, abstain)

What progress/accomplishments have they made this year?

Erin has established a connection with the California Heights UMC. She has progressed from experience with youth ministry to a broader demographic-working with both children, young adults and adults and is engaged in the area of care ministry.

What are some needed areas of growth?

Erin acknowledged that she was not approved for provisional status when interviewed by the conference board last year. She indicated the concerns registered during her interview are being addressed. She has a better appreciation of needs and is taking time to best address them. Erin said she needs to continue her current broadening experience in the various ministries.

What has been their involvement in the church?

In the broad sense, Erin has been involved in the "church". Although a member of UUMC, she has not been engaged with UUMC ministries this past year. In the past when Erin was active with UUMC, her sermons were impressive -good messages, well delivered and meaningful. Erin has established liaison with children and youth ministries at California Heights UMC. She informed SPRC that her responsibilities are expanding to include leadership in Bible studies. Other areas of involvement are described above.

Does he/she have the qualities which you would want in your pastor? Yes Erin Stenberg

If so, describe. If not, why not?

The SPRC believes Erin is living her faith. During the interview Erin displayed a dedication to and positive attitude regarding her progress to ordained ministry

The candidate was interviewed by the SPRC on . The committee's recommendation is

Reaffirm for continuation

APPROVE REAFFIRM FOR CONTINUATION DISCONTINUE

SIGNATURE OF
SPRC CHAIR

DATE:

II. LEAD PASTOR (PASTOR IN CHARGE)

Evaluation by Pastor

I appreciate Erin's call to ministry and persistence in pursuing her goals. She has pursued appropriate mentoring as recommended by the Board of Ordained Ministry, and has also acted on BOOM's recommendation to pursue work that would challenge her to move beyond youth ministry. At the California Heights church, her portfolio includes child and family ministries. As a child of our church, I know that Erin has a lot of support here. It is a delight to support and encourage young clergy in our conference. We'll continue to track her fruitfulness in ministry by staying in contact with both Erin and her current supervising pastor Rev. Amy Aitken.

SIGNATURE OF
SENIOR PASTOR

DATE

III. CHARGE CONFERENCE SECRETARY

This report is to be completed by the Secretary of the Charge Conference following the annual meeting in which the candidate's certification is recommended for renewal through the District Committee on Ministry.

CANDIDATE
NAME

CHARGE CONFERENCE VOTE: Total Votes: (2/3rds REQUIRED)

YES

NO

SIGNATURE OF CHARGE
CONFERENCE SECRETARY

DATE



Closing Remarks & Prayer



Ministry Reports:



Belong

The Belong Ministry members have continued to nurture our church family throughout the year to provide each individual a sense of belonging which then inspires them to participate and serve

Care Ministries

We have several programs actively reaching out to our church family. To know you can have meals brought in or get a ride to a doctor; get a warm visit if unable to get to church; have prayers said on your behalf; receive a prayer quilt to give you comfort or a baby quilt for a newborn; be given the Alter flowers to brighten your day; have a reception provided at a time of loss; support when grieving; receive cards of welcome or your birthday are all so comforting and inspiring.

Children and Family Ministry

(Karen Smith, Abby Lopez, Lara and Eli Ralston, Sarah Franklin, Wytze van der Veer, Merry Tobin)

Their goal is to promote activities that attract the children which then involves the family and allows them to interact with each other; thereby, establishing relationships.

Karen Smith, Programs Director, was a vital part of our children's and family events which have grown in so many ways. There has been an increase in participation of our church members as well as the families of Child's World preschool. It was difficult to see her leave but through her guidance and organization, she left the team with such strength to carry on.

During the transition of hiring someone, Abby Lopez enthusiastically took on the position to fulfill the activities for the rest of the year along with her team and Sandra Sciutto. Some of the events were the Lenten dinners, Easter Egg hunt and Butterfly Release, Dinner and a Movie, Vacation Bible School (100+ attending), Ice cream Social, Trick or Treat for Unicef, Jamboree Picnic at Irvine Park, and the upcoming Children's Christmas Pageant.

Church Family Ministry

(Kathy Hartman, Chairperson, Joy Corkery, Tonya Carrasco, Bonnie Bennett)

Some of the goals for this team are to provide events that will attract families and to develop a plan that will make a newcomer feel welcomed and want to join our church family for many years. Another is to tend to the existing congregation, staying in touch and listening.

A couple of the events they'll sponsor will be around spring time such as a picnic. They are organizing the Thanksgiving dinner this year. They will have other activities throughout the year.

The team is in the process of developing strategies that will attract and retain visitors who come to our church, especially young families who we have seen a decline in during the last few

years. Using the book, Radical Hospitality, the team is going to decide on ways to get them to participate in one of our activities. One of the programs, Shepherding, will be reintroduced the beginning of 2014. A church member(s) will be given a name(s) to contact and be their shepherd for several months. In order to make this successful, they met with the Greeters and New Member team to make sure there is a smooth transition from the first visit and ongoing; making it, "church friendly". The other plan is to implement something that will address the existing members and especially if their attendance declines. It is exciting to hear the ideas this team is coming up with.

Small Groups

We have several active groups. They are the Men's Breakfast, Knit Wits, Bridge, Small Dinner Groups, Memorial Day Campout, Sisters and Women's Mini-Retreats. These groups welcome new members. You are guaranteed a time of fellowship and fun.

Information/Communication

The library is available to all in the office and is well maintained by Linda Dressler as well as the books for the children located in the Education Building lobby.

Jane Bernard and Barbara DeGroot make sure the newsletter is sent out every two weeks to the congregation. The majority of members receive it by email which has decreased the cost of mailing. A new printer makes it possible to have prints in color now. The website was updated and is a key area of information for the members and especially anyone looking for a church. Jeff Moretti plays a vital part in this as well as the technical operations at Sunday morning services.

Youth Ministry

Alvia Gilbert, Director (Youth group leaders are John Friez, Becky Breznau, Julianna Durand ,)

(Youth Council - Adult leaders are Tom and Barb Doherty, Bob Knight, Bob Theemling, two seats open)

This team was reinstated this year and will be working on planning, calendaring, two fundraisers per year for mission trips.

Alvia said that he felt blessed this year to see the Jr. and Sr. High youth grow in their faith and closer to one another. The reasons he gave were the times spent together on the Utah winter retreat, mission trips, feeding the homeless, Camp Surf with a prayer circle, backpacking in the Sierras and trip to Japan. They learned how to work together, worship together, take on leadership rolls, help each other and others, take responsibility for their belongings, participate in the prep of food, adjust to sleeping arrangements and take direction from someone other than their parents. A nice addition for the youth room will be the kitchen which will allow the youth and the volunteers to participate and prepare their own nourishment.

His goal is to continue to build the program and attract more youth. He wants to maintain the healthy level of community and discipleship they currently have. He also wants to provide more Jr. High activities as he has accomplished for the Sr. High youth.

Bonnie Wright, Belong

Adult Education Ministry
Charge Conference Report
December 8, 2013

The Adult Education Fall classes got off to a great start this Fall. On Thursday nights all rooms in the Education building, including child care, are occupied and great discussions take place behind each door. Other days and times have also been selected to reach a wider selection of participants.

2013 FALL CLASSES:

- ❖ DISCIPLE I, The first study in the Disciple program, “BECOMING DISCIPLES THROUGH BIBLE STUDY,” a thirty-four week overview of the entire Bible. Leaders Cathy Boragno and Lois Vaught
- ❖ DISCIPLE IV, the last study in the Disciple program, “UNDER THE TREE OF LIFE,” concentrates on the Writings (Old Testament books not in the Torah or the Prophets), the Gospel of John, and Revelation. Leaders Linda Dressler and Joyce Stenberg
- ❖ ISAIAH a comprehensive 13-week class studying, in detail, the book of Isaiah. Leaders John Young and Adrian DeGroot
- ❖ THE TRUTH PROJECT, is a DVD based small group study featuring thirteen one-hour lessons that discuss God’s design for living out the Christian world view in daily life. Leader Jack Lucas
- ❖ BS² BUNNY SLOPE BIBLE STUDY Designed for all who want to get started learning about the Bible, or who feel insecure about what they know. Leader Pastor Paige Eaves
- ❖ Dave Ramsey’s Financial Peace University class, presented by Bryan and Kathleen Doppenberg, is back by popular request for its third time with life changing ideas for managing personal finances. Leader Bryan Doppenberg
- ❖ THE NEW BEING a discussion group focusing on the last part of the book of sermons by Paul Tillich. Leader Doug Brown

ON-GOING CLASSES

- ❖ These five on-going classes meet throughout the year and continue to be popular classes: Second Touch Men’s Bible Study, led by Dick Cowles; Adult Sunday School, led by Doug Brown; Wednesday Morning Devotions, led by Steve Georgi; Lunch Bunch, led by Cathy Boragno; Ladies Bible Study, led by Bonnie Wright.

A total of 103 class members are participating in the fun of small group studies this quarter.

Most classes will be taking a break from Thanksgiving through New Years
Keep watching for great new classes that will be introduced early 2014.

Respectively submitted,
Lois Vaught, Outgoing Chair

UUMC Sunday School – Dec 2013 Charge Conference Report

Accomplishments

- This past quarter Sunday school was provided for children ages Preschool through 5th grade
- Daycare was made available for the babies and tots.
- Acquired curriculum for the 4th-5th grade children
 - Curriculum being the Tween level of “Grow, Proclaim and Serve”

Future goals/Suggestions

- Sunday school children should be invited to attend service (in entirety) at least once per quarter, it is a good way to share our faith with our children at a much deeper level.
- Incorporate more service projects into the children’s Sunday experience (e.g. Letters to the military, care-packages for the shelters, fellowship experiences etc.)
- Provide more biblical activities in the daycare room (e.g. a biblical coloring page, biblical baby music).

Needs/Problems

- There needs to be a big teacher recruitment campaign
- Teacher training needs to be made available
- It would be nice to create a manual that details duties and expectations.
- Increase in communication; Sunday school needs to appoint a chair to overlook all ages levels (baby-grade 8th)
 - Abigail Lopez has stepped down from her Sunday school duties. Pastor Paige has taken over in the interim.

I’m very proud of our Sunday school team and applaud their dedication and their heart.

I would like our church body to pray for our Sunday school teachers, the children and the families. May our LORD our God bring blessings upon them, that all our needs be answered, and our goals be met. I leave you with a quote from Matthew 19:14 “Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven.”

Abby Lopez, outgoing Chair



Mission Ministries’ 2013 Annual Report

Our mission is to represent UUMC by reaching out to people in need and to offer members of our congregation opportunities to live out their faith by serving others both locally and globally. Our mission team has started planning their next mission trip, this time to Oklahoma for tornado recovery, in May. During the year, members of our congregation participated in Mission Ministries’ fundraisers for mission trips, including a Ruby’s Night and an M & M quarter collection.

In July, several church members volunteered at the Heifer International "Beyond Our Borders" exhibit at the Orange County Fair, providing information about Heifer International to the fair visitors.

Thanks to the efforts of the Auction Committee and the generosity of church members at our church's October 6 auction, our church will have the opportunity to make sizable donations to Families Forward, Assistance League, El Nino, and UMCOR. We have also been able to give financial support to our missionary, Claudia Genung. We are planning a program for January with our Nozomi congregation, to educate church members about Claudia's work in Japan. This program will also give Alvia and two of our youth an opportunity to share the experiences they had in Japan this past summer.

Also in October, six people participated in the United Interfaith Hunger Walk at Newport Beach. Because of the generosity of our congregation, we were able to raise more than \$1,100 to bring help and hope to people in need. UUMC participated in our ongoing prison ministries project in October as well, by donating several boxes of paperback books and magazines to our brothers and sisters at Musick Jail.

In November, fifteen members of our congregation participated in ERT training at La Habra United Methodist Church. ERT is a collaborative effort by UUVIM and UMCOR. The mission of an Early Response Team is to provide a caring Christian presence in the aftermath of a disaster.

Earlier in 2012, our congregation knitted over 150 mitts and several scarves for the homeless at the Orange County Cold Weather Armory. We also collected over 100 jackets and coats as well as countless articles of warm clothing. On "Undie Sunday," people brought new socks and underwear for the needy at the armory. In December, we will again begin distributing clothing and assisting at the armory.

Throughout the year, Mission Ministries collected food donations for the Families Forward food pantry. Our church has also continued to reach out to Families Forward families by providing meals on some Tuesday nights when they come to our church for classes. Church members also donated food and money to Families Forward for their holiday food drive in November.

Our congregation continues to support the El Nino Project as well by providing education scholarships and school supplies to children in Mexico. In August, three church members traveled to El Nino, Mexico to assist with Backpack Distribution Day. Approximately 400 sponsored El Nino children received backpacks full of school supplies, school shoes, and uniforms, and then celebrated a fiesta with their families and the volunteers.

In December, the congregation will again provide Christmas gifts to local families through the Families Forward Adopt-a-Family program. Also in December, church members will have the opportunity to contribute money to support Heifer International through our Alternative Christmas Gift project. Church members also continue to support Habitat for Humanity by donating money and by participating in local house building projects.

Throughout the year, members of Mission Ministries have submitted articles to the newsletter to keep the congregation informed about organizations and events that support our mission ministries goals. Thank you to everyone in the congregation who so generously supported our efforts to serve others in our community and throughout the world.

Child's World Preschool
University United Methodist Church
Irvine, California

Child's World Preschool has been an important part of the ministry of our church since September 1971. The school provides a high-quality developmentally appropriate preschool program. The Advisory Board works with the director and staff to create a warm, nurturing environment for the 145 students enrolled. Parent-child classes (for children age 18-36 months) continue to be very popular with three classes each week. Cyndi McCormick, who has completed twelve years as Director of the Preschool continues with her enthusiastic spirit and dedication with a true love for all the children parents and staff. Staff continued their professional development by attending conferences and classes. This year we would like to highlight the following: Offering new early morning drop off programming along with after school enrichment programs, Installation of a new walkway between Allison and Stewart Hall Ceiling restoration in Stewart Hall that included new ceiling fans and lighting. Child's World Preschool has been involved in many special projects over the past year. They include the following:

- Participation in Family's Forward Thanksgiving food drive.
- Participation in the Adopt-a-Family Christmas Program by adopting 8 families
- Serving, as a staff, at the CHOC Ronald McDonald House.

The preschool continues to maintain its excellent reputation within the community as a top-notch preschool. Additionally, it completed another fiscal year in a strong financial position and is looking forward to another great year.

Sharon McCart
Facilitator, Cal-Pac DisAbility Ministries Task Force
Chair, United Methodist Committee on DisAbility Ministries

I am currently in Disability Ministries, serving as both the facilitator of the Cal-Pac DisAbility Ministries Task Force and as the chair of the United Methodist Committee on DisAbility Ministries (UMCODOM). To work at the conference and the denominational level means that I have helped with a range of needs. I have helped people one-on-one with needs and questions. I have helped congregations with awareness and accessibility audits and concerns and how to apply for grants. I have helped church camps know how to become more accessible. I have connected people and connected with people. My Facebook page "Cal-Pac Resources for Ministry with People with Disabilities" and my group "Cal-Pac Ministry with People with Disabilities" helps me to reach more people in more places with inspiration and ideas on how to be more welcoming to people with disabilities. My work with the UMCODM has global connections and I have been quoted by pastors in the Philippines and heard reports from Kenya. I am still growing into this ministry and God is opening new doors for me every day!



Virginia Bilanchone, Chairperson; Ron Bernard, Vice-Chairperson; Gary Stenberg, Secretary; Dan Babcock, Adrian DeGroot, Steve Rader, Greg Rhoads, Linda Wabler, Steve Wong

Projects completed:

1. Sanctuary roof replacement.
 - a. History of the project. A significant leak was discovered in the choir room in the spring of 2012. Trustees commissioned invasive testing of the roof to determine the nature and extent of the leak causes. The entire roof was demonstrating water intrusion issues. The Trustees decided to replace the entire roof and the associated metal structures including gutters, and the metal roof on Williams Hall. Bids were obtained from multiple contractors.
 - b. Summary of repair. Project was supervised by Jack Lucas and the UUMC Board of Trustees. The contractor was West Coast Roofing and construction. There is a workmanship warranty of two years and an additional ten years manufacturer's warranty (twelve years total). Construction began in September 2013 and was completed in November 2013. The cost was \$100,796.00.
2. Stewart Hall ceiling renovation. Project was supervised by Trustees Steve Rader and Greg Rhoads. The stained popcorn ceiling was removed, and the ceiling was textured and painted. New light fixtures and ceiling fans were installed. The project was completed during the Preschool vacation in August, 2013. The cost was \$11,096.00. Funds of \$10,000.00 were from Child's World Preschool Parent Council and the remainder was from Trustees' maintenance account.
3. Preschool yard repair. Funding by Child's World Preschool Parent Council. Replace broken concrete in Preschool yard with pavers. Project manager, Trustee Steve Rader.
4. Replacement of Sanctuary sound board cover roll top-covered by warranty (Dale McCart, Howard Simpson, Bill Reyes).
5. Replacement of Sanctuary sound system digital signal processor unit (Dale McCart, Bob Bilanchone, Bill Reyes).
6. Repair of trip hazards on concrete walkways on campus by GP Construction (Steve Rader).
7. New plants (campus wide)/sprinkler maintenance/tree pruning/removal (Linda Wabler).
8. Miscellaneous repairs (plumbing, electrical, hardware).
9. Campus site plan map- Visio annotated (Gary Stenberg).
10. Inspections: Fire extinguisher; sprinkler maintenance; ADA accessibility; termite; backflow device; storm filter vault.

Events organized:

1. Pride Day. March 23, 2013. More than 30 persons volunteered to upgrade landscaping, wash windows, clean drains, replace lighting and many other small tasks.
2. Persian Picnic Parking Fundraiser. Easter Sunday, March 31, 2013. Many volunteers managed parking in the UUMC lot for persons attending the Persian New Year Celebration in the adjacent Mason Park. Donations of \$4,682.00 received.

Trustee wish list:

1. New Sanctuary wireless microphone system purchased from donations for this purpose. Not part of the Trustees funding. Eight wireless microphones and receiver components, and four hand-held wireless microphones purchased in November 2013. Cost was \$8,442.27.(Bob Bilanchone, Dale McCart)

Projects in progress:

1. Fellowship hall/ kitchen flooring upgrade
2. Sanctuary sound system/ assist for hearing impaired
3. Landscaping/plumbing projects/tree removal to protect new Sanctuary roof from leaf debris damage
4. Sanctuary electrical/ lighting assessment
5. Exterior lighting improvement

Major action items:

- | | |
|---|-----------------|
| 1. Wi-Fi installation in Ed building | ~cost \$1,000 |
| 2. Sanctuary electrical/ light upgrade | ~cost \$25,000 |
| 3. Asphalt repair | ~cost \$5,000 |
| 4. Campus plumbing repair: water main | ~cost \$2,500 |
| 5. Williams Hall flooring: youth room | ~cost \$5,000 |
| 6. Parking lot lighting improvement | ~cost \$8,000 |
| 7. Campus security-rekey and replace locks | ~cost \$6-8,000 |
| 8. Williams Hall kitchen appliances upgrade | ~cost \$6,000 |

Acknowledgements:

The Trustees wish to thank Jack Lucas for his oversight and management of all phases of the Sanctuary roof project. We also thank Finance committee chair Kyle Vaught, and Endowment committee members Jerome Carrasco, Sandra Sciutto, Steve Dodge and Lee Holmes who contributed their expertise, and made available the money from the Endowment Fund to pay for the project. We thank the Child’s world Preschool Parent Council who provided significant financial support for the Preschool yard paver project and the Stewart Hall ceiling repair project. We also wish to acknowledge the help and support of Pastor Eric Smith, Pastor Paige Eaves, the office staff, Jane Bernard and Marybeth Waniek, and the many volunteers who made this work possible.

Staff Parish Relations Committee report

Charge Conference Report - 2013
 Staff Parish Committee
 Dick Cowles, Chair

The Staff Parish Relations Committee (SPRC) for the year 2013 was comprised of nine members: Dick Cowles (Chairperson), Catherine Bilanchone, Adrian DeGroot, John Faure, Dennis Kempke, Patricia Kline, Doug Mason, Barbara Robison, and. Robert Wabler.

The Book of Discipline establishes the responsibilities of the SPRC. These responsibilities have been consolidated into eight tasks which guide the committee activities. Following is the introduction section to the SPRC guideline procedures currently in preparation. Although not finalized, it provides the flavor of SPRC activities.

Staff Parish Relations Committee (SPRC)

SPRC GUIDELINES - INTRODUCTION

The Staff-Parish Relations Committee (SPRC) is the administrative unit where staff and congregational interest come together to focus on the “MISSION OF THE CHURCH.” The committee has primary responsibility to work with the Staff so that the Mission of the church is realized. The committee shall “see as clearly as possible what God is calling your church to be

and to do.” The primary task is to support our pastor and other staff so that these people can work effectively in managing the ministry of our congregation for witness and service.

The pastor cannot singularly perform all church functions. Oversight and administration of the myriad of tasks has to be delegated to qualified lay persons, WHILE RETAINING UNTIMATE RESPONSIBILITY for the success of the process and achievement of the mission. Pastors can and should delegate administrative tasks, but not abdicate responsibility for them. The pastor is the one individual in a position to influence the melding of the formal organization (consisting of staff and committees) in a positive way.

The University United Methodist Church Administrative Structure is defined in the presentation to the Administrative Council in May 2012. The UUMC quarterly all-church conference (hereafter identified as Quarterly Conference) is the authority for approval of staff positions. The Quarterly Conference is the principal decision making body of the church and is the body to which all the operating and program committees report. The operating and program committees (Belong-Be Love-Worship-Believe-Operations) are tasked with implementation of decisions made at the Quarterly Conference and for the mission and ministry of the church. The all-church meets three times per year with the UMC Charge Conference serving as a fourth meeting of the Quarterly Conference.

Members of the SPRC are selected by the Committee on Nominations and Leadership Development. The Book of Discipline states that the Staff-Parish Relations Committee (SPRC) “shall be composed of not fewer than five or more than nine persons representative of the total charge.” “In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term.” It is UUMC practice that the chairperson of the committee be designated by the Committee on Nominations and Leadership Development. The slate of new members is established each year and approved by the Charge Conference.

The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any other person accountable to the committee, or the chairperson of the committee.” In addition, “the committee shall meet only with the knowledge of the pastor and/or the district superintendent. The pastor shall be present at each meeting of the committee except where he or she voluntarily excuses himself or herself.”

The Book of Discipline states: “The committee shall meet in closed session, and information shared in the committee shall be confidential.” Therefore, it has not been the practice of the committee to prepare committee meeting minutes.

STAFF-PARISH RELATIONS TASKS

The Book of Discipline lists sixteen tasks that are to be performed by the committee. Cokesbury issued guidelines for Pastor-Parish Relations in 2008, the theme being; Connecting the Pastor, Staff, and Congregation. The tasks listed in the Book of Discipline were consolidated into eight tasks. In January 2011, the UUMC Staff-Parish Relations Committee approved the principle that the SPRC work within the context of these eight tasks rather than the 16 identified in the Book of Disciplines.

- *Educating and reminding both the staff and the congregation to focus on working together toward the mission of the church by promoting unity and encouraging, strengthening, nurturing, supporting, and respecting the pastors, staff, and their families*

- *Encourage conversation between the congregation, SPRC and the Staff/Pastor about the ministry of the church, including recommendations regarding staff positions and resources to carry out the work of the church.*
- *Make recommendations concerning compensation, travel, housing and other financial matters to the administrative board and in coordination with the Finance Committee.*
- *Developing and recommending written policy and procedures on employment of payroll staff, including provision for insurance, pension, and severance pay. (see the resource list for a sample policy)*
- *Develop and approve written job descriptions and titles for pastor and other staff members. Assessing job performance of the staff/pastor at least annually for the purpose of realigning staff position descriptions with the mission of the church.*
- *Conferring and consulting with the district superintendent.*
- *Supporting lifelong learning and spiritual renewal for all staff (continuing education). Identifying and supporting individuals from the congregation whom God seems to be calling for ordained ministry.*

Definition of the eight tasks is presented in the sections of this manual. They are derived from the experience of past years. The procedures should only be considered a guide for Staff Parish Relations activities. It is suggested the described actions and supporting procedures be reviewed annually and changes be made as sanctioned by the Committee.

Responsibilities of the SPRC Chairperson

1. Guide the work of the committee throughout the year, including planning agendas and presiding to meeting.
2. Be available to the pastor(s) for council, understanding and support.
3. Take part in the church council and the charge conference.
4. Report regularly to the church council concerning the work of the committee.
5. Coordinate and communicate with the Chairman of the Committee on Finance particularly relating to budget building and funding staff positions.

Annually the SPRC makes recommendations to the UUMC Finance committee regarding salaries of the pastor and paid staff.

SPRC Actions 2013

SPRC met with the District Superintendent on March 19 regarding the appointment of a new Pastor. The committee was provided an opportunity to register UUMC expectations and concerns for consideration by the Conference. Follow-up correspondence was sent to the Superintendent on March 21, 2013.

SPRC met with the District Superintendent and Pastor Paige on April 1, 2013. Pastor Paige was introduced to the committee. There was an excellent exchange of information. The committee members were real pleased with what was seen and heard. The SPRC chair agreed to and signed the District proposed pastor salary and benefits package.

SPRC volunteers planned and coordinated the farewell for Pastor Eric on June 23, the welcome reception for Pastor Paige on July 7, and the small group meetings to meet Pastor Paige.

A significant effort is being made to prepare job description and define the salary and benefits packages for our 22 paid employees. An update of the 2007 edition of employee handbook has been prepared. The handbook provide employees with an understanding of the policies and practices of employment at UUMC. Each employee acknowledges by signature that they have read and understand the document.

During the past couple years UUMC has recognized the approved two UUMC members as Candidates for the Ministry. They are Erin Stenberg and Brenda Torres. Each year the SPRC interviews, prepares a Candidate for the Ministry Report and makes recommendation to either continue or discontinue the certification process. A ballot is provided at the UUMC Charge Conference for a membership vote yes or no for continuation.

In coordination with Pastor Paige and the Finance Committee health care benefits for our staff is being explored.

SPRC Actions in Progress for 2014

There are two actions underway for early 2014.

Fill the staff position for the Children and Family Ministry

Introduce a plan to implement a Korean Ministry at UUMC

I thanks all members of the Staff Parish Relations committee for their dedication and excellent service to our UUMC ministry.

Front Office Volunteer Staff

Charge Conference Report

December 8, 2013

2013 marks the fourth year the Front Office Volunteer staff has provided assistance to the office staff. This Volunteer staff is on duty every hour the office is open for business throughout the year. Working in three or two hour shifts, the volunteers have worked a total of --- hours from January 2nd to the end of November, 2013. Some of the volunteers work specific jobs and all are available and trained to step in and help where needed.

Current members of the Front Office Volunteer Staff:

Barbara Albers, Ruth Bales, Mickey Chase, Joy Corkery, Thelma Davis, Roxane Fowler, Steve Georgi, Kathy Hartman, Glenda Ison, Pat Kline, Bob Knight, Betsy Leth, Jack Lucas, Diane Masenten, Jim Moyer, Julie Norris, Sharren Smith, and Doris Ringbloom

Respectfully submitted,

Lois Vaught

Coordinator, Front Office Volunteer Staff



Worship

Worship Committee

Highlight of changes for 2013

New Christmas decorations – New Wreaths, New runners, changes to the Christmas tree decorations.

World communion Sunday – Greeters dress in clothes from other cultures.

Removed the side banners next to the slide projector screen.

Created online sign-up sheets for greeters.

Slide projector down before worship instead of during the introit.

Incorporating multimedia in the sermons – Pastor Paige and Jeff Moretti.

New wireless hands-free microphones for ReJoySing, Children's Christmas play and other worship participants requiring hands-free microphones.

CALIFORNIA-PACIFIC ANNUAL CONFERENCE REPORT OF THE TRUSTEES

For 2014 Charge Conferences
Held Autumn 2013

for use by:
Board of Trustees President
Charge Conf Secretary | Pastor
District Superintendent

DOCUMENT # 24

This report is to be completed, signed, and included with the charge conference packet. A copy should be provided to the District Office ten days prior to the charge conference for the District Superintendent. It should be signed by the President of the Board of Trustees, the Senior Pastor, and the Charge Conference Secretary.

This form contains the same information as the Report of the Trustees form provided by the General Conference of Finance and Administration, and is intended for use by churches in the California-Pacific Annual Conference. The Board of Trustees of United Methodist Churches are amenable to the Charge Conference and are required to make an annual report (§2549). Additional reports may be requested by the Charge Conference, Church Council, or equivalent.

DISTRICT	CHURCH CITY	CHURCH NAME
South	Irvine	University United Methodist Church
For the period beginning		GCFA #
<small>Date of prior charge conference</small>	11/14/2012	<small>Date of current charge conference</small>
and ending	12/08/2013	

I. ORGANIZATION

1. Organization for the present conference year was effective Date 01/01/2013, by electing the following officers (no less than three, and up to nine):

	NAME	TERM EXPIRES
PRESIDENT	Virginia Bilanchone	01/01/2014
VICE-PRESIDENT	Ron Bernard	01/01/2015
SECRETARY	Gary Stenberg	01/01/2015
TREASURER	Gary Stenberg	01/01/2015
MEMBER	Adrian DeGroot	01/01/2014
MEMBER	Linda Wabler	01/01/2014
MEMBER	Dan Babcock	01/01/2015
MEMBER	Greg Rhoads	01/01/2015
MEMBER	Steve Rader/ Steve Wong	01/01/2016

2. Is the local church incorporated (§2529.1)? Yes

II. PROPERTY

3. a. Name(s) in which each title of property is recorded, as shown by civil land records (§2536, 2538):

	TITLE NAME	OFFICE, BOOK & PAGE
CHURCH BUILDING	UUMC of Irvine	Orange County
CHURCH BUILDING		
PARSONAGE		
PARSONAGE		
OTHER PROPERTY		
OTHER PROPERTY		

b. Who is the custodian of deeds and other legal papers?

c. Where are they kept?

4. Does each deed contain the trust clause (§2503)?

5. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate?

III. INSURANCE (§2533.2, 2550.7) & SAFETY

6. a. Please complete the following table on insurance coverage:

	Replacement Value	Amount of Coverage	Type of Coverage	Insurance Company	Restricted By Coinsurance (Yes or No)	Amount of Coinsurance	Policy Expiration
Church Buildings		\$6,000,000.00	replacement	Hub			
Parsonages							
Church Furnishings & Equipment		\$504,916.00	replacment	Hub			
Parsonage Furnishings & Equipment							
Vehicle(s)		\$1,000,000.00		Hub			
General Liability	Not Applicable	\$2,000,000.00		Hub			
Worker's Compensation	Not Applicable	Not Applicable	Not Applicable	Hub			
Directors & Officers (Errors & Omissions / Crimes)	Not Applicable	\$1,000,000.00	3 million max	Hub			
Professional Liability Coverage (incl sexual misconduct)	Not Applicable	\$1,000,000.00	3 million max	Hub			

b. Have the buildings been inspected for fire and other safety hazards within the past year?

c. Have you assessed the replacement value of buildings and property within the past five years?

d. Who performed the assessment?

e. Does the church have a Safe Sanctuary policy?

f. Is the amount of insurance adequate?

To determine adequacy, use the GCFA Insurance worksheet at www.gcfa.org/forms or [click here](#).

7. a. Has an annual accessibility audit for church properties been conducted (§2533.6)?
See Cal-Pac Charge Conference Document #29.

b. If needed, have you developed an accessibility plan? *If so, attach a copy of the plan.*

IV. INVESTMENT STREAMS

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

Fund	Date Received	Amount	Where Invested	Income	How Income is Used for Ministry
Scholarship fund		\$30,219.49	Cal-Pac Fdtn	\$524.00	Scholarships for needy students
General Endown		\$10,389.15	Cal-Pac Fdtn	\$180.18	
Bldg/Prop		\$18,801.98	Cal-Pac Fdtn	\$326.06	Majority used this year to replace sanctuary roof

b. Provide a statement "clarifying the manner in which these investments made a positive contribution toward the realization of goals outlined in the Social Principles of the church and showing the investments are socially responsible..." (§2533.5 and §2550.9). (Attach separate page if needed.)

The scholarship fund has been used to support our students.

The other has been used to maintain the church.

NAME OF BOARD OF TRUSTEES PRESIDENT

SIGNATURE OF BOARD OF TRUSTEES PRESIDENT DATE

CALIFORNIA-PACIFIC ANNUAL CONFERENCE FACILITY USER GROUPS

This form is to be completed by the Board of Trustees, so that each local church and the District Superintendent are fully aware of non-UMC groups / entities engaged in ministry on the church campus. A copy of this form should be returned to the District Office by 12/31/2013. If your congregation has more than three (3) user groups, complete multiple copies of this form.

For 2014 Charge Conferences
Held Autumn 2013

for use by:
President, Board of Trustees
Senior Pastor

DOCUMENT # 27

DISTRICT	CHURCH CITY	CHURCH NAME
South	Irvine	University United Methodist Church

USER GROUP 1

NAME	DATE CONTRACT BEGAN	DATE CONTRACT EXPIRES	
Boy Scouts Troop 606			
TYPE OF BUSINESS / MINISTRY (check all that apply)			
<input type="checkbox"/> Independent Pre-School	<input type="checkbox"/> Charter School	<input type="checkbox"/> K-8 Private School	
<input checked="" type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other (please describe) _____		
<input type="checkbox"/> Church: If selected, please briefly indicate denomination, size of congregation, worship & meeting times, and any joint activities between the United Methodist congregation & this group.			
PRIMARY CONTACT NAME	EMAIL	PHONE	MONTHLY FEE
Roy Huange	royyh@sbcglobal.net		\$0.00
Does the user group have a) liability insurance? <input checked="" type="checkbox"/> Yes b) worker's comp insurance? <input type="checkbox"/>			

USER GROUP 2

NAME	DATE CONTRACT BEGAN	DATE CONTRACT EXPIRES	
Families Forward			
TYPE OF BUSINESS / MINISTRY (check all that apply)			
<input type="checkbox"/> Independent Pre-School	<input type="checkbox"/> Charter School	<input type="checkbox"/> K-8 Private School	
<input checked="" type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other (please describe) _____		
<input type="checkbox"/> Church: If selected, please briefly indicate denomination, size of congregation, worship & meeting times, and any joint activities between the United Methodist congregation & this group.			
PRIMARY CONTACT NAME	EMAIL	PHONE	MONTHLY FEE
Margie Wakeham	info@families-forward.org	(949) 552-2727	\$0.00
Does the user group have a) liability insurance? <input checked="" type="checkbox"/> Yes b) worker's comp insurance? <input type="checkbox"/>			

USER GROUP 3

NAME	DATE CONTRACT BEGAN	DATE CONTRACT EXPIRES	
Irvine Central Korean Church			
TYPE OF BUSINESS / MINISTRY (check all that apply)			
<input type="checkbox"/> Independent Pre-School	<input type="checkbox"/> Charter School	<input type="checkbox"/> K-8 Private School	
<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other (please describe) _____		
<input checked="" type="checkbox"/> Church: If selected, please briefly indicate denomination, size of congregation, worship & meeting times, and any joint activities between the United Methodist congregation & this group.			
About 40 members use to be Presbyterian, but is no longer in the name. They have joined us in VBS.			
PRIMARY CONTACT NAME	EMAIL	PHONE	MONTHLY FEE
Alex Pak	alexpark317@gmail.com	(949) 551-8983	\$1,850.00
Does the user group have a) liability insurance? <input checked="" type="checkbox"/> Yes b) worker's comp insurance? <input type="checkbox"/>			

CALIFORNIA-PACIFIC ANNUAL CONFERENCE FACILITY USER GROUPS

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For 2014 Charge Conferences
Held Autumn 2013

for use by:
President, Board of Trustees
Senior Pastor

DOCUMENT # 27

DISTRICT	CHURCH CITY	CHURCH NAME
South	Irvine	University United Methodist Church

USER GROUP 1

NAME	DATE CONTRACT BEGAN	DATE CONTRACT EXPIRES
QT Life Ministries	07/29/2011	

TYPE OF BUSINESS / MINISTRY (check all that apply)

<input type="checkbox"/> Independent Pre-School	<input type="checkbox"/> Charter School	<input type="checkbox"/> K-8 Private School
<input checked="" type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other (please describe) _____	

Church: If selected, please briefly indicate denomination, size of congregation, worship & meeting times, and any joint activities between the United Methodist congregation & this group.

PRIMARY CONTACT NAME	EMAIL	PHONE	MONTHLY FEE
Jennifer	fruityapple@yahoo.com		\$300.00

Does the user group have a) liability insurance? Yes b) worker's comp insurance?

USER GROUP 2

NAME	DATE CONTRACT BEGAN	DATE CONTRACT EXPIRES
The S.L.E. Foundation		

TYPE OF BUSINESS / MINISTRY (check all that apply)

<input type="checkbox"/> Independent Pre-School	<input type="checkbox"/> Charter School	<input type="checkbox"/> K-8 Private School
<input checked="" type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other (please describe) _____	

Church: If selected, please briefly indicate denomination, size of congregation, worship & meeting times, and any joint activities between the United Methodist congregation & this group.

PRIMARY CONTACT NAME	EMAIL	PHONE	MONTHLY FEE
Chris Zarate	949 823-0095		\$0.00

Does the user group have a) liability insurance? Yes b) worker's comp insurance?

USER GROUP 3

NAME	DATE CONTRACT BEGAN	DATE CONTRACT EXPIRES
Regents Point		

TYPE OF BUSINESS / MINISTRY (check all that apply)

<input type="checkbox"/> Independent Pre-School	<input type="checkbox"/> Charter School	<input type="checkbox"/> K-8 Private School
<input type="checkbox"/> Non-Profit Organization	<input checked="" type="checkbox"/> Other (please describe) Presbyterian Home - occasional Parking they provide "gift"	

Church: If selected, please briefly indicate denomination, size of congregation, worship & meeting times, and any joint activities between the United Methodist congregation & this group.

PRIMARY CONTACT NAME	EMAIL	PHONE	MONTHLY FEE
			\$0.00

Does the user group have a) liability insurance? b) worker's comp insurance?

CALIFORNIA-PACIFIC ANNUAL CONFERENCE FACILITY USER GROUPS

For 2014 Charge Conferences
Held Autumn 2013

for use by:
President, Board of Trustees
Senior Pastor

DOCUMENT # 27

This form is to be completed by the Board of Trustees, so that each local church and the District Superintendent are fully aware of non-UMC groups / entities engaged in ministry on the church campus. A copy of this form should be returned to the District Office by 12/31/2013. If your congregation has more than three (3) user groups, complete multiple copies of this form.

DISTRICT	CHURCH CITY	CHURCH NAME
South	Irvine	University United Methodist Church

USER GROUP 1

NAME	DATE CONTRACT BEGAN	DATE CONTRACT EXPIRES
AA Little Group		

TYPE OF BUSINESS / MINISTRY (check all that apply)

<input type="checkbox"/> Independent Pre-School	<input type="checkbox"/> Charter School	<input type="checkbox"/> K-8 Private School
<input checked="" type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other (please describe) _____	

Church: If selected, please briefly indicate denomination, size of congregation, worship & meeting times, and any joint activities between the United Methodist congregation & this group.

PRIMARY CONTACT NAME	EMAIL	PHONE	MONTHLY FEE
Glen Junor	glen.junor6@gmail.com	(714) 791-2967	\$60.00

Does the user group have a) liability insurance? Yes b) worker's comp insurance?

USER GROUP 2

NAME	DATE CONTRACT BEGAN	DATE CONTRACT EXPIRES
AA Under the Bridge		

TYPE OF BUSINESS / MINISTRY (check all that apply)

<input type="checkbox"/> Independent Pre-School	<input type="checkbox"/> Charter School	<input type="checkbox"/> K-8 Private School
<input checked="" type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other (please describe) _____	

Church: If selected, please briefly indicate denomination, size of congregation, worship & meeting times, and any joint activities between the United Methodist congregation & this group.

PRIMARY CONTACT NAME	EMAIL	PHONE	MONTHLY FEE
	firehawk02@cox.net	(949) 929-9908	\$0.00

Does the user group have a) liability insurance? Yes b) worker's comp insurance?

USER GROUP 3

NAME	DATE CONTRACT BEGAN	DATE CONTRACT EXPIRES
AA - NA		

TYPE OF BUSINESS / MINISTRY (check all that apply)

<input type="checkbox"/> Independent Pre-School	<input type="checkbox"/> Charter School	<input type="checkbox"/> K-8 Private School
<input checked="" type="checkbox"/> Non-Profit Organization	<input checked="" type="checkbox"/> Other (please describe) _____	

Church: If selected, please briefly indicate denomination, size of congregation, worship & meeting times, and any joint activities between the United Methodist congregation & this group.

PRIMARY CONTACT NAME	EMAIL	PHONE	MONTHLY FEE
	bdschmidt@mail.com		\$15.00

Does the user group have a) liability insurance? b) worker's comp insurance?

CALIFORNIA-PACIFIC ANNUAL CONFERENCE ACCESSIBILITY AUDIT

For 2014 Charge Conferences
Held Autumn 2013

for use by:
Board of Trustees President
Senior Pastor | District
Superintendent

DOCUMENT # 29

This report is to be completed by the Board of Trustees President or designee. It will be delivered to the Charge Conference Secretary, President of the Board of Trustees, and the Senior Pastor. A copy shall be delivered to the District Office by 12/31/2013, per ¶2533.6 of the 2012 Book of Discipline.

This form is only for use for existing buildings. Please refer to current ADA and state regulations for new construction or major remodeling projects (www.ada.gov). This audit is not an all-inclusive listing for ADA guideline, but rather represents the basic first steps that a church may take to begin to implement accessibility measures. Resources are available through your conference Disability Concerns Committee and through the United Methodist Task Force on Disability Ministry (www.umdisabilityministries.org/2000.html#4) to help you plan and carry out improvements.

DISTRICT	CHURCH CITY	CHURCH NAME
South	Irvine	University UMC
DESIGNEE NAME	DESIGNEE EMAIL	DESIGNEE PHONE
Jane Bernard	jane@uumcirvine.org	(949) 786-8354

I. IDENTIFY CURRENT ACCESSIBILITY

<i>GETTING INTO THE CHURCH</i>				
YES	NO	N/A	Description / Guidelines	Briefly Explain "NO" Answers
✓			Clear signs direct people to accessible entrances.	
✓			Designated parking spaces on level ground are close to entrance and do not require crossing traffic or moving behind parked cars.	
✓			At least 1 in 25 parking spaces are clearly marked with access symbol on vertical signs on pavement. # OF MARKED SPACES: <input style="width: 50px;" type="text"/>	
✓			Accessible parking spaces are 8' wide with adjacent 5' access aisle. At least one 11' space is van accessible and has 5' wide access aisle.	
✓			36" wide curb cuts (ramps) are provided when needed.	
✓			Sidewalks are smooth, flat, and at least 36" wide providing an access route to an accessible entrance into the church.	
		✓	Ramp has maximum incline of 1:12, preferably 1:20 with no more than 30" between landings. LENGTH: <input style="width: 50px;" type="text"/> RISE: <input style="width: 50px;" type="text"/> RATIO: <input style="width: 50px;" type="text"/>	
		✓	Ramp has minimum width of 36" between handrails and has non-slip surface. WIDTH: <input style="width: 50px;" type="text"/>	
		✓	Railings are 34"-38" high on both sides of ramp/stairs and 12" beyond; lower railing is no higher than 4" above deck. RAILING HEIGHT: <input style="width: 50px;" type="text"/>	
✓			There is a 60" x 60" level platform at entry door and at least 18" on pull side of door.	
✓			Entrance door is 36" wide; threshold no more than ½" high.	
<i>GETTING AROUND THE CHURCH</i>				
✓			Corridors are at least 36" wide with 60" passing spaces every 200' and non-glare floor surface.	

YES	NO	N/A	Description / Guidelines	Briefly Explain "NO" Answers
✓			No objects protrude more than 4", and lowest part of object is no more than 27" above floor height to allow a person who is blind to detect the object with a cane and prevent injuries	
✓			Doorways have a minimum of 32" clearance and thresholds are level or no more than ½" high and beveled.	
	✓		Door handles are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force.	Men's bathroom
✓			Carpet pile level and no more than ½" thick, with no or firm padding; no throw rugs are used.	
		✓	Fire alarm control is no more than 48" from floor; visual and auditory fire alarms are in place.	
✓			At least one accessible unisex restroom per floor has 60" turning space and access symbol sign.	
✓			Sink has 29" clearance from floor, controls easy to operate (lever style, automatic, etc.), insulated drain pipes, soap and paper towels no higher than 48", bottom edge of mirror 40" or lower.	
✓			At least one stall 66"x 60" with 33" – 36" high wall-mounted grab bars next to and at back of toilet; toilet height 17" – 19".	
		✓	Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance or paper cup dispenser.	
		✓	Stairs have handrails on both sides; surface is non-slip; leading edges are marked with a contrasting color.	
<i>SANCTUARY, CLASSROOMS, FELLOWSHIP AREA</i>				
✓			Level pew cuts/ wheelchair spaces are next to aisles & distributed throughout the room for choice in seating. Spaces are 33"x48" forward approach, and/or 33"x60" side approach, with view when others stand.	
✓	✓		Chancel area and choir loft are accessible, via ramp, or platform lift if needed.	Chancel area does not have lift
	✓		If there are steps to the chancel, handrails are provided.	see above
✓			Aisleways are at least 36" in common areas.	
✓			Fellowship area is accessible.	
✓	✓		In fellowship area and classrooms, at least one table has minimum of 29-30" clearance; some chairs have armrests and seat heights of 18" or more.	No chairs with arm rests
<i>COMMUNICATIONS AND ENVIRONMENT</i>				
✓	✓		Members sensitized about need to minimize use of fragrances.	Choir Aware
	✓		All soaps, cleaning products and other chemicals fragrance free; candles are unscented and non-petroleum-based.	Unknown
	✓		Adequate lighting in all common areas.	Issue being addressed
✓	✓		Large/bold print bulletin, songbook, and Bible available or large print words are projected on the screen; Braille bulletin or alternative media available upon request.	limited

YES	NO	N/A	Description / Guidelines	Briefly Explain "NO" Answers
✓	✓		Microphone used by all speakers or comments repeated; assisted listening devices provided; ASL interpreter provided upon request.	
✓			Printed copies of sermon are available if requested.	
	✓		Videos and other media are clearly captioned.	limited
<i>ATTITUDES</i>				
✓	✓		Access described in church phone message, website, signage, etc.	
✓			Pastor(s)/ ushers/ greeters/ leaders/ members have had training in disability awareness and etiquette.	
✓			Disruptions are accepted and incorporated into worship.	
✓			Service animals or guide dogs are permitted within the congregation and in the sanctuary space.	
	✓		Worship leader invites people to "rise in body or in spirit" and to "be in an attitude of prayer".	"stand as you are able"
✓			Educational programs adapted as needed for inclusion of children and adults with disabilities.	
	✓		Disability Awareness Sunday celebrated during past year.	
✓			Persons with disabilities serve in worship and leadership roles and help plan ways to improve access.	
	✓		Needs of those on special diets considered when food is offered, including gluten free communion elements.	Only coffee on a weekly basis
✓			Transportation; parking assistance; Buddy System for those needing 1:1 assistance offered if needed.	

II. IDENTIFY GOALS FOR IMPROVING ACCESSIBILITY IN COMING YEAR

Do you request a consultation with the Conference Disability Ministries Task Force?

GOAL ONE

Improve accessibility of website and list the accessible features and accommodations you have in place. Mention children with special need are welcome

TARGET DATE

GOAL TWO

Keep blooming or thorny growth trimmed back on path of access

TARGET DATE

GOAL THREE

Explore options for ramping chancel area.

TARGET DATE

GOAL FOUR

Ramp in the planter boxes or screens on the back side

TARGET DATE

GOAL FIVE

- Plan a disability Awareness Sunday
-Review findings with a team or focus group

TARGET DATE

SIGNATURE OF
DESIGNEE

DATE

SIGNATURE OF
SENIOR PASTOR

DATE

SIGNATURE OF
PRESIDENT, BOARD
OF TRUSTEES

DATE

SIGNATURE OF
DISTRICT
SUPERINTENDENT

DATE



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 2008 *Book of Discipline*.

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

University United Methodist Church Church Irvine, California Charge
South District California-Pacific Annual Conference

For the period beginning Nov 14, 2012 and ending Dec 8, 2013
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

I. ORGANIZATION

1.a. Has the committee been organized according to the 2008 Book of Discipline (§258.4)? Yes No

b. Names of officers?

Chairperson Kyle Vaught Vice Chairperson Ray Norris
 Treasurer(s) Marybeth Waniek Financial Secretary Larry Anderson

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? The 2014 Budget is presented at the Charge Conf. The budget will be updated when results of the Stewardship Campaign are complete.

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 Stewardship Campaign is in progress for 2014.

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? These funds are remitted as they are available. However, for 2013 we are currently behind in our Benevolences/Apportionments.

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

<u>Wells Fargo</u>	<u>Bank of the West</u>
<u>Merrill Lynch</u>	<u>UM Foundtion and UM Federal Credit Union</u>

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

If not, why not?

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 (§258.4d)? (*Attach as a supplement.*) Yes No

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

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, d)? Yes No

If not, why not?

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

If not, why not? Not technically "bonded" but are covered up to \$500,000 for "crimes of dishonesty".

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

b. If not, why not? Audits were conducted in 2010, 2011, and 2012? and planned for early 2014.

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: Kyle Vaught

Date: 12/8/2013

Report of the Finance Committee 2009-2012

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



CALIFORNIA-PACIFIC ANNUAL CONFERENCE

LAY SERVANT ANNUAL REPORT

This form can be considered as an initial application to begin as a local church Lay Servant or as a renewal for an existing Lay Servant. It must be approved by the Charge Conference. Following approval by the Charge Conference, copies of this form should be forwarded to the District Director of Lay Servant Ministries and the District Superintendent by 12/31/2013.

For 2014 Charge Conferences
Held Autumn 2013

for use by:
Lay Servants | Senior Pastor
Charge Conference Secretary
District Superintendent

DOCUMENT # 31

I. ABOUT THE LAY SERVANT

TITLE NAME PERSONAL EMAIL

STREET ADDRESS CITY / STATE / ZIP HOME PHONE

OTHER CONTACT INFORMATION MOBILE PHONE

DISTRICT CHURCH CITY CHURCH NAME

CHURCH STREET ADDRESS CHURCH CITY / STATE / ZIP CHURCH PHONE

II. STATUS OF THE LAY SERVANT

Check the appropriate box below:

To begin as a local church Lay Servant
 For renewal as a local church Lay Servant Certified Lay Servant Lay Speaker

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

4. Which of the following required Lay Speaking / Learning & Leading Courses have you completed?
 Leading Worship Leading Prayer Discover Your Spiritual Gifts
 Preaching United Methodist Heritage United Methodist Polity

5. Date of last review for Lay Speaker Status was: Approved?

Upon completion of the required course work, the Lay Speaking candidate will be examined by the District Committee on Lay Servant Ministries and recommended to the conference committee on Lay Servant Ministries for certification.

III. REQUEST OF THE LAY SERVANT

I request for recommendation of my pastor and my charge conference to begin or renew as a

local church Lay Servant Certified Lay Servant Lay Speaker
for the ensuing year.

SIGNATURE OF APPLICANT DATE:

IV. RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this person to begin or renew as a

local church Lay Servant Certified Lay Servant Lay Speaker
for the ensuing year.

SIGNATURE OF PASTOR DATE:

V. RECOMMENDATION OF THE CHARGE CONFERENCE

The charge conference of recommends the above-named person to begin or renew as a

local church Lay Servant Certified Lay Servant Lay Speaker
for the ensuing year.

SIGNATURE OF DISTRICT SUPT DATE:

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

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 my local church. (at or beyond or at and beyond)
 in my . (district, conference, jurisdictional, General Church)
 other leading activities

During the past year I have participated in Communicating ministries as follows:

brought message in worship services served as worship leader in services
 delivered devotional messages taught classes
 shared my faith story times
 other speaking activities

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

VII. PERSONAL AND SPIRITUAL GROWTH OF THE LAY SERVANT

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

Mainly studying the Bible.

VIII. FEEDBACK BY THE LAY SERVANT

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? If yes, please list those areas below. Yes

I am involved in mission work.

What additional training or support do you need or would suggest to further your ministry as a Lay Servant?

Hope to attend training this year at Claremont

Give any recommendations you have for improving the Lay Servant Ministries in your District or Conference.

Note: District Directors are encouraged to respond to any comments within this section
Form 9.4.10

CALIFORNIA-PACIFIC ANNUAL CONFERENCE AFFORDABLE CARE ACT & HEALTH PLAN COMPLIANCE

For 2014 Charge Conferences
Held Autumn 2013

for use by: Church Treasurer

DOCUMENT # 22

The report below is required by the Pensions & Health Benefits Office in order to comply with certain requirements of the Affordable Care Act (guiding health insurance benefits) and to research and price fiscally responsible healthcare options for California-Pacific Annual Conference church employees. This information must be updated every year as part of the Charge Conference process. If you should have any questions or would like more details, please free to contact your District Office or the Health Benefits Coordinator at 626-568-7319. Return the form by fax to (626) 577-1620 or mail to Health Benefits Coordinator, California-Pacific Annual Conference, PO Box 6006, 91102-6006.

I. EMPLOYER (CHURCH) INFORMATION

					GCFA #		
DISTRICT	CHURCH CITY	CHURCH NAME					
South	Irvine	University United Methodist Church					
PHYSICAL STREET ADDRESS		CITY	STATE	ZIP	TELEPHONE #		
18422 Culver Dr		Irvine	CA	92612	(949) 786-8354		
MAILING ADDRESS		CITY	STATE	ZIP	FAX #		
18422 Culver Dr		Irvine	CA	92612			
ADMINISTRATIVE CONTACT NAME		TITLE	EMAIL		TELEPHONE #		
Jane Bernard		Office Admin	jane@uumcirvine.org		(949) 786-8354		
TREASURER OR AUTHORIZED REP		TITLE	EMAIL		TELEPHONE #		
Marybeth Waniek		Financial Admin	marybeth@uumcirvine.org		(949) 786-8354		

II. CHURCH STATISTICAL INFORMATION

Please answer the questions below for your W-2 employees:

(If your preschool or nesting ministry is under the same Tax ID#, please include those employees in the totals below. If your preschool or nesting ministry works under a separate Tax ID, please complete an additional form for each entity.)

Lay Staff and Local Hire Pastors		Cal-Pac Appointed Clergy	
# of full-time (30+ hours)	2	# of full-time (100%)	1
# of part-time (< 30 hours)	28	# of part-time (< 100%)	
TOTAL	30	TOTAL	1

PRINT NAME OF AUTHORIZED REPRESENTATIVE	TITLE
Marybeth Waniek	Financial Admin

SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE
	12/2/13

HEALTH BENEFITS OFFICE USE ONLY