



Charge Conference Clergy Compensation

Clergy: Rev. Clark D. Cundiff

Conference Relation: FE - Elder In Full Connection

Charge: Baylake

Charge Conference: 10/31/21

District: Elizabeth River

Report Created: October 20, 2021

		Totals
1. Effective Date	01-01-2022	
2. Reside in the Parsonage?	No	
3. What percentage are you appointed?	100%	
4. Annual Base Salary Paid by Church (not including Accountable Reimbursement or Travel Allowance)	\$72,692	
5. Equitable Compensation or Other Salary Supplement	\$0	
6. Other Cash Allowances (other than Housing or Heat)	\$0	
Accountable Reimbursement Plan (7a.) OR (7b.)		
7a. Accountable Reimbursement Plan	\$7,000	
7b. Travel Allowance	\$0	
7. Accountable Reimbursement Plan or Travel Allowance	\$7,000	
8. Appointment Workbook Compensation (Automatically Calculated)		\$79,692
9. Cash Housing Allowance (If parsonage not provided)	\$15,000	
10. Housing / Parsonage Exclusion	\$30,000	
11. * W-2 Income to be Reported in Box 1 (Automatically Calculated) * Does not reflect Pre-Tax deductions such as Personal Investment Plan (PIP) contributions, Personal Contribution to Conference Health Plan, and Premium on Life Insurance over \$50,000.		\$57,692
12. Base Compensation for Pensions Payment (Automatically Calculated)	\$72,692	
13. Housing Addition for Pension (Automatically Calculated)	\$15,000	
14. Compensation used for Pension Contribution Billing (Automatically Calculated)		\$87,692
Pensions Premium		
15a. CRSP (Automatically Calculated)	\$10,523	
15b. CPP (Automatically Calculated)	\$3,858	
15. Pension Premium Billing Church ID: 476591 (Automatically Calculated)		\$14,381

10/20/21 *Clark D. Cundiff*
 Rev. Clark D. Cundiff Date
 10/24/21 *Michelle*
 SPR Chairperson Date

Rev. Seonyoung Kim Date
Seonyoung Kim 10/26/21
 Secretary of Charge Date



Accountable Reimbursement

For the Calendar Year: 2022

Charge Conference: 10/31/21

Name of Clergy Person: Rev. Clark D. Cundiff

The Baylake recognizes that certain expenses of ministry paid by the pastor/staff person are part of the ordinary and necessary costs of ministry in this church/charge. Accordingly, we hereby establish an accountable reimbursement policy to defray them directly. The reimbursement account should be an annual line item in the church budget. This is an amount set aside from the pastor's compensation to provide a tax reduction for their business-related expenses. The reimbursement account for 2022 shall be \$7,000.00 .

The following requirements for the policy are binding upon the church and upon its pastor/staff person.

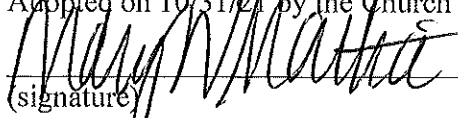
Accordingly, the church hereby establishes an accountable reimbursement policy, pursuant to IRS regulations and upon the following terms and conditions:

1. The pastor/staff person shall be reimbursed from the reimbursement account for his/her ordinary, necessary and reasonable business expenses incurred in the conduct of the ministry for, and on behalf of, the church. The following expenses are budgeted in this accountable reimbursement policy, as suggested for the work needs of the pastor/staff person.
2. The committee on SPR (PPR) chairperson, church payroll person or treasurer (as designated by the church), must be given an adequate accounting of each expense, including, but not limited to, a statement of expense, account book diary or other similar record showing the amount, date, place, business purpose and business relationship involved. Such documentation shall include receipts for all items of \$75 or more (a church may set a lesser amount). Appropriate documents, cash receipts, canceled checks, credit card sales slips and contemporaneous records for those non-receipt expenses less than \$75 must be attached to each expense report. A log of total miles per day and enumeration of their general purpose shall suffice to substantiate automobile mileage, but under no circumstances will commuting mileage between the pastor's home and church office be reimbursed. Copies of the documentary evidence and expense report shall be retained by both the pastor/staff person and the church. The committee on SPR chairperson (or treasurer) shall be responsible for approving the expense. The committee on SPR chairperson (or treasurer) shall exercise his/her discretion regarding the adequacy of the substantiation and the appropriateness of any reimbursement. Questions arising in these areas will be resolved by the SPR chairperson's or treasurer's decision, subject to the review and approval of the committee on SPR or the Committee on Finance.
3. It is the intention of this policy that reimbursements will be paid after the expense has been incurred by the pastor/staff person. However, should circumstances require payment of an advance for any particular expense, the pastor/staff person must account for the expense and return any excess reimbursement within 30 days of the issuance of the advance. Any excess advance must be returned to the church before any additional advances are provided to the pastor/staff person.
4. Budgeted amounts not spent must not be paid as a salary bonus or other personal compensation. If such payments are made, the entire amount of the accountable reimbursement policy will be taxable income to the pastor/staff person. The Church will be required by law to report that amount as part of the pastor/staff

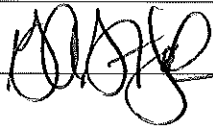
person's compensation. Disposition of any unspent balances remains at the discretion of the committee on finance/the council/charge conference in building the budget for the next church year.

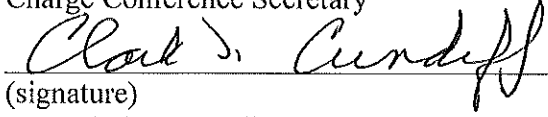
5. It is understood by the various parties that all elements of this resolution must be carefully followed to prevent the church from being required by regulation to list total payments for the following items on MRS information reports (W 2/1099 MISC) as "includible compensation." The primary responsibility of expense reporting is for the pastor/staff person to the committee on SPR chairperson, church payroll person and/or treasurer.

Adopted on 10/31/21 by the Church Council [or Charge Conference] of Baylake for the 2022 calendar year.



(signature)
Staff/Pastor Parish Relations Committee Chairperson:

(signature)
Church/Charge Treasurer: 

(signature)
Charge Conference Secretary


(signature)
Rev. Clark D. Cundiff



Housing Exclusion

Pastor: Rev. Clark D. Cundiff

Charge: Baylake

For the Calendar Year: 2022

Charge Conference: 10/31/21

Name of Clergy Person: Rev. Clark D. Cundiff

WHEREAS Section 107 of the Internal Revenue Code permits ministers to exclude, for income tax purposes, the total cost of utilities, furnishing, or other housing-related expenses for the maintenance of their place of residence (up to the fair rental value of the home), therefore BE IT RESOLVED, that of the total compensation paid to Rev. Clark D. Cundiff appointed to Baylake an amount of \$30,000.00 shall be designated as a parsonage/housing exclusion.

This Resolution was adopted by Baylake of the Elizabeth River , at a Charge Conference in session on the 10/31/21 day of 2021 Year.

Signature _____
District Superintendent: Rev. Seonyoung Kim

Signature *Diana Stehler*
(print name): Charge Conference Secretary

Copies:
Pastor
Church Office
Charge Conference Secretary
District Superintendent

The "Clergy Housing Allowance Exclusion"(sometimes referred to as parsonage allowance, furniture and furnishings allowance, etc.) is a way in which clergy who live in parsonages can receive the benefits of an IRS approved income tax exclusion for housing costs they pay. Section 107 of the IRS Code of 1986 states that a pastor's gross income does not include the amount paid "as part of compensation, to the extent used to rent or provide a home." This includes, but is not limited to: tenant insurance, furniture, appliances (TV, VCR, etc.), repairs to same, decorating accessories (drapes, pictures, linens, lamps, etc.), lawn care, snow removal, tools, plants, etc.

To take advantage of this provision the allowance must be established in advance. It is not possible to create this relationship retroactively. A resolution by the church's council declaring a portion of the pastor's compensation to be an "allowance for housing/furnishing" is necessary. Many churches adopt such a resolution at the time of approving the pastor's salary for the coming year as a matter of routine. In addition, to qualify for the housing exclusion the funds must actually be expended for the intended purpose. Unused

amounts are taxable as ordinary income. As an exclusion (as opposed to a deduction) the allowance for housing/furnishings should NOT be reported as income on a church-provided W-2 or a 1099. Although it is not necessary to provide church treasurers with receipts or other proof, pastors should keep careful records of all housing/furnishing expenditures should they be audited.

In spite of the fact that such an allowance is excluded from income for income tax purposes, it is subject to social security tax.

Pastors are wise to consult tax experts regarding the limits of this exclusion. A conservative rule is that this annual housing exclusion allowance should not exceed the fair rental value of all furnishings in the parsonage unless higher costs are expected for that year.



PastorStats Report

Date: October 20, 2021

Charge: Baylake

Church: 476591 Baylake UMC

Pastors Statistical Report - Changes Since Last Charge Conference

Line 2a Received this year on Profession of Faith through confirmation: 1

Apr 04, 2021 Brooke Kent

Line 2b Received this year on Profession of Faith other than confirmation: 0

Line 2c Membership restored by Affirmation of Faith: 0

Line 2d Added by correction

Line 2e Transferred in from another United Methodist Church: 0

Line 2f Transferred in from a non-United Methodist Church: 1

Howard Tant 050921

Line 3a Removed by Charge Conference Action:

Line 3b Withdrawn from Professing Membership: 2

Mar 28, 2021 Glen Huff

Mar 28, 2021 Linda Huff

Line 3c Removed by Correction

Line 3d Transferred out to another United Methodist Church: 0

Line 3e Transferred out to a non-United Methodist Church: 0

Line 3f Removed by Death: 9

Feb 07, 2021 Jean Ann Lange
Feb 26, 2020 Capt. Paul W. Eadie
Apr 07, 2021 Gary Ellis Pittman
Mar 28, 2021 Herbert Boyd Foxwell
Apr 18, 2021 Stanley Davis Clark
May 08, 2021 Arline Derbyshire Wayler
May 23, 2021 William Ernest Watson
Jul 07, 2021 Andrew ABroadus Cooke, Jr
Jul 28, 2021 Clara Elizabeth Fisher
October 11, 2021 Genean Longo

Total persons baptized this year (all ages): 1

Brooke Nyah Kent 052321

**Name(s) whoes address is known and residing outside the community - Notice Year 1.
The Book of Discipline ¶ 228.3**

**Membership Care Report Enter the Name(s) whose address is unknown - Notice Year 1.
The Book of Discipline ¶ 228.2**

**Name(s) whoes address is known and residing outside the community - Notice Year 2.
The Book of Discipline ¶ 228.2**

**Membership Care Report Enter the Name(s) whose address is unknown - Notice Year 2.
The Book of Discipline ¶ 228.2**

**Membership Care Report Enter the Name(s) to be removed from the role.
The Book of Discipline ¶ 228.2**



Report of the Pastor/Staff Parish Relations Committee

Date: October 19, 2021

Charge: Baylake

GCFA: 476591

Who are the recommended by the Staff/Parish Relations Committee:

(a) As candidates for ordained ministry (¶¶247.8, 311.2b)? Attach "Declaration of Candidacy report."

Name: N/A	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:

Who are the recommended by the Staff/Parish Relations Committee

(b) for continuation as candidates for ordained ministry (¶¶247.9, 312)?

Name: N/A	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:
Name:	Address:
Phone:	Phone/Email:

Who are the recommended by the Staff/Parish Relations Committee:

(c) Who are recommended as candidates for Church-Related vocations (¶247.10)?

Vocation and Church: None	Name:
Address:	Phone/Email:
Vocation and Church:	Name:
Address:	Phone/Email:
Vocation and Church:	Name:
Address:	Phone/Email:
Vocation and Church:	Name:
Phone:	Phone/Email:



The United Methodist Church

Lay Servant Lay Minister Charge Conference Report
Applying for Recertification as Certified Lay Servant

Date: October 20, 2021

Charge: Baylake
Church: Baylake UMC
GCFA: 476591

Name: Wendy Rae Howard

NickName:

Address: 4135 Atlantic Ave STE 405 Virginia Beach , Va 23451

Home Phone:

Work phone:

Cell phone: (757) 672-5496

email: wendyraehoward@gmail.com

Status of the lay Servant: I am Applying for Recertification as Certified Lay Servant

Note: The District Director will contact you with information on the next Lay Servant Ministries School.

Part 3: Request of the Lay Servant I hereby request the recommendation of my pastor and my charge conference Applying for Recertification as Certified Lay Servant for the ensuing year.

Date: 10/20/2021

Lay Servant: Wendy Rae Howard

Recommendation of the Pastor I recommend concurrence with the request of this person Applying for Recertification as Certified Lay Servant for the ensuing year.

Date: 10/20/21

Pastor: Clark S. Rindell

Recommendation of the Charge Conference The charge conference of Baylake recommends that Wendy Rae Howard Applying for Recertification as Certified Lay Servant for the ensuing year.

Date: _____

District Superintendent Rev. Seonyoung Kim: _____

NOTICE: This form is to be completed and signed by all those listed above. The District Superintendent should have the district office make two copies to send to: (1) the lay servant and (2) the District Director of Lay Servant Ministries. The District Office should retain the original.

What year did you complete your last advanced course? 2021

What was the Title of the last advanced Course you took?

Title: Both/And Ministry

How many courses have you had since the last Charge Conference? (Course and Instructor)

Course Disciple Like Jesus Instructor Phil Maynard

Course Mission Possible Instructor Kay Kotan

Course The Post-Pandemic Church Instructor Kay Kotan

Course Breakthrough Prayer Instructor Sue Kibby

Lay Speaker Section

I am pursuing qualification as a Lay Speaker : No

If yes, indicate if the following 7 requirements have been met:

Certified Lay Servant? No

Course on Preaching? No

Course on UMC Polity? Yes

Course on Prayer? Yes

Course on Leading Worship? No

Course on Spiritual Gifts? Yes

Course on Methodist Heritage? Yes

Evaluation By District Committee? No

MINISTRIES BY THE LAY SERVANT

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

Served as a volunteer in a care-giving institution? No

Provided one-on-one caring? Yes

At a hospital, nursing home, or to a shut-in? Yes

In membership/evangelism visitation? No

Served in caring/outreach projects (food pantry, prison ministry, etc.)? Yes

Other caring activities? Yes

Participated in Leading ministries as follows:

Served as a member of a committee, board, commission, council, task force, etc.? Yes

As a volunteer at a community agency? Yes

At my local church? Yes

Beyond my local church? Yes

In my District? Yes

Conference? No

Southeastern Jurisdiction? No

General Church level? No

Other leading activities? No

Participated in Communicating ministries as follows:

Brought message in worship services? No

Delivered devotional messages? Yes

Served as worship leader in services? Yes

Taught classes? Yes

Other leading activities? Yes

Additional opportunities for ministry participated in by the Lay Servant

PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

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

I have participated in the Next Level Innovation Process for several churches. The process helps them go from good to great with executing the vision that supports the mission to "Make Disciples of Jesus Christ". I participated in the design and implementation of the Simplified Accountable Structure at my church so that we could have more effective alignment and free up resources to actually do ministry. I also teach a weekly women's bible study and coordinate the writing of daily devotions for our Advent Devotional Book.

FEEDBACK BY THE LAY SERVANT

Do you believe that you have had adequate opportunity for service as a lay servant this past year?

Yes, as a lay servant, I helped to fill in a lot of ministry gaps that were created by the COVID-19 pandemic.

What additional training or support do you need or suggest?

We need more training on how to be the church post-pandemic including how to create meaningful engagement with people worshipping online.

Give any recommendations you have for improving the lay servant ministries in your District or Conference.

An active District Lay Leader that is intentional about training and developing lay servants.

In what ministry or ministries do you feel you've been called?

Community Engagement, Community Outreach and Mission, Digital Ministry

Lay Servant Annual Report

PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

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An active District Lay Leader that is intentional about training and developing lay servants.

In what ministry or ministries do you feel you've been called?

Community Engagement, Community Outreach and Mission, Digital Ministry



Nominations and Leadership Development

Date: October 28, 2021

Church: Baylake UMC

Charge: Baylake

District: Elizabeth River

Date Of Charge Conference: Oct 31, 2021

THE CHURCH COUNCIL: (at least the following leaders)

Chair of the Council : Janice Taylor

Lay Leader : Robert Howard

Chair/Representative of Staff/Pastor-Parish Relations Committee : Mary Mattice

Chair/Representative of Finance Committee : Clay Curry

Chair/Representative of the Trustees (Chair elected by Trustees) : Russ Fink

Church Treasurer : Gary St. John

Lay Annual Conference Members To Annual Conference :
Howard Tant

President/Representative of United Methodist Men (Pres. elected by UMM) :

President/Representative of United Methodist Women (Pres. elected by UMW) :

Council Youth Member (12-18) : _____

Council Young Adult Member (19-35 years of age) : _____

Senior Pastor: Rev. Clark D. Cundiff

Recording Secretary: Diana St. John

Other Members: (list position title and name of member or attach document)

COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT:
Nominations and Leadership Development 2022 Carol Gallagher
Nominations and Leadership Development 2022 Betty Beasley

Nominations and Leadership Development 2023 Melody Fink
Nominations and Leadership Development 2023 Larry Diunizio
Nominations and Leadership Development 2023 Gayle Reske
Pastor Is Chair: Rev. Clark D. Cundiff
Lay Leader: Robert Howard
Lay Members To Annual Conference :

STAFF/PASTOR-PARISH RELATIONS COMMITTEE (Include the Chair and indicate their position):

S/PPRC Chair : 2022 Mary Mattice
2022 Janice Taylor
2022 Clay Curry
2023 Howard Tant
2023 Sherry White
2024 Dusty Gray
Lay Leader : Robert Howard

BOARD OF TRUSTEES (Include the Chair and indicate their position):

Trustee Chair : 2022 - Russ Fink
Member Trustees : 2022 - Russ Fink
Member Trustees : 2023 - Bill Stevenson
Member Trustees : 2024 - Diana St. John

COMMITTEE ON FINANCE: Includes but not limited to:

Chair of Finance : Clay Curry
Pastor/s: Rev. Clark D. Cundiff
Lay Member to Annual Conference : Howard Tant
Church Council Chair: Janice Taylor
Staff/Pastor-Parish Relations Committee Chair/Representative : Mary Mattice
Board of Trustees Representative: Russ Fink
Stewardship Chair : _____
Lay Leader : Robert Howard
Financial Secretary: Melody Fain
Treasurer : Gary St. John
Church Business Administrator : _____

Other elected members to the Finance Committee: (list names)
Include Lay Annual Conference Members To Annual Conference :
Howard Tant



Finance Committee

Date: October 19, 2021

Charge: Baylake
Church: Baylake UMC
GCFA: 476591

Period Beginning: 11/15/20 Period Ending: 10/31/21

1.a. Has the committee been organized according to the 2012 Book of Discipline? (§ 258.4) Yes

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

If not, why not?

Baylake is in the midst of a Stewardship Campaign and will submit a budget following Consecration Sunday in November, to be submitted in December.

b. Did the committee give the Church Council an opportunity to request financial support for recommended ministries (§ 258.4)? Yes

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

4. Is giving by individual participants in the local church regularly reviewed? Yes

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

Baylake is in the midst of a new Stewardship Campaign - New Consecration Sunday by Herb Miller.

6. Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge? Yes

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

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

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

Bank 1 Towne Bank Bank 2 Morgan Stanley

9. b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit? Yes

9. c. Are all accounts in the name of the church? Yes

10. a. Has the committee established written financial policies to document the internal controls of the local church (§ 258.4c)? Yes (Attach as a supplement.)

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

11. Are the church offerings counted by a counting committee in accordance with the mandates of the 2012 Discipline (§ 258.4a)? Yes

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance (¶ 258.4a)? Yes EQ

13. Are financial officers of the church bonded (¶ 258.4b)? Yes

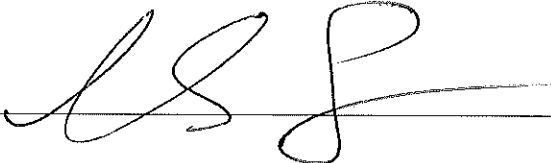
14.a. Have the financial records of the church and all its organizations been audited for the prior fiscal year? (¶ 258.4d)? No

If not, why not?

Audits for 2018 and 2019 have been completed, audit for 2020 is in progress.

14. c. Were there any recommendations or exceptions? No

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

Signed:  _____

Printed Name: CHARLES CURRY

Date: 21 OCT 2021

Completed By: Brenda Barnes bbarnes@baylakeumc.org

This report will be received, and any necessary action taken, by the annual charge conference.



Pastor Narrative Charge Conference Report

Date: October 20, 2021

Pastor: Rev. Clark D. Cundiff

Charge: Baylake

Please provide a narrative of your pastoral ministry since the last Charge Conference. ("to give an account of their pastoral ministry to the charge and annual conference according to the prescribed forms", ¶340. c, 2b, Book of Discipline).

Response

I am currently serving in my seventh year as the pastor of Baylake United Methodist Church having been appointed here in July 2015.

As we continue to face the reality of continued spread of Covid-19 we are continuing to stream our 9 AM service and offer in person worship as well and we offer an in person worship service at 11 AM also.

We continue to have noon devotionals twice a week. We send out a sermon only message each week for those who desire just to hear the sermon.

We continue with a hard copy and email newsletter twice a month with an inclusion of a self addressed stamped envelope in one of those mailings for prayer requests and any offering they may want to send.

Our committees and groups have continued to meet using Zoom and now are using Zoom for a combination of in-person and Zoom.

We used the Herb Miller New Consecration Sunday Stewardship Program with changes needed due to Covid-19 that will culminated on November 14th at worship.

I have been leading the youth group since July 2020 and we just had our first joint youth group meeting in person with Francis Asbury UMC. We will continue to meet with them in order to have more youth in attendance.

Our youth did participate with Virginia Beach UMC in a week long Reach The Beach mission outreach to the community

Our pianist for 20 years decided to leave and go to another church and we have successfully hired a Grace Holdren to take her place.

Our children's director held vacation Bible School in person Thursday and Friday evening and Saturday morning in late August. Our youth group, Tweens, for third through fifth graders continues to meet once a month. Our children's director left in September 2021 to take a position at another church.

We have had 1 baptism and one profession of faith and one transfer member this year.

Effective September 1, 2021, we moved to a Simplified Accountable Structure replacing our church council.

Baylake Academy the pre-school who uses our education wing officially opened September 8, 2021, and has approximately 50% enrollment. They want to add another room with outside entrance/exit to the one we currently have to accommodate an influx of new born children in the coming year.

As part of our agreement with Baylake Academy we are renovating two bathrooms and adding an elevator to our education wing.

Our giving for 2021 has decreased year to date \$47,000 from last year. We did receive a second payroll protection plan for 2021 which will help cover the deficit. We plan to pay our apportionments 100% for 2021.

Our cub scout pack 67 continues to grow and I also lead a God and Family class for four cub scouts earlier in the year. Our boy and girl scout troops 67 are also growing in the number of scouts.

In the last four months we have had over 40 new visitors worship with us and over half of that number have come back multiple times since their first visit. We have not had such a large group of visitors in the past six years that I have served here.

I am continuing to search for volunteers to further enhance our ability to bring people to God. We are making a greater effort to make professions of faith our top priority in everything we do.

I am very pleased and honored to serve as Pastor of Baylake United Methodist Church and look forward to our spiritual journey together as we seek to learn and grow and bring others to know the power and love of God, Jesus, and the Holy Spirit.



Trustees Report

Date: October 20, 2021

Charge: Baylake
 GCFA : 476591
 Church: Baylake UMC

Period Beginning: 11/15/20 (Date of Prior Charge Conference)
 and Period Ending: 10/31/21 (Date of Current Charge Conference)

1. Organization for the present conference year will be effective 10/31/21 by electing the following officers (no less than three, and up to nine persons):

Note: The following Trustee positions are input in the Leadership Nominations Screen

BOARD OF TRUSTEES:

2022 Trustee Chair Russ Fink
 2022 Trustee Member Russ Fink
 2023 Trustee Member Bill Stevenson
 2024 Trustee Member Diana St. John

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

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

Building	Building Name	Office	Book	Page
Church Buildings	Baylake UMC	Virginia Beach Circuit Court	31	53
Church Buildings				
Parsonages				
Parsonages				
Other				
Other				

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

c. Where are they kept? City Land Records, Church Office

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

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

6a. Insurance (§§ 2533.2, 2550.7)

Item Insured / Insurance	Replacement Value	Amount of Coverage	Type of Coverage	Company	Restricted By Coinsurance (Yes/No) Amount		Expires When
					Yes	No	
Church Buildings	\$4,193,500.00	\$4,193,500.00	Replacement Cost	Brotherhood Mutual	No	\$0.00	01/01/21
Parsonages	\$0.00	\$0.00			No	\$0.00	
Church Furnishing and Equipment	\$1,255,000.00	\$1,255,000.00	Replacement Cost	Brotherhood Mutual	No	\$0.00	01/01/21
Parsonage Furnishings and Equipment	\$0.00	\$0.00			No	\$0.00	

Vehicles	\$25,000.00	\$25,000.00	Guide one		No	\$0.00	10/01/21
General Liability		\$3,000,000.00	Occurance/Aggregate	BrotherhoodMutual-	No	\$0.00	01/01/21
Workers Compensation				Brotherhood Mutual	No	\$0.00	01/01/21
Directors and Officers/Errors and Omissions/Crime		\$3,000,000.00	Occurance/Aggregate	Brotherhood Mutual	No	\$0.00	01/01/21
Professional Liability Coverage (including Sexual Misconduct)		\$3,000,000.00	Occurance/Aggregate	Brotherhood Mutual	No	\$0.00	01/01/21

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

6. c. Have you assessed the replacement value within the last 5 years? Yes

6. d. Who performed the assessment? United Methodist Insurance Corporation

6. e. Does the church have a Safe Sanctuary Policy? Yes

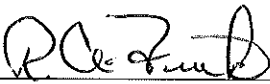
f. Is the amount of insurance adequate? (to determine adequacy of coverage, please use the GCFA Insurance Worksheet found at www.gcfa.org) Yes

7. a. Has an annual accessibility audit for church properties been conducted (§ 2533.6)? Yes (attach as a report; an example accessibility audit form may be found at www.gcfa.org)

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

Item	Date Received	Amount	Where Invested	Income	How Income is Used for Ministry
		\$0.00		\$0.00	

Below enter a short statement "...clarifying the manner in which these investments made a positive contribution toward the realization of the goals outlined in the Social Principles of the church and showing the investments are socially responsible..." (§ 2533.5, 2550.9)

Chair Trustees Russ Fink  Signature on File

Date: 10/28/21

Completed By: Russ Fink rfinklegal@gmail.com
This report will be received, and any necessary action taken, by the annual charge conference.



Annual Audit-Fund Balance Report

Date: October 26, 2021

Charge: Baylake
Church: Baylake UMC
GCFA: 476591

For the Period beginning 01/01/20 and ending 12/31/20

Annual Audit - Fund Balance Report for 2020 The Committee on Finance is required to make provision for an annual audit of the records of all the financial officers (including the financial secretary or church business manager and treasurers) of the church and all its organizations and shall report to the Charge Conference. Guidelines for handling of an accountability of funds can be found in the 2009-2012 United Methodist Church Financial Records Handbook and in Guidelines for Leading Your Congregation: FINANCE, available at <https://www.cokesbury.com>, and The Local Church Audit Guide, available at <https://www.gcfa.org>.

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

Annual Audit - Fund Balance Report

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

Local Church Funds	Balance at Beginning of Period	Cash Received and Recorded	Total Disbursements for Period	Transfers	Balance End of Period
General Fund	\$152,127.00	\$867,999.00	\$734,511.00	\$0.00	\$285,614.00
Benevolence Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building or Improvement Fund	\$472,505.00	\$36,837.00	\$80,707.00	\$9,072.00	\$437,706.00
Board of Trustees' Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
United Methodist Women	\$1,038.96	\$9,156.00	\$8,987.49	\$0.00	\$1,207.47
United Methodist Youth Fellowship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
United Methodist Men	\$16,234.00	\$18,734.00	\$12,253.00	\$0.00	\$22,715.00
Church school	\$66,307.00	\$0.00	\$28,272.00	\$0.00	\$38,035.00

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Other Organizations or Funds (Enter Fund Name Below)	Balance at Beginning of Period	Cash Received and Recorded	Total Disbursements for Period	Transfers	Balance End of Period
Music Fund	\$64,584.00	\$2,208.00	\$2,608.00	\$5,118.00	\$69,302.00
Scholarship Fund	\$299,377.00	\$11,016.00	\$12,000.00	\$24,410.00	\$322,803.00
Library Fund	\$11,122.00	\$353.00	\$412.00	\$815.00	\$11,879.00
Legacy Fund	\$52,958.00	\$2,103.00	\$0.00	\$3,757.00	\$58,817.00

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

Response:

3. Recommendations for changes in financial policies and practices:

Response:

Signatures of the Church Audit Committee (if applicable)

Chairperson _____

Printed Name _____

Date _____

Member _____

Printed Name _____

Date _____

Completed By: Robert Howard bob.howard@goldkeyphr.com

This report will be received, and any necessary action taken, by the annual charge conference.

INSTRUCTIONS Rationale: Audits are for the benefit of the local church. They are our first line of defense against the possibility of funds being misused. ¶ 258.4d of The Book of Discipline of The United Methodist Church 2012 instructs the Annual Audit Committee of each local church to provide for an annual audit of each local church account. It is strongly recommended by the Cabinet that the audit be done by a nonmember of that particular church, with the Guideline sheet being signed by that person, and mailed by that person to both the District Office and the local church Annual Audit Chairperson. Suggestion: churches barter with each other for use of personnel to conduct the audit, i.e., "I'll do yours, if you will do mine." If a member of the church being audited is chosen to do the audit, that member **MUST** be a person who is not currently a financial officer of any of the accounts, nor the spouse or immediate family member of any such financial officer. Churches with budgets in excess of \$200,000 are urged to pursue a professional Annual Audit. Church members doing audits are also asked to provide a copy of the Guideline sheet to both the District Office and the church Annual Audit Chairperson.