

# CHARGE CONFERENCE FORM #1: Annual Report of the Trustees

## WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at [http://www.calpacumc.org/ccf1\\_trustees](http://www.calpacumc.org/ccf1_trustees)

### WHY THE TRUSTEES REPORT IS REQUIRED

Every local church should be organized and ordered.

- The Board of Trustees, as elected and directed by the local church charge conference, is responsible for organizing, stewarding, and managing the assets of the local church, including its real property. In churches with single governance boards, the board itself typically serves as the Board of Trustees, and one person on the board serves as the Board of Trustees President.
- The Book of Discipline 2020/2024 ¶2550 requires each Board of Trustees make a written report to its charge conference annually. This report **communicates annually the physical and financial state of the local church to the church membership** by detailing the organization of the church entity, its properties, their conditions, insurance programs, and other assets. The paragraph outlines 11 required items, all of which are included in this report.
- **Successfully completing the best practices in this report also serves to complete a significant piece of your Disaster Response Plan**, if you are using the new template provided below (Resolution 26-02 passed at the 2026 Annual Conference Session).

### WHO COMPLETES THIS REPORT

This report is to be completed by the Board of Trustees President, who may call on other church leadership as needed to complete the form. The Board of Trustees President and the Lead Pastor of the charge sign this report to complete it.

### WHEN THIS REPORT SHOULD BE COMPLETED

Complete and sign at least one week before charge conference.

### RESOURCES YOU MAY NEED FOR ORDERING & ORGANIZING YOUR CHURCH

The following documents may be needed to complete the work in this report. Many questions on this report are repeated each year, so a previous report will be useful to complete this one. However, significant changes have been implemented since last year in order to document the organization of the church and its assets.

- **Worksheet:** This Worksheet to prepare to complete the form (PDF).
- **Essential Documents: A best practice is to maintain 4 sets of your essential documents:** (1) a printed copy on-site at your church in a binder or in an organized folio; (2) a scanned digital version on-site in the church office; (3) a scanned digital version off-site at a secure secondary location; and (4) a scanned digital version stored in a backed-up cloud storage. Some of those essential documents are outlined here, but please refer to the Disaster Response Task Force's new template for Disaster Response Plans for more information about essential documents your church needs to have.
- **Incorporation:**
  - Church corporations require regularly scheduled updates and care, including this annual meeting of the charge conference, which serves the requirement of your annual corporation meeting (take good minutes of your charge conference). Plan a convenient time each year to care for your corporate status. Contact information for your state's corporation entity is below.
    - The California Secretary of State is online at <https://bizfileonline.sos.ca.gov>.
    - Hawaii corporations can be searched at <https://hbe.dcca.hawaii.gov/search-and-buy> and managed at <https://hbe.dcca.hawaii.gov/manage>.
    - **Both California and Hawaii require annual reports to be filed to maintain your corporate status.** In Question ii.3, upload your most recent a) Statement of Information (Form SI-100) filed with the California Secretary of State or b) Nonprofit Corporation Annual Report filed with the Hawaii DCCA Business Registration Division. These documents name your corporate officers and agent of service and must be updated annually.
  - **Articles of Incorporation and amendments. You should have both physical and digital copies of your Articles and any amendments.** In some cases, you may be able to purchase a reproduction of your Articles of Incorporation from your state for a fee. You can also check current status, contact information, and corporate officers above. Your Articles of Incorporation should be available to your church and Trustees in both paper and (scanned) digital versions. **A best practice is to maintain your original incorporation papers and all amendments with your essential documents.** In Question ii.4, you are requested to upload a scanned digital version of your incorporation papers (and amendments) to the form so that your document can be stored in cloud storage on your behalf for the long-term protection of your corporation.
  - **Bylaws.** Your bylaws and any amendments should be available to your church and Trustees in both paper and (scanned) digital versions. **A best practice is to maintain your bylaws and all amendments with your essential documents.** In Question ii.5, you are requested to upload a scanned digital version of your bylaws (and amendments) to the form so that your document can be stored in cloud storage on your behalf for the long-term protection of your corporation.
  - **Articles of Incorporation, Bylaws, and Property Deeds (below)** are necessary for long-term protection of your congregation and its assets, as well as maintenance of your corporation through annual reporting. Documents may be required for various grant applications (including disaster relief funds), emergency loans, prevention of theft of assets, and other unanticipated situations.
- **Property Information:**
  - **A best practice is to have all deeds with your essential documents.** In Question 15, you are requested to upload scanned digital versions of the deeds so that your documents can be stored in cloud storage on your behalf for the long-term protection of your church.
  - **Safety & Conditions:** Property assessments can be scheduled annually for any convenient time of year.
    - For assistance with assessing your property for general condition and safety hazards, churches are welcome to use this [General Maintenance Checklist \(as provided by HUB\)](#) or any equivalent checklist/tool. Completing this recommendation annually will also help you with your Disaster Response Plan.
    - Whether dwellings you own are occupied by an appointed pastor or not, any residential units you own can also be assessed at any time annually that is convenient to you. You are welcome to use the [Owned Residential Unit Worksheet](#) or any similar assessment, including ones provided by your property manager. Completing this recommendation annually will also help you with your Disaster Response Plan.
    - **A best practice is to keep the most recent property assessment (either the maintenance checklist or the owned residential unit worksheet or their alternatives) for each owned property with your essential documents.**
- **Facility Users:** For churches who lease space to other users ("facility users"), compile a folio containing a listing with each facility user, its leadership, and how to contact those leaders and/or stakeholders. Include the insurance certificate on file for each facility user. **A best practice is to keep this folio updated with your essential documents at each lease renewal.**
- **Accessibility Audit Worksheet:** The Board of Trustees is responsible for organizing an annual accessibility audit of their buildings, grounds, and facilities (BOD ¶2533.6, ¶2550.10) and reporting their findings to the charge conference via this charge conference report. The accessibility audit can be conducted

[using this worksheet](#) provided by the Disability Ministries of The United Methodist Church at <https://www.umcdmc.org/annual>. This audit can be scheduled for any convenient time of year.

- **Insurance (§2550.3,7)**

- This form no longer requests that you upload your HUB International Statement of Value document because the Conference has received all of these as a group from the insurance broker for insured properties. **A best practice is to have a copy of this document for the current year with your essential documents.**
- **A best practice is to keep a copy of your conference insurance policy for the current year through HUB and Philadelphia Insurance (and/or Inland Marine) with your essential documents.**
- **A best practice is to keep a copy of any additional insurance policies for the current year with your essential documents.**

- **Permanent Income Streams:** The most recent statement from your investment manager(s) or banks will help complete this information. **A best practice is to keep at least the most recent year-end statement with your essential documents** so that you have contact information and account numbers available in emergencies.

- **Disaster Response Plan:** For churches without a current Disaster Response Plan, the Disaster Response provides a template / guideline that can be used to establish a plan for your church/parish. **A significant piece of your Disaster Response Plan is ordering and organizing your essential documents. Completing the best practices outlined in this Trustees Report is a significant piece of this Plan.**

- A new & updated sample template for a plan is available here as a [Word version](#) or [the PDF version](#).
- The Disaster Response Task Force offers free volunteer task force consultants to help you design a plan, make a photo inventory, and develop knowledge and processes important to your church in a disaster incident. To schedule a disaster helper, contact Karl Ports, Disaster Response Task Force Chair, at [kports@cox.net](mailto:kports@cox.net).
- Per RES 26-02, "every local congregation shall have in place a disaster response plan (sometimes called a "Disaster Plan of Action") that sets how the church responds to disasters that may affect its properties, parishioners, and communities, and that such plan shall be included in annual Charge Conference Forms, updated as needed annually and shall share that plan with its District Office and the Disaster Response Task Force."

- **Carbon Neutral & Net Zero Greenhouse Gas Emissions (§2550.11):** The Book of Discipline 2020/2024 §2550.11 asks church Trustees Reports to include: "An evaluation of all church buildings, grounds, and facilities in relation to their impact of the church's ability to be carbon neutral and/or have net zero greenhouse gas emissions; and, when applicable, a plan and timeline for the renovation and development of church buildings, grounds, an facilities to bring the church closer to being at least carbon neutral and/or having at least net zero greenhouse gas emissions."

- This evaluation can be scheduled for any convenient time of year.
- To assist churches with beginning this process, the Eco-Justice Task Force has put together a starter checklist for beginning this work. Click here for [the Word version](#) or [the PDF version](#).
- [A longer guide from the General Board of Global Ministries is also available](#) to help work through the process and make a long-term plan to reduce your church's environmental impact through carbon footprint reductions.

## DISTRIBUTION OF REPORTS

The following individuals receive a copy of the report with the included information. You do not need to email your form separately to any of the individuals named below.

- **Board of Trustees President**, or equivalent
- **Pastor-in-Charge**, Lead Pastor, or equivalent
- **Church Office**, if email is provided
- **District Office** for District Superintendent
- **Conference Data Services** for archiving and record updates
- **Disaster Response Task Force Co-Coordinators**
- **Disability Ministries Task Force Chair**

|                                                 |                                            |
|-------------------------------------------------|--------------------------------------------|
| REPORT YEAR                                     |                                            |
| <b>ABOUT THE LOCAL CHURCH</b>                   |                                            |
| A. DISTRICT                                     | Choose EAST, HAWAII, NORTH, SOUTH, or WEST |
| B. LOCAL CHURCH                                 |                                            |
| C. BOARD OF TRUSTEES PRESIDENT (1.1 TRUSTEE #1) |                                            |
| D. BOARD OF TRUSTEES PRESIDENT EMAIL            |                                            |
| E. PASTOR-IN-CHARGE                             |                                            |
| F. PASTOR-IN-CHARGE EMAIL                       |                                            |
| G. CHURCH OFFICE EMAIL                          |                                            |

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| <b>i. TRUSTEES ROSTER</b>                                                                                                      |      |              |
| The following Trustees are serving at the time of the charge conference. (See BOD §2525-2526; no less than 3, no more than 9). |      |              |
| * required                                                                                                                     | NAME | TERM EXPIRES |
| 1 PRESIDENT (TRUSTEE #1)*                                                                                                      |      |              |
| 2 VICE-PRESIDENT (TRUSTEE #2)*                                                                                                 |      |              |
| 3 SECRETARY (TRUSTEE #3)*                                                                                                      |      |              |
| 4 BOARD TREASURER (TRUSTEE #4)                                                                                                 |      |              |
| 5 TRUSTEE #5                                                                                                                   |      |              |
| 6 TRUSTEE #6                                                                                                                   |      |              |
| 7 TRUSTEE #7                                                                                                                   |      |              |
| 8 TRUSTEE #8                                                                                                                   |      |              |
| 9 TRUSTEE #9                                                                                                                   |      |              |

## ii. INCORPORATION

- Church corporations require regularly scheduled updates and care, including this annual meeting of the charge conference. Plan a convenient time each year to care for your corporate status. Contact information for your state's corporation entity is below. See the instructions on page 1 for more information.
  - The California Secretary of State is online at <https://bizfileonline.sos.ca.gov>.
  - Hawaii corporations can be searched at <https://hbe.dcca.hawaii.gov/search-and-buy> and managed at <https://hbe.dcca.hawaii.gov/manage>.
  - Both California and Hawaii require annual reports to be filed to maintain your corporate status.** In Question ii.3, upload your most recent a) Statement of Information (Form SI-100) filed with the California Secretary of State or b) Nonprofit Corporation Annual Report filed with the Hawaii DCCA Business Registration Division. These documents name your corporate officers and agent of service and must be updated annually.
- Articles of Incorporation and amendments.** You should have both physical and digital copies of your Articles and any amendments. In some cases, you may be able to purchase a reproduction of your Articles of Incorporation from your state for a small fee. You can also check current status, contact information, and corporate officers above. Your Articles of Incorporation should be available to your church and Trustees in both paper and (scanned) digital versions. **A best practice is to maintain your original incorporation papers and all amendments with your essential documents.** In Question ii.4, you are requested to upload a scanned digital version of your incorporation papers (and amendments) to the form so that your document can be stored in cloud storage on your behalf for the long-term protection of your corporation.
- Bylaws.** Your bylaws and any amendments should be available to your church and Trustees in both paper and (scanned) digital versions. **A best practice is to maintain your bylaws and all amendments with your essential documents.** In Question ii.5, you are requested to upload a scanned digital version of your bylaws (and amendments) to the form so that your document can be stored in cloud storage on your behalf for the long-term protection of your corporation.

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. IS THE LOCAL CHURCH INCORPORATED? (§2529.1)?                                                                                                                                                                                                                                                                                                             | Choose YES or NO. |
| 2. WHAT IS THE LEGAL NAME OF YOUR CHURCH ON YOUR INCORPORATION PAPERS?                                                                                                                                                                                                                                                                                      |                   |
| 3. UPLOAD YOUR MOST RECENT a) STATEMENT OF INFORMATION (FORM SI-100) FILED WITH THE CALIFORNIA SECRETARY OF STATE OR b) NONPROFIT CORPORATION ANNUAL REPORT FILED WITH THE HAWAII DCCA BUSINESS REGISTRATION DIVISION. If unable to upload, email a copy to <a href="mailto:dataservices@calpacumc.org">dataservices@calpacumc.org</a> and district office. |                   |
| 4. UPLOAD A SCANNED COPY OF YOUR ARTICLES OF INCORPORATION, INCLUDING ANY AMENDMENTS. If unable to upload, email a copy to <a href="mailto:dataservices@calpacumc.org">dataservices@calpacumc.org</a> and district office.                                                                                                                                  |                   |
| 5. UPLOAD A SCANNED COPY OF YOUR BY-LAWS, INCLUDING ANY AMENDMENTS. If unable to upload, email a copy to <a href="mailto:dataservices@calpacumc.org">dataservices@calpacumc.org</a> and district office.                                                                                                                                                    |                   |
| 6. WHERE DO YOU STORE THE PHYSICAL & DIGITAL COPIES OF YOUR ESSENTIAL DOCUMENTS?                                                                                                                                                                                                                                                                            |                   |

## iii. PROPERTY INFORMATION (§2550.1,2)

- Churches which do not own property can enter 0 in Question 7 and skip to Part vi.
- For each deeded property/parcel owned by the church, list the title name as provided on each deed, the property address, the type of property it is, whether the trust clause is contained in the deed, where the ownership is recorded in civil land records, and the current estimated market value of each property. Churches with more than 7 properties are asked to upload a complete list in Word or Excel.
- All dwellings, occupied by a pastor or not, can be identified as a "dwelling" in this question.
- To determine the answers to "Title Name on Deed", "Office, Book, & Page Recording of Deed" and "is Trust Clause in Deed?", refer to the deed itself for this information.
- A best practice is to have all deeds and recent property assessments with your essential documents. See the instructions on page 1 for more information.**
- In Questions 15, you are requested to upload scanned digital versions of the deeds so that your documents can be stored in cloud storage on your behalf for the long-term protection of your church.
- Safety & Conditions:** Property assessments can be scheduled annually for any convenient time of year. **A best practice is to keep the most recent property assessment (either the maintenance checklist or the owned residential unit worksheet or their alternatives) for each owned property with your essential documents.**
  - For assistance with assessing your property for general condition and safety hazards, churches are welcome to use this [General Maintenance Checklist \(as provided by HUB\)](#).
  - Whether dwellings you own are occupied by an appointed pastor or not, any residential units you own can also be assessed at any time annually that is convenient to you. You are welcome to use the [Owned Residential Unit Worksheet](#) or any similar assessment, including ones provided by your property manager.

|                                             |                                                                                                                                                                         |                            |                                                   |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------|
| 7. HOW MANY PROPERTIES DOES THE CHURCH OWN? |                                                                                                                                                                         |                            |                                                   |
| <b>8a. PROPERTY INFORMATION PART 1</b>      |                                                                                                                                                                         |                            |                                                   |
|                                             | <b>PROPERTY TYPE.</b> Choose best option from CHURCH BUILDING, DWELLING, HOUSING PROJECT, PARKING LOT, SCHOOL, COMMUNITY CENTER, DEVELOPMENT, OFFICE(S), RETAIL, OTHER. | <b>TITLE NAME ON DEED</b>  | <b>ESTIMATED MARKET VALUE OF PROPERTY</b>         |
| PROPERTY #1                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #2                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #3                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #4                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #5                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #6                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #7                                 |                                                                                                                                                                         |                            |                                                   |
| <b>8b. PROPERTY INFORMATION PART 2</b>      |                                                                                                                                                                         |                            |                                                   |
|                                             | <b>TRUST CLAUSE IN DEED? –</b><br>Choose YES or NO.                                                                                                                     | <b>ADDRESS OF PROPERTY</b> | <b>OFFICE, BOOK, &amp; PAGE RECORDING OF DEED</b> |
| PROPERTY #1                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #2                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #3                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #4                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #5                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #6                                 |                                                                                                                                                                         |                            |                                                   |
| PROPERTY #7                                 |                                                                                                                                                                         |                            |                                                   |

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| 8c. UPLOAD SUPPLEMENTAL PROPERTY INFORMATION. Attach list if more than 7 properties owned. If unable to upload, email a copy to <a href="mailto:dataservices@calpacumc.org">dataservices@calpacumc.org</a> and district office. |                                                         |
| 9. IS THE CHURCH UP-TO-DATE ON ITS PROPERTY TAX PAYMENTS ON ALL PROPERTIES?                                                                                                                                                     | Choose YES or NO.                                       |
| 10. HAS THE CHURCH FILED ITS ANNUAL PROPERTY TAX EXEMPTIONS ON ALL PROPERTIES FOR 2026? (DUE FEBRUARY 15 ANNUALLY.)                                                                                                             | Choose YES or NO.                                       |
| 11. IF YES, IS YOUR EXEMPTION RELIGIOUS OR WELFARE?                                                                                                                                                                             | Choose RELIGIOUS or WELFARE or NONE or OTHER (Specify.) |
| 12. WHAT IS YOUR LONG-TERM PLAN FOR REPLACEMENT OF FACILITIES AND EQUIPMENT AS THEY DETERIORATE?                                                                                                                                |                                                         |
| 13. HAVE THE BUILDINGS BEEN INSPECTED FOR FIRE AND OTHER SAFETY HAZARDS WITHIN THE PAST YEAR?                                                                                                                                   | Choose YES or NO.                                       |
| 14. HAVE ALL BUILDINGS (INCLUDING DWELLINGS) BEEN INSPECTED FOR THEIR CONDITION AND LIVABILITY WITHIN THE PAST YEAR?                                                                                                            | Choose YES or NO.                                       |
| 15. UPLOAD A COPY OF ALL PROPERTY DEEDS. If unable to upload, email a copy to <a href="mailto:dataservices@calpacumc.org">dataservices@calpacumc.org</a> and district office.                                                   |                                                         |

#### iv. DWELLINGS USED AS PARSONAGES

For this section, include **only dwellings owned by the church that are occupied by an appointed pastor**. See Question 13 & 14 for previous information on property assessments.

|                                                                                                                                                                                                                                                                                                                  |                   |
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| 16. HOW MANY PARSONAGE(S) ARE OCCUPIED BY AN APPOINTED PASTOR? If none, enter 0. Do not put "None" or "Zero".                                                                                                                                                                                                    |                   |
| 17. IF 1 OR MORE, DOES THE CHURCH HAVE A PARSONAGE COMMITTEE?                                                                                                                                                                                                                                                    | Choose YES or NO. |
| 18. IF YES, DOES THE PARSONAGE COMMITTEE HOLD REGULAR MEETINGS?                                                                                                                                                                                                                                                  | Choose YES or NO. |
| 19. IF 1 OR MORE, LIST THE ADDRESS(ES) OF THE PARSONAGES.                                                                                                                                                                                                                                                        |                   |
| 20. UPLOAD MOST RECENT COMPLETED ASSESSMENT(S) OF YOUR PARSONAGE(S). This may be the Owned Residential Unit Worksheet completed most recently or an equivalent alternative. If unable to upload, email a copy to <a href="mailto:dataservices@calpacumc.org">dataservices@calpacumc.org</a> and district office. |                   |

#### v. FACILITY USERS

For churches who lease space to other users ("facility users"), compile a folio containing a listing with each facility user, its leadership, and how to contact those leaders and/or stakeholders. Include the insurance certificate on file for each facility user. **A best practice is to keep this folio updated with your essential documents at each lease renewal.**

|                                                                                            |                                                        |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 21. HOW MANY FACILITY USER GROUPS DOES YOUR CHURCH HAVE?                                   |                                                        |
| 22. DO YOU HAVE CURRENT INSURANCE CERTIFICATES ON FILE FOR ALL FACILITY USERS?             | Choose NO, YES, or NOT APPLICABLE (NO FACILITY USERS). |
| 23. LIST THE NAMES OF ALL FACILITY USERS WITH CURRENT ARRANGEMENTS TO USE YOUR FACILITIES. |                                                        |

#### vi. ACCESSIBILITY AUDIT

The Board of Trustees is responsible for organizing an annual accessibility audit of their buildings, grounds, and facilities (BOD ¶2533.6, ¶2550.10) and reporting their findings to the charge conference. The accessibility audit can be conducted [using this worksheet](https://www.umcdmc.org/annual) provided by the Disability Ministries of The United Methodist Church at <https://www.umcdmc.org/annual>. This audit can be scheduled for any convenient time of year.

|                                                                                                                                                                                                        |                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 24. WHAT IS THE DATE OF YOUR MOST RECENT ACCESSIBILITY AUDIT?                                                                                                                                          |                   |
| 25. HAS YOUR CHURCH DEVELOPED AN ACCESSIBILITY PLAN FOR YOUR PROPERTIES?                                                                                                                               | Choose YES or NO. |
| 26. UPLOAD A COPY OF YOUR MOST RECENT ANNUAL ACCESSIBILITY AUDIT. If unable to upload, email a copy to <a href="mailto:dataservices@calpacumc.org">dataservices@calpacumc.org</a> and district office. |                   |

#### vii. INSURANCE (¶2550.3,7)

- This form no longer requests that you upload your HUB International Statement of Value document because the Conference has received all of these as a group from the insurance broker for insured properties. **A best practice is to have a copy of your Statement of Value document from HUB for the current year with your essential documents.**
- A best practice is to keep a copy of your conference insurance policy for the current year through HUB and Philadelphia Insurance (and/or Inland Marine) with your essential documents.**
- A best practice is to keep a copy of any additional insurance policies for the current year with your essential documents.**

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| 27. HAVE THE PROPERTIES BEEN ASSESSED FOR REPLACEMENT VALUE WITHIN THE LAST 5 YEARS? (¶2550.3) | Choose YES or NO. |
| 28. IF YES, DID HUB INTERNATIONAL PERFORM THE ASSESSMENT?                                      | Choose YES or NO. |
| 29. IF NO, WHY NOT?                                                                            |                   |
| 30. IS THE AMOUNT OF INSURANCE ADEQUATE?                                                       | Choose YES or NO. |
| 31. DO YOU HAVE YOUR HUB INTERNATIONAL STATEMENT OF VALUE DOCUMENT FOR THE CURRENT YEAR?       | Choose YES or NO. |
| 32. DO YOU HAVE THE FOLLOWING KINDS OF INSURANCE?                                              |                   |
| 32.a LIABILITY INSURANCE (THROUGH CONFERENCE OR HAWAII PLANS)                                  | Choose YES or NO. |
| 32.b PROPERTY INSURANCE (THROUGH CONFERENCE PLANS)                                             | Choose YES or NO. |
| 32.c WORKERS COMPENSATION                                                                      | Choose YES or NO. |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 32.d CRIME & COMPUTER FRAUD                                                                                                                                                         | Choose YES or NO. |
| 32.e INLAND MARINE (FOR SPECIALTY ITEMS)                                                                                                                                            | Choose YES or NO. |
| 33. IF YOU ANSWERED "no" TO ANY OF THE ITEMS IN 32.a – 32.e, HAVE YOU CONTACTED HUB TO REVIEW YOUR OPTIONS FOR INSURING YOUR CHURCH? (INLAND MARINE IS THE ONLY OPTIONAL COVERAGE.) | Choose YES or NO. |
| 34. IF YOU HAVE ANY OTHER COVERAGE, DESCRIBE IT HERE.                                                                                                                               |                   |

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>viii. PERMANENT INCOME STREAMS</b> <ul style="list-style-type: none"> <li>The most recent statement from your investment manager(s) or banks will help complete this information. <b>A best practice is to keep at least the most recent year-end statement with your essential documents</b> so that you have contact information and account numbers available in emergencies.</li> <li>For each income stream, provide the name of the fund, the date it was received, the current amount of the fund, where it is invested, the current annual income from the fund, and how the income is used for ministry. If you have more than 6 income-producing funds, attach a supplemental document with additional information. If none, enter None.</li> </ul> |                   |
| 35. DOES YOUR CHURCH HAVE INCOME-PRODUCING PERMANENT FUNDS / INVESTMENTS?<br>If no, skip to Section ix.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Choose YES or NO. |
| 36. HOW MANY PERMANENT INCOME STREAMS ARE YOU REPORTING? Enter a number 0 or higher (not "None" or "Zero").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |
| 37. DETAILED INFORMATION ABOUT EACH INCOME STREAM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |
| 37.a FUND #1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
| 37.b FUND #2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
| 37.c FUND #3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
| 37.d FUND #4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
| 37.e FUND #5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
| 37.f FUND #6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
| 37.g FUND #7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
| 37.h. IF MORE THAN 7, UPLOAD SUPPLEMENTAL INFORMATION ABOUT INVESTMENT STREAMS. Attach list if more than 7 funds. If unable to upload, email a copy to <a href="mailto:dataservices@calpacumc.org">dataservices@calpacumc.org</a> and district office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |
| 38. WHAT IS YOUR CHURCH'S SOCIAL RESPONSIBILITY STATEMENT, DESCRIBING HOW YOUR INVESTMENTS SUPPORT THE SOCIAL PRINCIPLES OF THE UNITED METHODIST CHURCH.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |

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| <b>ix. DISASTER RESPONSE PLAN</b> <p>For churches without a current disaster response plan, the Disaster Response Task Force provides a template / guideline that can be used to establish a plan for your church and parish. <b>A major piece of your Disaster Response Plan is ordering and organizing your essential documents by completing the best practices outlined in this Trustees Report.</b></p> <ul style="list-style-type: none"> <li>A new &amp; updated sample template for a plan is available here as a <a href="#">Word version</a> or <a href="#">the PDF version</a>.</li> <li>The Disaster Response Task Force offers free volunteer task force consultants to help you design a plan, make a photo inventory, and develop knowledge and processes important to your church in a disaster incident. To schedule a disaster helper, contact Karl Ports, Disaster Response Task Force Chair, at <a href="mailto:kports@cox.net">kports@cox.net</a>.</li> <li>Per RES 26-02, "every local congregation shall have in place a disaster response plan (sometimes called a "Disaster Plan of Action") that sets how the church responds to disasters that may affect its properties, parishioners, and communities, and that such plan shall be included in annual Charge Conference Forms, updated as needed annually and shall share that plan with its District Office and the Disaster Response Task Force."</li> </ul> |                   |
| 39. HAS YOUR CHURCH BEEN IMPACTED BY A DISASTER (NATURAL OR HUMAN-CAUSED) IN THE LAST 5 YEARS?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Choose YES or NO. |
| 40. IF YES, DESCRIBE THE EVENT.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |
| 41. DOES YOUR CHURCH HAVE A DISASTER RESPONSE PLAN?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Choose YES or NO. |
| 42. IF NO, WHY NOT?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |

43. IF YES, UPLOAD A COPY OF YOUR DISASTER RESPONSE PLAN. If unable to upload, email a copy to [dataservices@calpacumc.org](mailto:dataservices@calpacumc.org) and district office.

**x. CARBON NEUTRAL & NET ZERO GREENHOUSE GAS EMISSIONS (§2550.11)**

The Book of Discipline 2020/2024 §2550.11 asks church Trustees Reports to include: "An evaluation of all church buildings, grounds, and facilities in relation to their impact of the church's ability to be carbon neutral and/or have net zero greenhouse gas emissions; and, when applicable, a plan and timeline for the renovation and development of church buildings, grounds, an facilities to bring the church closer to being at least carbon neutral and/or having at least net zero greenhouse gas emissions."

- This evaluation can be scheduled for any convenient time of year.
- To assist churches with beginning this process, the Eco-Justice Task Force has put together a starter checklist for beginning this work. Click here for [the Word version](#) or [the PDF version](#).
- [A longer guide from the General Board of Global Ministries is also available](#) to help work through the process and make a long-term plan to reduce your church's environmental impact through carbon footprint reductions.

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|-----------------------------------------------------------------------------------------------------------|-------------------|
| 44. HAS AN EVALUATION BEEN CONDUCTED WITHIN THE LAST YEAR TO EVALUATE THE CHURCH'S CARBON NET NEUTRALITY? | Choose YES or NO. |
| 45. HAVE YOU DEVELOPED A PLAN/TIMELINE FOR IMPLEMENTING A PLAN TO ACHIEVE CARBON NET NEUTRALITY?          | Choose YES or NO. |