

Ministry Shares Policy and Procedures

Policy – The West Michigan Conference adopted the following formula for Ministry Share (apportionments), effective January 1, 2005.

The projected income of the West Michigan Annual Conference will be based on a Proportional Giving Model built upon the Biblical principle of ‘tithing.’ Our Ministry Shares formula will be based on each congregation sharing a *Base Percentage Rate* of the *Actual Receipts* each local church as the basic conference budget. A Special Needs funding maybe added when necessary.

Definitions:

- a. *Actual Receipts* is the total annual income of the local church excluding receipts for capital fund campaign approved by the District Committee on Church Building and Location. Actual Receipts are funds that are to be used exclusively in support of the annual operating and benevolence budgets and do not include funds used for capital improvements and acquisitions. These funds include:
 1. Payment of pledges or other commitments toward the annual operating and benevolence budgets of the church.
 2. Receipts from constituents or members who did not pledge or amounts given beyond the amount pledged.
 3. Receipts from unidentified givers (for example, loose currency in the offering plate).
 4. Interest earned on funds on deposit or in vestments and used for the general operating or benevolence causes of the church.
 5. Proceeds from sale of church assets designated for the general operating or benevolence budget only.
 6. Proceeds from rental or fees.
 7. Fund raisers for operational and benevolent causes. Exceptions maybe granted by CFA upon request by the pastor for funds raised for special causes like UMCOR, VIM, Youth Mission trips, etc..
 8. Amounts received from grants and contract sources used to fund church programs.
 9. In-kind donations recorded in church financial statements.
 10. Donations of property, memorials and bequests designated for church operating and benevolence expenses. Bequests and endowments designated for other designated causes are excluded.

Note: A local church may request a determination from CFA whether or not certain funds received are to be included as “Actual Receipts” before January 15.

- b. *Base Percentage Rate* is the percentage rate approved by annual conference. The base percentage multiplied by the actual receipts equals the ministry shares of the church.

Procedures

- a. Annually, by February 1, each Local Church Treasurer shall submit to the Conference Treasurer as part of the year end reports, the church's *Actual Receipts* information using a Table III form.
- b. The compilation of Actual Receipts information from all the churches will provide an objective basis for the Council on Finance and Administration to prepare its Ministry Shares recommendation to the Annual Conference. (For example, 2005 Mission Share based on 2003 data.). The Ministry Share recommendation includes the Base Percentage Rate, any Special Needs and the Conference Budget.
- c. By August 15, the Conference Treasurer shall provide the churches their respective Ministry Shares statement showing the distribution of funds based on the ratio of each fund in the approved conference budget.
- e. A congregation in financial distress shall be provided consultation assistance by other churches or advisors within the district or conference staff upon request from the local church with the recommendation of the District Superintendent. Written documentation of the financial issues and the projected solution will be filed with the Council on Finance and Administration through the office of the District Superintendent.
- f. *As a regular practice, it is recommended that local church treasurers remit at least 10% of their actual receipts or one-twelfth of their annual mission shares to the conference treasurer.*
- g. Ministry shares giving status shall be posted monthly on the treasurers' website at www.wmc.umconline.org.