

**Shared Ministry Costs Adjustment Policies:**  
**Western New York Conference Council on Finance and Administration**  
**March 17, 2005**

Purpose: To create opportunities for congregations undergoing fiscal strain from birth, growth, or emergency to fully participate in the Shared Ministry Costs of the Annual Conference developing a habit and expectation in the local church of paying the full Shared Ministry Cost and allowing the Annual Conference to participate with the local churches in the development of their ministry.

- I. Category of Adjustments
  - a. Strategic Congregations
    - i. Congregations that are investing in and experiencing substantial growth
    - ii. Congregations that serve the objectives of the Annual Conference Strategic Plan
  - b. Emergency Congregations
    - i. Congregations that have had an unforeseen occurrence that has resulted in significant financial strain on the congregation and its abilities to meet its obligations.
  
- II. Policies for Adjustment
  - a. A congregation's Shared Ministry Cost shall be adjusted for no more than consecutive 5 years.
  - b. Adjustments shall be considered on an annual basis
  - c. A congregation's adjustments shall be made to the direct assessment of Shared Ministry Costs.
  - d. Failure to participate in the Shared Ministry Costs at the adjusted level shall result in a full assessment of the Shared Ministry Costs.
  
- III. Appeal Process
  - a. **Strategic Congregations**
    - i. Shall submit a written appeal for adjustment to include:
      1. Amount of adjustment being requested
      2. Explanation of how congregation fits within the Strategic Plan of the Annual Conference
      3. Plan for meeting the future full Shared Ministry Costs associated with the congregation
      4. Signatures of Pastor, Trustee President, and Church Council Chair
    - ii. Appeal forwarded to District Superintendent for comment and signature
    - iii. Forwarded to Conference treasurer for CFA consideration
  - b. **Emergency Congregations**
    - i. Shall submit a written appeal for adjustment to include:
      1. Amount of adjustment being requested

2. Explanation of the nature of the emergency
  3. Plan for meeting the future full Shared Ministry Costs associated with the congregation
  4. Signatures of Pastor, Trustee President, and Church Council Chair
- ii. Appeal forwarded to District Superintendent for comment and signature
  - iii. District Superintendent forwards to Conference Treasurer for CFA consideration
- IV. Process of Consideration
- a. Strategic Congregation Appeal
    - i. Considered and agreed upon by full CFA
    - ii. Included in the budget of Annual Conference
    - iii. Presented and agreed upon by Annual Conference
      1. Celebration of support for local ministries
  - b. Emergency Congregation Appeal
    - i. Considered and agreed upon by full CFA
    - ii. Given the immediate nature of emergencies such appeals will not be budgeted for the Annual Conference
    - iii. Adjustments will be given for the sense of full-payment of Shared Ministry Costs and should receive such recognition as warranted if able to achieve adjusted full payment
- V. Timeline
- a. Strategic Appeals to be considered by CFA by October 15<sup>th</sup> for budgetary purposes
  - b. Emergency Appeals to be considered on an ongoing basis

Revised: 2/18/06 (date change)

Western New York Annual Conference  
Shared Ministry Adjustment Application

Congregation: \_\_\_\_\_

Date: \_\_\_\_\_

1. Amount of one year adjustment being requested: \$\_\_\_\_\_
2. Strategic Congregations: How does the congregation fit in within the Strategic Plan of the Annual Conference? You may refer to the Conference Web page: (<http://www.wnyumc.org/page.asp?PKValue=786> or contact District Superintendent for assistance:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Emergency Congregations: Explanation of the emergency:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Plan for meeting the congregations future full Shared Ministry costs:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Attach a copy of the Current Year's Budget and (Upcoming Year's Budget if available), and a copy of the Local Church Audit for the year most recently completed.

Signatures

Pastor: \_\_\_\_\_

President of Trustees: \_\_\_\_\_

Church Council Chair: \_\_\_\_\_

District Superintendent Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of District Superintendent: \_\_\_\_\_

Forward form to Conference Treasurer for CF&A consideration:

WNY Conference UMC  
131 John Muir Drive  
Buffalo, NY 14228