

## The Harvest Conference Year-End Reports

Report	Due Date
<b>Pastor's Salary Report Form</b>	December 17, 2021
<b>Missions Goals Report Form</b>	December 17, 2021
<b>Budget (no form for this. Can use template in Appendix of Handbook for Church Treasurers)</b>	December 17, 2021
<b>Membership List (will be sent to pastor from prior year's list you sent in)</b>	December 17, 2021
<b>God's Choice Ministry Goal</b>	December 17, 2021
<b>Capital Improvements &amp; Missions Expenditures, etc.</b>	January 15, 2022

Treasurers, Finance Committee Members, Pastors,

The list above are the required yearend forms for the conference. Most of them are due on December 17.

The Capital Improvements form is not due until January 15, 2022. It needs to be amounts as of December 31, 2021. Please read the instructions for it.

There is also a Handbook for Church Treasurers on the conference website which is: [www.pcfmc.com](http://www.pcfmc.com) It is on the right hand side under Treasurer's resources. This handbook covers many subjects that will be helpful to all of you. I know you probably have your 2022 budget already done or are in the process of doing it. The sections in the Handbook about budgeting can be used for next year. The Handbook should be printed out and kept in the church office. If you do not have the ability to print the handbook (or someone at your church doesn't) let me know and I will send you a copy. I am trying to save on postage.

As always, if you have questions, please email or call me. I am normally in the office Monday – Thursday from 8 am to 5 pm.

God Bless,  
Marlene McRoberts  
[pghfmc@gmail.com](mailto:pghfmc@gmail.com)  
878-207-2937

## THE HARVEST CONFERENCE PASTOR'S SALARY REPORT FORM

Board of Administration Recommendation #11 to the Annual Conference:

*"The pastor's income from the pastoral charge (salary and all fringe benefits) to be reviewed at least annually by the Local Finance Committee and the Board of Administration with view to an increase. The conference administrative personnel shall monitor the activity of the Local BOA on this matter."*

### Pastor's Compensation:

Designated to:	2021 (Actual)	2022 (budgeted)	Amount of Increase/ decrease
Cash Salary (undesigned):	\$	\$	\$
Parsonage Allowance:	\$	\$	\$
Fair Rental Value of Parsonage (utilities included):	\$	\$	\$
Professional Expense Reimbursement:	\$	\$	\$
Insurance: Health, Dental, *Disability & Life	\$	\$	\$
HRA (Health Reimbursement Arrangement):	\$	\$	\$
Social Security:	\$	\$	\$
Tax Deferred Inv. (403B) Funded by church:	\$	\$	\$
*Pension:	\$	\$	\$
Other: (Please Specify)	\$	\$	\$
<b>Totals for each column:</b>	\$	\$	\$

Please enter YEARLY AMOUNTS (not weekly or monthly).

\* Based on "Salary" (Cash Salary, Parsonage Allowance, Fair Rental Value, 403B, SS)

Please return this form to the The Harvest Conference Office by: December 17, 2021

Fax: 878-207-2936/ Email: pghfmc@gmail.com

Church Name: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

*A separate form must be completed for each appointed, compensated staff person.*

# THE HARVEST CONFERENCE MISSIONS GOALS REPORT FORM

## 2022 Missions Goals:

Designated to:	2022 Amount (Yearly)
Ricardo & Beth Gomez – Area Director for Latin America	\$
Corey & Connie Persing - Thailand	\$
Josh & Susy Fajardo – Area Director for Europe	\$
Ukraine CPD	\$
Latin America CPD	\$
Jordan CPD	\$
Jordan Good Samaritan School – ICCM *see attached letter	\$
Other Missionaries: (Please specify)	\$
	\$
	\$
Other CPD: (Please specify)	\$
	\$
	\$
Undesignated	\$
<b>TOTAL</b>	<b>\$</b>

**\*CPD is Church Planting & Development  
Please enter YEARLY AMOUNTS**

*Note: You may leave the entire amount undesignated and we will take care of it here in the office.*

**Please do not enter your own goals in the FMWM website.** I will send a spreadsheet with all the conference churches and let them enter the goals.

Please return this form to the The Harvest Conference Office by: **December 17, 2021**  
 Fax: 878-207-2936/ Email: pghfmc@gmail.com  
 Or by USPS to: 300 S Walnut Ln, Suite 402, Beaver, PA 15009

**Church Name:** \_\_\_\_\_

**Pastor's Signature:** \_\_\_\_\_

Dear pastor's and congregations:

I would like to tell you about an opportunity that we have as a conference to partner with the country of Jordan.

Our Free Methodist Church in Ammon, Jordan is ministering to 1,000's of refugees who have fled countries like Iraq and Syria due to Isis. Their children are unable to receive an education because they do not have proper documentation. So, Pastor Rami, the pastor at our church, has opened a school that currently meets 2x's a week for 65 children.

We would LOVE to be able to come together to support this school. To do that we need to raise \$2,824 a month. This would pay for all of the expenses for the school to operate.

There are several ways you can help finance this project:

1. Give monthly out of the church budget
2. Take a special offering a few times a year specifically for this project.
3. Ask the members of your congregation to sign up to sponsor one of the children who attend the school.

This would cost the sponsor \$30 a month.

Instead of getting a picture of your child and an update letter 1-2 times a year, we will be setting up a Facebook page that all of our church members can access where they will see pictures of the school, of the kids and get regular updates on what is happening in the school.

What do we need from you now?

We need each church to let us know by the end of the year what their financial commitment can be toward this partnership.

It can be a monthly gift, a one-time gift, or you can tell us how many sponsors your church has.

I look forward to partnering with you.

Collene

**THE HARVEST CONFERENCE  
God's Choice Ministry  
Local Missions Giving**

**2022 Local Missions Goals:**

Designated to:	2021 Amount
God's Choice Ministry Director Rev. Shirley Elosh	\$
<b>TOTAL</b>	\$

Please enter YEARLY AMOUNTS

The purpose of this form is another option for missions giving. Amounts designated here will be forwarded to God's Choice Ministry, under the direction of Pastor Shirley Elosh, for the purpose of opening new ministries in new locations. Amounts donated will count on the Capital Improvements/Missions Expenditure Form as a line item deduction for local missions. Do not use this form for existing God's Choice Ministries. If you would like to start a new ministry in your church, please see the back of this form.

Please return this form to the The Harvest Conference Office

by: December 17, 2021

Fax: 878-207-2936/ Email: pghfmc@gmail.com

Or by USPS to: 300 S Walnut Ln, Suite 402, Beaver, PA 15009

Church Name: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

## God's Choice Ministries

**An evangelistic outreach as the church reaches out to people on the margins!  
How to start one in your local church!**

Would you like to learn more about the ministry?

Watch Bishop Roller's video at: [GodsChoice2010.com](http://GodsChoice2010.com) or

<https://vimeo.com/62430324>

Visit their facebook page: <https://www.facebook.com/godschoiceministry>

1. Contact Shirley Elosh, Director:  
Address: 883 E. Park Ave., Columbiana, OH 44408  
Phone: 330-550-9434  
Email: [got2tell@gmail.com](mailto:got2tell@gmail.com)
2. Set up a meeting with Shirley to visit your church.
3. Hold a meeting with your local board and pastor to vote on moving forward.
4. Contact the Conference Office for the start up commitment of \$2,500.00  
Address: 300 S Walnut Lane, Suite 402, Beaver, PA 15009  
Phone: 878-207-2937  
Email: [pghfmc@gmail.com](mailto:pghfmc@gmail.com)

### **Current God's Choice Locations:** (some may not be meeting right now due to COVID)

God's Choice East Liverpool, OH	September 25, 2010
God's Choice Monacrest, PA	October 1st, 2012
God's Choice Aliquippa/Rochester, PA	April 17th, 2013
God's Choice Kittanning, PA	November 10th, 2014
God's Choice Greensburg, PA	August 3, 2015
God's Choice Butler, PA	October 29, 2015
God's Choice Cove Run, Lemont Furnace, PA	April 14, 2016
God's Choice Canfield, OH	September 12, 2016
God's Choice Leslie, MI	April 13, 2016
God's Choice Brooke Hills, WV	September 27, 2016
God's Choice Coldwater, MI	October 18, 2016
God's Choice Penn Hills	June 20, 2019
God's Choice Malawi, Africa	2018
God's Choice Westminster, Colorado	November 14, 2019

**The Harvest Conference Office**  
300 S Walnut Lane, Suite 402, Beaver, PA 15009  
Phone: (878) 207-2937 Fax: (878) 207-2936  
Email: pghfmc@gmail.com

**2021 Capital Improvements & Missions Expenditures, etc.**

**Church:** \_\_\_\_\_

Home Ministries and Conference Apportionments are calculated using the amount of "Total Receipts Minus Total Expenses". Please fill in the following dollar amounts and send this form (via mail/fax/email) to the Conference Office by **January 15, 2022**.

**TOTAL RECEIPTS for 2021:** \$ \_\_\_\_\_  
Includes \$ \_\_\_\_\_ from the Conference for \_\_\_\_\_

**EXPENSES for 2021 to be deducted for Apportionment calculation purposes:**

Free Methodist World Missions

Sent to Conference Office \$ \_\_\_\_\_

Sent Directly to FMCUSA \$ \_\_\_\_\_

Sent Directly to ICCM(or *taken out of acct*) \$ \_\_\_\_\_

God's Choice Ministry (See instructions) \$ \_\_\_\_\_

Loan Payments (principal + interest) \$ \_\_\_\_\_

**\*Pass Through Funds: (please read instructions carefully)**

*You must attach a detailed list with amounts.* \$ \_\_\_\_\_

\*Remodeling/ Major Repairs over \$1,000.00 \$ \_\_\_\_\_

**TOTAL of EXPENSES listed above for 2021:** \$ \_\_\_\_\_

**TOTAL RECEIPTS MINUS TOTAL EXPENSES:** \$ \_\_\_\_\_

\_\_\_\_\_  
Signature (Pastor or Treasurer)

**\*must have a detailed list attached**

## Instructions

### These are the figures you should be using for the Annual Report

**Total Receipts for 2021:** Enter on this line ALL monies received by the local church EXCEPT proceeds from loans, or from the sale of property, or from vendor reimbursements (i.e. if your church overpaid a bill and the vendor returned the amount overpaid). Do not count money transferred from one account to another if the money was originally received in a prior year. Do include checks received from the Conference for things **other than loans** (internship grants, recalibration money, reimbursements for expenses made for things like School of Ministry or training day) Please list the amount from the Conference and what it was for. These amounts should also appear on the Pass Through Funds.

**Free Methodist World Missions:** Enter on these lines the total amount your church gave to Free Methodist World Missions. It has been separated into three lines: One for money you sent to the Conference Office, one for money you sent directly to FMWM, and one for money you sent directly ICCM (or is taken out of your account by ICCM). Include only those amounts forwarded for support of FMWM missionaries (MSAs), country budgets (CPDs), and other budgeted Free Methodist World Missions uses. Do not include non-Free Methodist Missions work or Home Ministries on this line. Please *see your Treasurer report spreadsheet that is sent to you the beginning of January*. Only those missions amounts **received in this office by December 29** can be counted. December's amounts will be transmitted to FMWM on December 30. That is what they will use for their EPP (Home Ministries) calculations. These are the **same amounts you should use when doing the Annual Report**. If money is received by the Conference after December 29, it will not be counted by the denomination or the conference until 2022.

**God's Choice Ministry:** Enter on this line the total amount your church gave to assisting God's Choice Ministries in advancing **new locations** under the direction of Pastor Shirley Elosh. *Do not place on this line monies used at your local church for your own God's Choice Ministry.*

**Loan Payments (principal + interest):** Enter on this line the total amount your church has paid in loan expense, both the principal and interest amount, for the year 2021.

**Pass Through Funds:** see next page for specific items: Enter on this line the total amount your church gave for the purpose of being distributed to an outside entity and not used for church operational or ministry expenses. The following definitions are to be considered: **You will not be given credit for a pass through amount if it isn't on a detailed list.** Please put an explanation of each item unless it is something I would recognize (like Gideons or Samaritians' Purse)

1.) **A charitable contribution receipt cannot be given.** An example would be families that sent children to Winter Weekend or Summer Camp, where the families wrote checks to the church and the church consolidated them into a single check to the camp or conference. Also, a group from the church going to an event (Concert, sports game, a play, bus trip, etc.) where the church collects the money from people going and writes a single check for the tickets.

2.) **The funds are designated from an individual to another charity.** Examples would be the Gideons, Operation Christmas Child, local crisis pregnancy center, (an outside ministry) makes a presentation in a service and people wrote checks to the church, and the church consolidated them into a single check written to that ministry. **I would strongly suggest people write checks to the organization instead of the church.**

3.) **Restricted funds received from an individual or organization.** An example would be a mission trip through your local church where individuals from another church or your congregation wrote checks to the church for which the church is restricted to use only for their participation in the trip. This includes any donations for a specific person to go on a mission trip. **You cannot give a Charitable Contribution Receipt or Statement for this.** (If money is given for the mission trip group as a whole, a Charitable Contribution Receipt or Statement can be given.)



**\*Please note: Any ministry sponsored by the local church, for which the church takes legal responsibility, cannot be placed on this line. Any money for which you can give a charitable contribution receipt, (even if the person doesn't want one) is not eligible to be a pass thru.**

**Breakdown of Pass Through amounts in Annual Report:**

- Camps
- Conferences
- Concerts
- Mission Trips
- Other:

**Remodeling/ Major Repairs over \$1,000.00.** Enter on this line the total amount of your church Remodeling/Major Repairs if that figure is \$1,000.00 or greater. An example would be an addition to the church or a repair to the roof, etc. **Please list.** See note at the end about loans.

**Total of Expenses listed above for 2021:** Enter on this line the total of Free Methodist World Missions; God's Choice Ministry; Loan Payments; Pass Through Funds; Remodeling/Major Repairs over \$1000.00. **This is NOT your totals expenses. Just those listed on the form.**

**Total Receipts Minus Total Expenses:** Enter on this line the amount on the line for Total Receipts minus the amount on the line for Total Expenses.

**Pass Through Specific Items**

Item	Yes	No	Reason for "No"
Funeral Dinners		X	Ministry sponsored by the church
Group/Study Materials		X	Ministry sponsored by the church
Love Offerings for specific person(s): someone who filled pulpit, Bereavements, visiting missionary, someone in need, concert at church		X	Ministry sponsored by the church
Non-catered Dinners		X	Ministry sponsored by the church
Flowers (Easter & Christmas)*	X		*only those which people paid in money to have flowers in the church and money paid out to supplier of flowers
Catered Dinners	X		
Winter Weekend, Kids Camp, Ladies Retreat, Teen Camp, etc	X		
Concerts at the church		X	Ministry sponsored by the church
Concert or Conference elsewhere	X		
Sports event, Play, Bus Trip	X		
	X		
Charitable organization: Gideons, Operation Christmas Child, Solid Rock Ministries, Crisis Pregnancy Center, Honeybags, Samaritans Purse, FCCA, Center of Hope, Blessings in a backpack, etc.	X		
Mission Trips	X	X	

If you have a question about any specific item for Pass Through, please call the Conference Office and discuss with Marlene.