

**2021 Church Conference Packet for  
Memorial UMC (Poolesville, MD)**

**SECURITY ALERT**  
**THE ELECTRONIC (.PDF) VERSION OF THIS DOCUMENT CONTAINS LINKS TO ATTACHED DOCUMENTS  
THAT MAY CONTAIN CONFIDENTIAL DATA.**

The electronic (.pdf) version of this report should only be distributed to those who are authorized to view **ALL Church Conference Reports and ALL attached documents.**

**This packet contains the following reports:**

- **Accessibility Audit (2021)**
  - Regarding: Memorial UMC
- **Certification of Compliance Form (2021)**
  - Regarding: Memorial UMC
- **Certified Lay SERVANT Annual Report (2021)**
  - Regarding: Joan Carroll
- **Clergy Compensation Summary (2022)**
  - Regarding: Tim Dowell
- **Clergy Sexual Misconduct Form (2021)**
  - Regarding: Tim Dowell
- **College Student Report (2021)**
  - Regarding: Memorial UMC
- **Congregation Profile (2021)**
  - Regarding: Memorial UMC
- **Discipleship Ministries (2021)**
  - Regarding: Memorial UMC
- **Finance Report (2021)**
  - Regarding: Memorial UMC
- **Inactive Membership Report (2021)**
  - Regarding: Memorial UMC
- **Parsonage Report 2021 (Primary)**
  - Regarding: Memorial UMC
- **Pastor's Report (2021)**
  - Regarding: Tim Dowell
- **Trustees Report (2021)**
  - Regarding: Memorial UMC

Electronically submit this report by October 1, 2021, or 10 days prior to your church conference, whichever comes first.

- Select Yes, No, or N/A for each question
- If you select 'No', please provide an explanation.
- When finished, click the SUBMIT button located at the end of the form

You do NOT need to provide a hard copy of this document to the Presiding Elder of your Church Conference.

**\*\*Numbers in parentheses refer to paragraphs of the 2016 Book of Discipline.**

**Church Name**

CM | Memorial || Poolesville ||| 9385

**GETTING INTO THE CHURCH**

**1a. Clearly visible signs direct people to accessible entrances?**

YES

**1b. If 'No', Please Explain**

**2a. Designated parking spaces on level ground are close to entrance and do not require crossing traffic or moving behind parked cars?**

YES

**2b. If 'No', Please Explain**

**3a. At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement?**

YES

**3b. If Yes, # of Accessible Spaces:**

4

**3c. If 'No', Please Explain**

**4a. Accessible spaces are 8' wide with adjacent 5' access aisle?**

YES

**4b. If 'No', Please Explain**

**5a. At least one space is van accessible with adjacent, painted slash lines, for 8' access aisle on right side of vehicle?**

YES

**5b. If 'No', Please Explain**

**6a. 36" wide curb cuts (curb ramps) are provided close to parking?**

YES

**6b. If 'No', Please Explain**

**7a. Sidewalks are smooth, flat, and at least 36" wide providing an access route to an accessible entrance into the church?**

YES

**7b. If 'No', Please Explain**

**8a. Ramp has maximum incline of 1:12, preferably 1:20 with no more than 30 feet between landings.**

YES

**8b. If Yes, indicate Length; Rise; Ratio:**

ramp is made of three sections that meet the requirements with slope of 1:12.

**8c. If 'No', Please Explain**

**9a. Ramp has minimum width of 36 feet between handrails and has non-slip surface.**

YES

**9b. If Yes, indicate width in inches:**

42

**9c. If 'No', Please Explain**

**10a. Handrails are 34-38 inches high on both sides of ramp/ stairs and extend 12 inches beyond; lower railing is no higher than 4" above deck.**

YES

**10b. If 'No', Please Explain**

**11a. There is a 60"x60" level platform at entry door and at least 18" on pull side of door.**

YES

**11b. If 'No', Please Explain**

**12a. Entrance door is 36 inches wide; threshold level or max beveled one half inch high; no more than 10 lb force needed to open door.**

YES

**12b. If 'No', Please Explain**

**GETTING AROUND THE CHURCH**

**13a. Corridors are at least 36 inches wide with 60 inches passing spaces every 200 feet and non-glare floor surface.**

YES

**13b. If 'No', Please Explain**

**14a. No objects protrude more than 4 inches and lowest part of the protruding object is no more than 27" above floor height to allow a person who is blind to detect the object with a cane and avoid injuries.**

YES

**14b. If 'No', Please Explain**

**15a. Multi-level building has an elevator, lift and/or ramp to allow access to all common/program areas.**

YES

**15b. If 'No', Please Explain**

**16a. Doorways have a minimum of 32 inches clearance and thresholds are level or no more than 1/2" high and beveled.**

YES

**16b. If 'No', Please Explain**

**17a. Door handles are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force.**  
YES

**17b. If 'No', Please Explain**

**18a. Carpet pile is level and no more than 1/2 inch thick, with no or firm padding; all floor mats have rubberized backing and are stable**  
YES

**18b. If 'No', Please Explain**

**19a. Fire alarm controls and extinguishers are no more than 48 inches from the floor; visual and auditory fire alarms are in place**  
YES

**19b. If 'No', Please Explain**

**20a. At least one accessible marked unisex restroom (or both M/F) per floor has 60x60" turning space**  
YES

**20b. If 'No', Please Explain**

**21a. Sink has 29" clearance from floor, controls easy to operate, drain pipes insulated**  
YES

**21b. If No, please explain**

**22a. Soap and paper towels are no higher than 48 inches the bottom-edge of mirror is 40 inches or lower.**  
YES

**22b. If 'No', Please Explain**

**23a. At least one bathroom stall is 66x60 inches wide with a 33-36 inch high wall-mounted grab bar by toilet extending 54 inches from back wall; toilet height 17-19 inches**  
YES

**23b. If 'No', Please Explain**

**24a. Drinking fountain is no higher than 36 inches with easy hand controls and wheelchair clearance or paper cup dispenser.**  
YES

**24b. If 'No', Please Explain**

**25a. Stairs and ramps have handrails on both sides; surface is non-slip; leading edges are marked with a contrasting color.**  
NO

**25b. If 'No', Please Explain**

Multiple entrances/exits have no stairs. The ramp into the sanctuary has the required ramp and stairwell on both sides. Not marked with contrasting color.

**SANCTUARY, CLASSROOM, FELLOWSHIP AREA**

**26a. Level pew cuts/wheelchair spaces are next to aisles and distributed throughout the room for choice in seating. Spaces are 33"x48" forward approach, and/or 33"x60" side approach, with view of screen/pulpit when others stand.**

NO

**26b. If 'No', Please Explain**

The back of the Church is open and accessible to handicap access. View of chancel is blocked when people stand.

**27a. Chancel area and choir loft are accessible (via ramp, or platform lift if needed).**

NO

**27b. If 'No', Please Explain**

Major modification required and not planned.

**28a. If there are steps to the chancel, handrails are provided.**

YES

**28b. If 'No', Please Explain**

**29a. Aisleways are at least 36 inches in common areas.**

YES

**29b. If 'No', Please Explain**

**30a. Fellowship area and one work area in kitchen are accessible.**

YES

**30b. If 'No', Please Explain**

**31a. In fellowship area and classrooms at least one table has minimum of 29-30 inches clearance on underside; some chairs have armrests and height of these chair's seats from floor is 18 inches or more**

YES

**31b. If 'No', Please Explain**

## COMMUNICATIONS AND ENVIRONMENT

**32a. Members sensitized about need to minimize use of fragrances?**

YES

**32b. If 'No', Please Explain**

**33a. All soaps, cleaning product and other chemicals are fragrance-free. Candles are unscented and non-petroleum-base**

YES

**33b. If 'No', Please Explain**

**34a. Lighting adequate for reading in meeting areas and for safety in halls.**

YES

**34b. If 'No', Please Explain**

**35a. Large/bold print provided via projection or bulletin, songbook, and Bible; Braille or alternative media available upon request.**

NO

**35b. If 'No', Please Explain**

Words projected onto wall in large print. Will order braille if needed.

**36a. Microphone used by all speakers or comments repeated; assisted listening devices provided; ASL interpreter provided upon request.**

YES

**36b. If 'No', Please Explain**

**37a. Printed copies of sermon are available if requested?**

YES

**37b. If 'No', Please Explain**

**38a. Videos and other media are clearly captioned.**

N/A

**38b. If 'No', Please Explain**

**ATTITUDES**

**39a. Access and accommodations available are described in church phone message, website, internet postings, signage, etc.**

YES

**39b. If 'No', Please Explain**

**40a. Pastor(s), ushers, greeters, leaders and members have had training in disability awareness and etiquette?**

YES

**40b. If 'No', Please Explain**

**41a. Signs or bulletins boards give visible evidence that people with cognitive challenges, mental illness, and chronic illness are welcome and included in the life of the congregation**

YES

**41b. If 'No', Please Explain**

**42a. Disruptions are accepted and incorporated into worship**

YES

**42b. If 'No', Please Explain**

**43a. Service animals or guide dogs are welcome within the church building(s) including the sanctuary.**

YES

**43b. If 'No', Please Explain**

**44a. Worship leader invites people to "rise in body or in spirit" and to "be in an attitude of prayer" or uses similar inclusive language**

YES

**44b. If 'No', Please Explain**

**45a. Educational programs are adapted as needed for inclusion of children and adults with disabilities?**

YES

**45b. If 'No', Please Explain**

**46a. Disability Awareness Sunday was celebrated during the past year.**

NO

**46b. If 'No', Please Explain**

Information provided by Disability Ministries Committee of United Methodist Church will be distributed for future observances.

**47a. Persons with disabilities serve in worship and leadership roles and help plan ways to improve access.**

YES

**47b. If 'No', Please Explain**

**48a. Needs of those on special diets considered when food is offered, including gluten free communion elements.**

YES

**48b. If 'No', Please Explain**

**49a. Transportation; valet parking assistance; buddy system (for those needing 1:1 assistance) offered if needed.**

YES

**49b. If 'No', Please Explain**

**GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR (INCLUDE TARGET DATE)**

**Goal 1**

**Target Date for Goal 1:**

**Goal 2**

**Target Date for Goal 2:**

**Goal 3**

**Target Date for Goal 3:**

**Goal 4**

**Target Date for Goal 4:**

**Goal 5**

**Target Date for Goal 5:**

**Request consultation from Conference Disability Concerns Committee**

No

**Comments:**

**Name of Pastor:**

Rev. Timothy Dowell

**Date:**

09/09/2021

Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Accessibility Audit (2021)  
Memorial UMC**

Report  
Status:  
---

**Name of Trustee Chair:**

Gary Hartz

**Date:**

09/09/2021

**Form completed by:**

Gary Hartz/Shirley Prasada-Rao

**Contact Information:**

gjalaska@verizon.net

**PLEASE NOTE:**

This form is for use on existing buildings only; please refer to current ADA and state regulations for new construction or major remodeling projects: [https://www.ada.gov/2010ADAstandards\\_index.htm](https://www.ada.gov/2010ADAstandards_index.htm) .

The audit should be completed by a team including a member of the trustees, and people with construction, architecture, and rehabilitation backgrounds. Include persons with disabilities and family members, especially someone who uses a wheelchair and someone with low vision, in the audit process.

Interview individuals with disabilities and family members of children and adults with disabilities to learn how welcoming your congregation is and to help set priorities.

This is not an all-inclusive listing of ADA guidelines, but rather represents basic first steps that a church may take to begin to implement accessibility measures.

Resources are available through your conference Disability Concerns Committee and through the DisAbility Ministry Committee of the United Methodist Church at <http://www.umdisabilityministries.org/access/audit.html> to help you plan and carry out improvements.

**Form Status:**

Complete



Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Certification of Compliance Form (2021)  
Memorial UMC**

Report  
Status:  
---

To be completed and signed by the Pastor(s) and Chairperson of the Staff/Parish Relations Committee (S/PRC) of all congregations in the Baltimore-Washington Conference of The United Methodist Church.

This is to certify that this congregation of the Baltimore-Washington Conference of The United Methodist Church has complied in full with the Conference Policy Statement & Protocol on Lay Sexual Misconduct Of The Baltimore-Washington Conference Of The United Methodist Church. As such, this document certifies that:

(1) All persons who are to work with children and youth within the ministry of this congregation have completed and signed the Questionnaire and Response form contained with the official Conference Policy; and

(2) All outside groups using the church building that provide any services to children or youth have certified that all those within that organization have been screened and asked the equivalent, at the very least, of the questions in our Policy, Questionnaire and Response Form;

if the outside group can make no such general certification, then this document certifies that all those who work with children and youth within such groups have completed and signed the Questionnaire and Response Form on an individual basis

We, the undersigned, verify that this congregation has complied with all of the requirements of the Policy Statement & Protocol on Lay Sexual Misconduct Of The Baltimore-Washington Conference Of The United Methodist Church.

Note: Complete and upload the signed and dated Certification of Compliance Form by October 1, 2021, or 10 days before the scheduled Church Conference date &ndash; whichever comes first.

**Church Name:**

CM | Memorial || Poolesville ||| 9385

**Upload Signed Form Here:**

[2021-certification-of-compliance - Signed by Tim and Jim.pdf](#)

No File Attached

**Form Status:**

Complete

Please read this notice before you begin:

Changes to Lay Servant Ministries certification and re-certification requirements, established at the 2016 General Conference, took effect on January 1, 2017. All Certified Lay Servants (CLS) must be up-to-date on their certification requirements as of 2021 Church Conference in order to be eligible for approval. To find out more about the legislation and changes to certification and re-certification requirements, [click here](#).

In compliance with LSM legislation, the Baltimore-Washington Conference Committee on Lay Servant Ministries (CCLSM) must collect the data requested on this form. As such, all fields on this form are required.

To expedite completing this report, please have the following document ready before you begin:

Basic Course Certificate and Date (required)

First Advanced Course Certificate, Title, and Date (required)

Most recent Advanced Course Certificate(s), Title, and Date (if applicable)

**Part 1: Personal Data**

**Title**

Mrs.

**First Name**

Joan

**Last Name**

Carroll

**Address**

19914 Fisher Avenue Poolesville MD 20837

**Preferred Phone**

301-514-8989

**Phone Type**

Cell Phone

**E-mail**

jtc Carroll@verizon.net

**Name of District**

Central Maryland

**Name of Church**

CM | Memorial || Poolesville ||| 9385

-----

## Part 2: Current Status

**Note:** You will need to scan and upload your certificates along with the information you provide in this section when you enter the final report in Arena.

If you do not have a copy or have questions, contact your District Director of Lay Servant Ministries.

**2.1a. Year Basic Course Completed**  
2016

**2.1b. Upload Certificate:**  
[Basic Lay Servant Course Certification 11-6-2016 - Carroll.pdf](#)

**2.2a. Year First Advanced Course Completed**  
2017

**2.2b. Title of First Advanced Course**  
Life Together in the United Methodist Connection

**2.2c. Upload 1st Advanced Course Certificate**  
[Life Together in the United Methodist Connection Certification 4-30-2017 - Carroll.pdf](#)

**2.3a. Date of Most Recent Advanced Course**  
09/30/2020

**2.3b. Title of Most Recent Advanced Course**  
Statement of Grace

**2.3c. Upload Most Recent Advanced Course Certificate:**  
[Joan Carroll - Statement of Grace.pdf](#)

**2.4 Date Application for Certification as Certified Lay Servant was completed & sent to DD of LSM**  
7/2/2018

**2.5 Upload Lay Servant Certificate**  
[Certified Lay Servant Certification 7-2-2018 - Carroll.pdf](#)

-----

## Part 3: Ministries

**3.1a. During the past year, I participated in CARING MINISTRIES as follows:**

- provided one-on-one caring
- at a hospital; nursing home; or to a shut-in
- served in caring/outreach projects (food pantry/prison ministry/etc.)

**3.1b. Other CARING activities (please list)**

- \* Truth and Hope Outreach (baby clothing, comforters for missions in foreign countries and the states)
- \* Friendly Thrift Shop Volunteer on a regular basis
- \* Assistance (physical and emotional support) to fellow church member in moving after 40 years in one location
- \* WUMCO support in various ways
- \* Poolesville Day - Memorial Respite Care with Pastor

**3.2a. During the past year, I have participated in LEADING MINISTRIES as follows:**

- served as member of committee/board/commission/council/task force/etc.
- as a volunteer at a community agency
- at my local church
- beyond my local church

**3.2b. Other LEADING ministry activities (please list)**

Due to COVID our Grief Group that I created and led had to stop meeting in person. However, I still connect with some of the participants.

**3.3a. During the past year, I participated in COMMUNICATING MINISTRIES as follows:**

**3.3b. Shared the message in worship services**

No

**3.3c. How many times?**

**3.3d. Served as worship leader**

No

**3.3e. How many times?**

**3.3f. Delivered devotional messages**

Yes

**3.3g. How many times?**

Monthly at various events

**3.3h. Taught classes**

No

**3.3i. How many?**

**3.3j. Shared my faith story**

Yes

**3.4. Other SPEAKING activities (please list)**

**3.5. During the past year, I participated in additional opportunities for ministry as follows:**

Visits, calls, notes

-----

**Part 4: Personal and Spiritual Growth**

**In what activities, have you engaged in/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, communication and speaking?**

I complete my daily devotionals and have written a few daily devotionals that I have shared with the congregations and others in the community.

**Books:**

- \* Sunday School Quarterlies for Bible Studies and two Adam Hamilton video/book studies:
- \* Twelve Extraordinary Women (Covenant Group Study)
- \* Having a Mary Spirit (Covenant Group Study)
- \* Give Up Something Bad for Lent (online study with Pastor's wife)
- \* Several devotional books and studies for my personal spiritual growth and development including the Upper Room and Be Still and Know.

-----

**Part 5: Feedback**

**5.1a. Do you feel called to be in service in any area of ministry, in the church or outside the church, in which you are not currently involved?**

Yes

**5.1b. If yes, please list those areas:**

Considering an informal group to address needs of congregants/community members, perhaps as an extension of Compassionate Care or something similar to Stephen Ministry but more informal.

**5.1c. Other comments about your year of ministry you would like to add:**

I continue to grow spiritually myself as I seek to support others in various ways. I did not get to take a lay servant course but hope to do so online soon.

-----

**Signatures/**

**By my signature, I/we affirm that the individual making this report is eligible to continue in Lay Servant Ministries:**

**Certified Lay Servant**

Joan Carroll

**CLS Date Signed:**

09/24/2021

-----

**Pastor Name:**

**Pastor Date Signed:**

**Church Council Chair Name:**

**Church Council Chair Date Signed:**

**Form Status:**

Complete

**Instructions:**

Download the 2022 Clergy Compensation Report that best applies to your charge. The forms will open in a protected view. Click "Enable Editing" and save the form to your local drive before you begin entering amounts. Be sure to save it again once complete.

Use the last page (Financial Obligation/Summary page) of the Clergy Compensation Report to fill in the fields below.

Upload a completed Clergy Compensation Report when prompted below.

To be completed by October 1, 2021, or 10 days prior to the scheduled Church Conference date, whichever comes first.

-----  
**Church Name or Lead Church of Multi-Point Charge:**

CM | Memorial || Poolesville ||| 9385

**Pastor's First Name**

Tim

**Pastor's Last Name:**

Dowell

**Parsonage Provided?**

No

**Total Cash Compensation**

74000

**Housing Allowance**

20364

**Eligible for HealthFlex (Medical)?**

Yes

**DB- Defined Benefit**

8313

**DC - Defined Contribution**

2831

**CPP - Comprehensive Protection Plan / UMLO - UMLifeOptions**

2831

**Total Expected Expense Reimbursement**

6000

**Upload Completed Clergy Compensation Worksheet for This Pastor:**

[SUBMITTED -with signatures - 2022 Clergy Compensation Worksheet Single Point Charges.pdf](#)

**Additional Compensation Report (ONLY for Clergy Serving multiple churches or in Co-op Parish)**

No File Attached



Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Clergy Compensation Summary (2022)  
Tim Dowell**

Report  
Status:  
---

**Form Status:**  
Complete

Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Clergy Sexual Misconduct Form (2021)  
Tim Dowell**

Report  
Status:  
---

**Directions**

**Complete and upload the signed and dated Clergy Sexual Misconduct Form by October 1, 2021, or 10 days prior to your scheduled Church Conference date, whichever comes first.**

**Church Name**

CM | Memorial || Poolesville ||| 9385

**Pastor First Name**

Tim

**Pastor Last Name:**

Dowell

**Complete and upload the signed Clergy Sexual Misconduct Questionnaire.**

**Upload Signed Form Here:**

[2021-clergysexualmisconductform-bwc.pdf](#)

**Form Status:**

Complete



## BWC College Student Form

One of the gifts of the United Methodist connection is the ability to connect college students with campus ministries and/or local churches when they go to college.

This is only made possible when local churches provide information on at least an annual basis. While the BOD Paragraph 247.16 states "The charge conference shall receive a report on the names and addresses of college students to send to the United Methodist campus ministers and chaplains" at the Baltimore-Washington Conference of the UMC we seek to have this information provided no later than August 1 (before the Fall semester) and January 15 (at the beginning of the Spring Semester).

Campuses with a (potential) designation will be prioritized for development based on numbers of students enrolled and readiness of local congregations and leaders to partner.

We have sent this communication to the pastor, lay leader, church council chair and persons listed youth or family ministry chair so that one of these persons may complete one form per college student. The information you provide will not be shared outside of staff without permission and will solely be used by UMC campus ministries to welcome and support.

If you have any questions, please contact the Rev. Neal Christie, [nchristie@bwcumc.org](mailto:nchristie@bwcumc.org), 202-285-4544.

### Church Name

CM | Memorial || Poolesville ||| 9385

### PERSON AT CHURCH WHO IS ENGAGED WITH COLLEGE STUDENTS:

#### Contact Name

Rev. Timothy Dowell

#### Contact Email Address

PastorTim@pmumc.org

Do you have people who are/will be college students?

No

#### First College Student

Do you have a second student to enter?

#### Second College Student

Do you have a third student to enter?

#### Third College Student

Do you have a fourth student to enter?

#### Fourth College Student

Do you have a fifth student to enter?

#### Fifth College Student

Do you have a sixth student to enter?

Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
College Student Report (2021)  
Memorial UMC**

Report  
Status:  
---

**Sixth College Student**

**Do you have a seventh student to enter?**

**Seventh College Student**

**Do you have an eighth student to enter?**

**Eighth College Student**

**Do you have a ninth student to enter?**

**Ninth College Student**

**Do you have a tenth student to enter?**

**Tenth College Student**

**Do you have more students to enter?**

**More college kids**

**You are blessed to have so many college students attending your church! Please enter the information for each student in the space below. It will expand as needed. Be sure to include the following for each student:**

- Full Name**
- Email Address**
- Enrollment Status**
- Campus Name**
- Any additional information**

**Thank you for including information on all of your additional students!**

**Please enter additional information for each student following format above.**

**Form Status:**

Complete

**Church Name:**

CM | Memorial || Poolesville ||| 9385

**1. List and discuss three of the current strengths of your congregation:**

1. The Pastor is involved in all aspects of our ministries inspiring and creating disciples.
2. Outreach through our Compassionate Care and Thrift Store ministries. Providing meals and transportation to those in need; the Congregation continues to reach out by phone and cards to check in on our neighbors post pandemic, and are one of several local churches that help staff the local Thrift Store.
3. Stewardship - financial support of the church through weekly giving.

**2. List and discuss three critical needs of your congregation:**

1. More youth and young adults actively involved.
2. Leadership development.
3. Members to utilize their skills and talents.

**3. Check any issues within the congregation that need to be addressed:**

- No Issues

**If you selected any, please explain:**

**4. What is the vision for the congregation and community over the next 3-5 years?**

1. Growing the congregation to be understanding of each others differences and accepting and celebrating them.
2. With WUMCO headquarters soon to be located on our church property, there will be more outreach and teaching opportunities about God's love.
3. Help members to recognize their skills and talents and how they can be used as leaders in the church.

**5. How will the congregation and pastor work in collaboration towards accomplishing the critical needs and issues?**

The Pastor engages the congregation and inspires them simply by his example. He is always doing God's work through deeds, not just preaching it. This motivates others to want to do and grow. The Pastor will work with CONLD to provide leadership training within the congregation.

**6. What are the expectations that have not been met through pastoral leadership that you expect to be met in the future? List up to three:**

**7. If you were to receive a new pastor, list and discuss three expectations you have for them:**

1. Continue active involvement in small groups.
2. Continue showing and interest in the church and community leading by example through deeds.
3. Continue keeping the congregation informed regarding decisions made at the Conference level.

**8. If you were to receive a new pastor, provide the following information:**

**Preferred Salary:**

\$74,000

**Parsonage or Housing Allowance:**

Housing Allowance

**If Housing Allowance selected, enter a dollar figure:**

\$20,364

Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Congregation Profile (2021)  
Memorial UMC**

Report  
Status:  
---

**FICA Payments:**

No

**FICA Payment amounts:**

**Car Provided:**

No

**Car amount:**

**Club membership:**

No

**Club membership amount:**

**Pension (required for full-time clergy):**

Yes

**Pension amount:**

\$13,794

**Health insurance paid by church (required for full-time clergy):**

Yes

**Health Insurance amount:**

\$10,680

**Professional Expense/Reimbursement Account:**

Yes

**Professional Expense/Reimbursement Account amount:**

\$6,000

**Other benefits:**

**9. List any additional information that might be helpful to the Cabinet while make appointments:**

Pastor Dowell has made great progress in remaining neutral on certain topics and some former church members returned to church. With the upcoming voting, our church and community will need his leadership to help us focus on what we have in common, accept our differences, and model how we use these to be disciples of God.

**PREPARED BY:** Please have all members of the Staff Parish Relations Committee complete this form in consultation with the clergy person.

**This form was completed by:**

Jim Hardter

**Position:**

SPRC Chair

**Date:**

9/16/2021

**Form Status:**

Complete

**Church Name**

CM | Memorial || Poolesville ||| 9385

A disciple is one who "witnesses to Jesus Christ and follows His teachings through acts of justice, compassion, devotion and worship under the guidance of the Holy Spirit" practicing works of piety and mercy. As disciples of Jesus Christ, we are to be ever-growing in love of God, self, and one another while going to make more disciples. Each expression of the United Methodist Church is joined by the same mission: "to make disciples of Jesus Christ for the transformation of the world." As a connectional, grace-filled people, we invite you to share what loving justly looks like in your context. Thank you for being the church at work in the world for the common good.

1.

John Wesley's Rule of Discipleship provides a holistic understanding of discipleship: "witness to Jesus Christ in the world and to follow His teachings through acts of compassion, justice, worship, and devotion under the guidance of the Holy Spirit." Rate each dimension:

a. Members WITNESS to Jesus Christ (Witness is a public act of word and/or deed that tells others what you have personally experienced of Jesus.) Learn more.

1a.

Some

1a. You answered N/A. Please explain why:

b. Members follow Jesus' teachings through acts of COMPASSION (Acts of compassion are personal works of mercy. They are what is done with a person who needs help; e.g., doing good works, visiting the sick, visiting those in prison, feeding the hungry, and giving generously to the needs of others.)

1b.

Many

1b. You answered N/A. Please explain why:

c. The congregation follows Jesus' teachings through acts of JUSTICE (Acts of justice are communal spiritual disciplines practiced by congregations united with the other institutions working for the common good; e.g., addressing the needs of the poor, ending oppression and discrimination; for instance Wesley challenged Methodists to end slavery.)

1c.

Sometimes

1c. You answered N/A. Please explain why:

d. The congregation follows Jesus' teachings through acts of WORSHIP (Acts of worship are the social works of piety. They are what Christians do together when they gather in Christ's name like regularly share in the sacraments, Christian conferencing, accountability to one another, and Bible study, etc.:

1d.

Sometimes

1d. You answered N/A. Please explain why:

e. Members follow Jesus' teachings through acts of DEVOTION (Acts of devotion keep the heart open to grace that centers individuals in Christ and what He is up to in their lives. These include: reading, meditating and studying the scriptures, prayer, fasting, regularly attending worship, healthy living, and sharing our faith with others):

1e.  
Some

1e. You answered N/A. Please explain why:

2.  
What is the current state of the congregation's intentional discipleship process ("IDP")? Learn more about what an intentional discipleship system is here: <https://www.seeallthepeople.org/>

2.  
We are talking about developing a IDP

Please describe your discipleship system:

3a-3f. Which best describes your congregation's level of vitality? Please answer yes (agree) or no (disagree) to the following.

3a. We have had no professions of faith for the past 3 or more years  
No

3b. We are struggling to pay our bills  
No

3c. We don't have the energy to maintain ministry  
No

You answered "Yes" to 3a, 3b and/or 3c. Please share how you have sought to address this:

3d. We are in decline and have tried many things but none of them have worked  
Yes

3e. We are stagnant or in decline but are hopeful our current initiatives will bear fruit  
Yes

3f. We are stagnant in terms of the number of persons who are engaged  
Yes

3g. We are growing in our discipleship  
Yes

3h. We are growing in the number of persons who are engaged  
No

All Are Welcome, Beloved, Equal and Worthy

Since its inclusion in the UMC Constitution in 1968, "The United Methodist Church proclaims the value of each person as a unique child of God and commits itself to the healing and wholeness of all persons. The United Methodist Church recognizes that the sin of racism has been destructive to its unity throughout its history. Racism continues to cause painful division and marginalization. The United Methodist Church shall confront and seek to eliminate racism, whether in organizations or in individuals, in every facet of its life and in society at large. The United Methodist Church shall work collaboratively with others to address concerns that threaten the cause of racial justice at all times and in all places." (§ 5. Article V. Racial Justice, Book of Discipline). We are called to live this out through our baptismal vows: "to resist evil, injustice and oppression, in whatever form they present themselves."

4a-4h

We invite you to describe where the congregation is with regards to racial justice by answering Yes (agree) or No (disagree) to each of the following statements.

**4a. The congregation is on a pathway toward racial justice.**

Yes

**4b. The pastor preaches on racial justice at least once a month as part of our spiritual discipline of justice for all God's people.**

No

**4c. There are monthly opportunities for dialogue and learning.**

No

**4d. Leadership is having conversations in hopes of being able to meaningfully sign the antiracism commitment form.**

No

**4e. The congregation has made a formal commitment to antiracism.**

No

**4f. The congregation is engaged in all dimensions specified in the antiracism commitment framework.**

No

**4g. The congregation has been on a journey toward racial justice for a long time.**

Yes

**4h. The congregation is in agreement that we should be working toward racial justice.**

No

**4i. As you answered "No" to items A or H, how is this congregation furthering antiracism based on Article 5 of our UM Constitution?**

Our Men's Group has spoken regularly on the subject of racism and has taken several steps as a result. We have partnered with a neighboring African-American congregation to be in ongoing dialog about racism. We also joined with that congregation to provide much needed rehabilitation to a historic African-American cemetery. We removed and replaced "M.E. South" stained glass panes over our historic entrance. The pastor's preaching, being expository in nature, addresses all forms of injustice whenever the lections speak to them. We are being intentional to actively address racism within the context of our congregation and community.

**5a-5f**

**Please share the ways that the congregation is creating spaces of belonging and Beloved Community through inclusion, diversity and equity.**

**Diversity is about representation. Diversity can be measured through numbers and tracked; for example through nationality, race, gender identity, sexual identity, age, education, and/or economic status. In other words, we are a diverse group because, "You have been invited to the party!"**

**Inclusion is about participation and is most often measured by actions and perceptions and is usually achieved when diverse groups of people are involved in decision making that impacts the practices and policies of an organization. In other words, "You are invited to plan the party and are an active participant!"**

**Equity is about fairness and especially fairness in how procedures and processes are determined and enacted. Equity exists when disparities in the outcomes experienced by historically under-represented populations have been eliminated. Equity means, "You can contribute to defining what is included in planning the party and you have the authority to influence and invite people to the party. You have power."**

Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Discipleship Ministries (2021)  
Memorial UMC**

Report  
Status:  
---

**5a. Our congregation is shaped by the community in all of its dimensions of diversity (age, color, disability, economic condition, ethnicity, gender identity and expression, immigration status, intellectual differences, national origin, racial identity, and sexual orientation).**

Yes

**5b. Young people have leadership positions and voice as well as others.**

Yes

**5c. Our church building is accessible to people of a variety of physical abilities.**

Yes

**5d. We are working with persons who use the space to create accommodations that enable them to fully engage in the life of the congregation.**

Yes

**5e. If we have different languages and/or nations represented in our congregation, we find ways to incorporate all participant's cultures into our common, collective culture.**

Yes

**5f. What ministries / accommodations do you offer that reflects an increased diversity of people in the community and congregation?**

Pre-pandemic we were offering free classes for both English for Spanish speakers and Spanish for English speakers.

#### **Stewardship of Resources**

**God calls us to be good stewards of all we are given &ndash; creation, relationships, our bodies, our talents, money, and other material gifts of all sorts. There are times when district and regional partners ask us to identify churches that can meet community needs. At other times, grants and other funding opportunities are available for churches that meet specific criteria. Responses in this section will help regional and district teams partner with the congregation for the flourishing of the community.**

**6. Name of the County or Ward in which this church building is located:**

Montgomery

**7. Name any community leaders or entities in the County / Ward the church is deeply engaged with:**

WUMCO, Helping Hands, Rebuilding Together Montgomery County, The Thrift Shop, Odd Fellows, Fair Access for Western Montgomery County, Frederick Rescue Mission (out of county but close by).

**8. Please share ways this congregation participates in community association meetings and the planning/coordination of community events toward the common good in the past two years:**

We created and coordinated Friday Night in the Commons, a Christmas Dog Show, Trunk-or-Treat, an Egg Hunt. We participate in Poolesville Day and the town of Poolesville's 4th of July event.

**What gifts or indoor resources does this congregation have to offer to further the wellbeing of the community?**

**9. Does the church have a working commercial kitchen?**

Yes

**9a. Is the kitchen fully utilized for the good of the community?**

Yes

**9b. What are your God-given dreams for this resource or physical asset?**

That it continues to be utilized to its fullest capacity.



**10. Does the church offer transportation services (Church bus or van)?**

No

**10a. Describe the type of vehicle**

**10b. Vehicle Make**

**10c. Vehicle Model**

**10e. Vehicle Year**

**10f. Vehicle Number of Seats**

**10g. Vehicle Accessibility Features**

**10h. What are your God-given dreams for this asset?**

**11a-d. Are your facilities fully handicap accessible? Answer Yes or No to the following.**

**11a. Into the building?**

Yes

**11b. Within the building?**

Yes

**11c. Within each room in the building?**

Yes

**11d. In outdoor spaces?**

Yes

**12. Does the congregation have reliable and high-speed WIFI?**

Yes

**13a What is the sanctuary seating capacity (in pews)? If none or N/A, enter zero.**

160

**13b What is the sanctuary seating capacity (in chairs)? If none or N/A, enter zero.**

30

**14. Does the church have a fellowship hall?**

Yes

**14a What is the seating capacity?**

450

**14b. What are your God-given dreams for this resource?**

That it gets utilized more.

**15. Does the church have a gymnasium?**

No

**15a What size is the gymnasium?**

**15b. Does the gymnasium have locker rooms with showers?**

**16. Does the church have a parking lot?**

Yes

**16a. What is the size of the parking lot in square feet?**

30000

**16b. How many parking spaces do you have?**

80

**17. Does the church have a parsonage?**

Yes

**17a. Is the pastor living in it?**

No

**17b Enter the total square footage of the parsonage.**

2000

**17c. How many rooms in the parsonage could house persons.**

2

**18a. Does the church have an Amphitheatre?**

No

**18b. Does the church have a pavillion?**

No

**18c. Describe any other outdoor structures that could be used for ministry.**

No structure but have used the Memorial Garden and front lawn

**19. Does the church have a Summer Camp ministry for children and/or youth?**

Yes

**19a. We host the ministry at our church.**

Yes

**19b. What accommodations do you make to ensure accessibility?**

All that we can.

**19c. We lead/participate at another BWC site.**

Yes

**19c1. BWC site where we lead/participate.**

West River

**19d. We send our campers to a BWC site.**

Yes

**19d1. BWC site where we send our campers**

West River and Manidokan

**19e. Our pastor volunteers at a BWC Site**

Yes

**19e. BWC site where pastor volunteers.**

West River

**19f. Other Type of Summer Camp ministry not described above**

**19g. After-school programs**

No

**19h. Before and after school care.**

No

**19i. Pre-School**

No

**19j. Surrounding Community-focused VBS**

Yes

**20. Approximately how many 12-18 year old's are involved in the life of the church?**

5-14

**21. Approximately how many 19-30 year old's are involved in the life of the church**

5-14

**22. Does the church provide ministries for people who are unhoused?**

No

**22a. Please describe the ministry in 100 words or less.**

**22b. Approximately how many people do you serve each month**

**22c. Approximately how many of these people are active in the church due to this ministry?**

**23. Does the church provide ministries for immigration advocacy and support?**

No

**23a. Please describe this ministry in 100 words or less**

**23b. Approximately how many people are served by this ministry?**

**23d. Approximately how many of these people are active in the church due to this ministry?**

**23f. List any ministry partnerships:**

**24. Does the church provide ministries with Domestic/Intimate Partner violence?**

No

**24a. Please describe the ministry in 100 words or less.**

**24b. Approximately how many people are served by this ministry?**

**24c. How many people are impacted by Domestic/Intimate Partner violence in your church?**

0

**24d. List any ministry partnerships.**

**25. Does the church provide Feeding ministries?**

Yes

**25a. Please describe this ministry in 100 words or less.**

Pre-COVID we provide a free community dinner every other month (in conjunction with St. Peter's Episcopal Church on the opposite month) and we were providing Backpack Bites in conjunction with local churches. Feed the men at Frederick Rescue Mission (once a month). Provide Christmas and Thanksgiving Baskets. Provide food donations to WUMCO

**25b. How many people do you serve each month with this ministry?**

15

**25c. How many times per month do you feed people?**

1

**25d. How many people who are food insecure are active in your church?**

0

**25e. List any ministry partnerships.**

WUMCO, Frederick Rescue Mission

**26. Please share any other specialized ministries your congregation has developed to meet any other recurrent, chronic or emergent need in your community**

Grief Support Group, English for Spanish speakers, and Spanish for English speakers (all pre-COVID)/

**27. Please name any other partners you work with on a consistent basis that you haven't already mentioned in questions 23-26 (e.g., businesses, schools, law enforcement, city/country government, ecumenical or interfaith partnerships, other UM congregations, etc.)?**

Board of Childcare, Operation Christmas Child, Poolesville High School,

**28. If your congregation ceased to exist, what would the community miss?**

VBS, Building

#### **Discipleship Ministries Contacts**

**29.**  
Provide the best point of contact (name, phone, email) for teams or committees related to Young People's Ministry (e.g., Preschool, Childcare, Children, Scouting, Youth, Camping, Campus, Young Adult). If your congregation has a team dedicated to any of the components listed above please include the contact information for that person as well.

**29a. Name(s)**

**29b. Phone(s)**

**29c. Email(s)**

**30.**  
Provide the best point of contact (name, phone, email) for teams or committees related to Wellness Ministry.

**30a. Name(s)**

**30b. Phone(s)**

**30c. Email(s)**

**31.**  
Provide the best point of contact (name, phone, email) for teams or committees related to Missions (VIM, ERT, global ministry, etc.).

**31a. Name(s)**

**31b. Phone(s)**

**31c. Email(s)**



Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Discipleship Ministries (2021)  
Memorial UMC**

Report  
Status:  
---

**32.**

**Provide the best point of contact for teams or committees related to Advocacy and Action ministry (e.g., community organizing, racial justice, disability ministry, gender equity, gun violence prevention, immigration rights, interfaith issues, legislative, multicultural ministries, wealth equity, etc.). If your congregation has a team dedicated to any of the components listed above please include the contact information for that person as well.**

**32a. Name(s)**

**32b. Phone(s)**

**32c. Email(s)**

**Form Status:**

Complete

The report of the Finance Committee shall be made on this form, or one revised and adapted by the Annual Conference. Numbers in parentheses refer to paragraphs of the 2016 Book of Discipline.

**Church Name**

CM | Memorial || Poolesville ||| 9385

**I. ORGANIZATION**

**1. Has the committee been organized according to the 2016 Book of Discipline (§258.4)?**

YES

**List officers below:**

**Chairperson:**

Megan Duffy

**Chairperson Term Expires:**

12/31/2021

**Vice Chairperson:**

N/A

**Vice Chairperson Term Expires:**

N/A

**Financial Secretary:**

Karla Thomas

**Financial Secretary Term Expires:**

12/31/2021

**Treasurer:**

Steve Morgan and Jim Hardter

**Treasurer Term Expires:**

12/31/2021

**II. BUDGET AND COMMITMENT PLAN**

**2a. Has the committee submitted a complete budget for the ensuing year?**

YES

**2b. If NO, please explain:**

**3a. Committee give the Church Cncl. an opportunity to request financial support for ministries?**

YES

**3b. If NO, please explain:**

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

Quarterly

**5a. Is giving by individual participants in the local church regularly reviewed?**

YES

**5b. If NO, please explain:**

**6a. Are the plans for raising sufficient income to meet the budget adopted by the Church Council?**

YES

**6b. If NO, please explain**

**7a. Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge?**

YES

**7b. If NO, please explain:**

**8. Serving as a member of Annual Conference is a significant responsibility (para251.2).**

**8a. Does/Will your church's budget cover the expenses for clergy and laity to fully participate in Annual Conference?**

YES

**8b. If NO, please explain:**

### **III. THE HANDLING OF CHURCH FUNDS**

**9a. Does the Treasurer regularly make reports to the Committee on Finance and the Church Council on the financial position of the church (para258.4b)?**

YES

**9b. If NO, please explain:**

**10a. Are all benevolences and other connectional funds remitted monthly to the conference treasurer (par;258.4b)?**

YES

**10b. If NO, please explain:**

**11. What bank(s) have been designated by the Church Council as a depository (para258.4d)?**

**Depository Bank #1 (Name)**

M&T Bank

**Depository Bank #2 (Name)**

**Depository Bank #3 (Name)**

**Depository Bank #4 (Name)**

**12a. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit?**

YES

**12b. If NO, please explain:**

**13a. Are all accounts in the name of the church?**

YES

**13b.If NO, please explain:**

Printed: 10/5/2021 2:51 PM	<b>Memorial UMC (Poolesville, MD) Church Conference Finance Report (2021) Memorial UMC</b>	Report Status: ---
----------------------------------	--	--------------------------

**14. Has the committee established written financial policies to document the internal controls of the local church (para 258.4d)? If "yes" attach policy document below.**

**14a. Internal Controls Documented?**  
YES

**14b. Upload written policy here:**  
[Finance Policies and Procedures - updated 9-23-2021.pdf](#)

**15a. Have these financial policies been reviewed and found to be adequate and effective (para 258.4d)?**  
YES

**15b. f NO, please explain:**

**16a. Church offerings counted by counting committee in accordance with BOD?**  
YES

**16b.If NO, please explain:**

**17a. Are all funds deposited promptly in accordance with procedures developed by the Committee (para;258.4a,d)?**  
YES

**17b. If NO, please explain:**

**18a. Are financial officers of the church bonded (§258.4b)?**  
NO

**18b. If NO, please explain:**  
Our church does not require financial officers to be bonded.

**19a. Financial records of the church and all its organizations been audited for the prior fiscal year**  
YES

**19b. If NO, please explain:**

**19c. Did the audit provide recommendations or exceptions?**  
NO

**19d. If there were audit recommendations or exceptions, how has the church addressed them?**

**This report was completed by:**  
Megan Duffy

**Title**  
Finance Chair

**Date:**  
09/14/2021

**Form Status:**  
Complete



**Church Name:**

CM | Memorial || Poolesville ||| 9385

**1. Disciples who have become inactive this past year. (separate names with commas)**

None

**1a. What specific strategies will you use to reengage members in active discipleship?**

NA

**1b. Please list below members living locally for whom the church council has taken responsibility and faithfully followed the direction in. par. 228.2b[1] (separate names with commas)**

NA

**1c. Please list below members who reside outside the community and who are being encouraged to transfer their membership. par. 228.2b[2] (separate names with commas)**

NA

**1d. Please list below members we would seek out if we could, but whose addresses are unknown. par. 228.2b [3] (separate names with commas)**

NA

**2. Disciples who have been inactive for at least 1 year. (separate names with commas)**

None

**2a. What strategies will you use in the upcoming year to seek after, connect with and invite back into active discipleship the persons listed above who have been faithfully sought after for one year? See par. 228.2b[4]**

NA

**2b. Please list the persons who will be considered for removal from membership at next year's church conference if your efforts are unsuccessful. (separate names with commas)**

NA

**3. Disciples who have been inactive for at least two years. (separate names with commas)**

None

**3a. What strategies have you used to reclaim disciples who have become inactive and to whom you have been unable to minister to for at least the last two consecutive years? See par. 228.2b [4]**

NA

**3b. Please list the persons who have not been responsive to these efforts and you are recommending be removed from the membership roll by action of the current year's church conference. (separate names with commas)**

NA

**This form was completed by:**

Shirley Prasada-Rao



# Baltimore-Washington Conference

The United Methodist Church

Printed:  
10/5/2021  
2:51 PM

## Memorial UMC (Poolesville, MD) Church Conference Inactive Membership Report (2021) Memorial UMC

Report  
Status:  
---

**Date:**

09/22/2021

-----  
The following signatures will be acquired at CC if a vote is applicable per item 3b.

**Pastor Signature:** \_\_\_\_\_

**Presiding Elder Signature:** \_\_\_\_\_

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

**Please upload a scanned copy of the signed report**

No File Attached

**Form Status:**

Complete

If your church does NOT have a parsonage, please skip this form.

**Church Name**

CM | Memorial || Poolesville ||| 9385

**1) What is the physical address of your parsonage?**

17825 Elgin Road, Poolesville, MD 20837

**2) What is the primary use of the Parsonage?**

Rented

**3. Has the committee responsible for the parsonage studied the Standards for the Parsonage Home as found in the Conference Policies and Procedures?**

Yes

**Does your parsonage meet those standards?**

No

**If not, please list all deficiencies.**

Insufficient bedrooms.

**4) Is the Parish Book up to date?**

Yes

**If not, please explain.**

**5. Is this parsonage for a multi-church charge?**

No

**If so, how are expenses shared?**

**PARSONAGE EXTERIOR**

**6) What is the condition of the parsonage trim?**

Good

**7) What is the condition of the roof?**

Excellent

**8) What is the condition of the trim?**

Good

**9) What is the condition of the gutters?**

Fair

**10) What is the condition of the chimney?**

Fair

**11) What is the condition of outside doors?**

Fair

**12) What is the condition of the windows?**

Fair

**13) What is the condition of the garage?**

N/A

**14) What is the condition of the lawn and other landscaping?**

Good

**15) What is the condition of the antenna, satellite or other equipment bringing in TV and Internet?**

Excellent

**16) What is the condition of the Parsonage's Exterior?**

Good

**16a) Is there anything else about the exterior important to note?**

Masonry veneer condition is fair.

**PARSONAGE INTERIOR:**

**17) Is there a fire extinguisher in the parsonage?**

Yes

**18) Date fire extinguisher last inspected**

**19) Is there a smoke detector in the parsonage?**

Yes

**20) Date batteries were last changed in smoke detector?**

**21) Is the heating system adequate and in good condition?**

Yes

**22) Is the house adequately insulated and is the insulation in good shape?**

Yes

**23) Are there sufficient electrical outlets in all rooms?**

Yes

**24) List the equipment/appliances in the parsonage owned by the church.**

Refrigerator, stove, dishwasher, microwave, water softener, washer, dryer, HVAC system, additional washer and dryer upstairs

**25) When were the rooms in the parsonage last redecorated?**

**26) What is the general condition of the Parsonage's Interior?**

Good

**a) Is there anything else about the interior important to note?**

**PROVISIONS FOR PARSONAGE UPKEEP**

**27) What financial provisions have been made for the upkeep of the parsonage?**

The rental income is sufficient to maintain the parsonage.

**FAMILY STAYING AT THE PARSONAGE:**

**28a) Does family have adequate insurance to cover their personal property?**

YES

**28b) Has the family been consulted as to their views on the parsonage and it's condition?**

YES



Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Parsonage Report 2021 (Primary)  
Memorial UMC**

Report  
Status:  
---

**29) Has there been a walk-through?**

Yes

**If yes, date of walk-through:**

09/23/2021

**Date Updated**

09/23/2021

**Form Status:**

Complete

**This report should cover as fully as possible the work of the pastor. Care should be taken not to duplicate the reports of the Church Council, committees, organizations, and officers of the charge.**

**Submit this report by October 1, 2021, or 10 days prior to the scheduled Church Conference date, whichever comes first.**

**Pastor's First Name**

Tim

**Pastor's Last Name**

Dowell

**Church Name**

CM | Memorial || Poolesville ||| 9385

**The Pastor shall give a report on the state of the church and an account of pastoral ministry as it relates to (§ 340):**

**A. Providing support, guidance, and training to the lay membership in the church; ministering within the congregation and to the world; and administering the temporal affairs of the congregation.**

I believe I have been diligent in providing support and guidance to the lay membership in the church. I am present and engaged in as many church meetings, events, and activities as I possibly can be. While trusting my leaders to lead; I provide guidance as needed to ensure our ministry efforts are on point and fruitful. As to training; I endeavor to do my best by providing weekly Bible study (Review/Preview) and by leading by example in all I do. There is room for growth in the area of intentional training in specific ministry areas. With regard to ministering to the congregation and the world, I do my best to care for the pastoral needs of all in my care, as well as those who reach out from the community, be it through funerals, weddings, or any other opportunity. As to Administering the Temporal Affairs; I attend and engage in every meeting I can. I am thankful for faithful and effective leaders who are faithful to lead us in ministry, attend to our connectional obligations, and ensure our continued fruitfulness in ministry.

**B. Provide an update on the status of the vision / mission goals set at last year's church conference.**

Sadly, last years goals were unmet; not for lack of trying, but for lack of opportunity. They were:

1. Figuring out how to be the church in a post-COVID world, which includes addressing questions people are asking, like: Is it necessary to return to a church I haven't visited in six months? Is it necessary to have my kids in a virtual Sunday School when they've been struggling through virtual education M-F? Is it necessary to get up and dressed to attend church on Sunday when I've been attending via live-stream for the last six months. How can we serve together in ministry when we're encouraged not to be physically together at all?
2. Shepherd the congregation through the postponed 2020 General Conference without losing too many of the sheep.

Obviously, we will continue to address these goals as we move into 2022.

**C. Provide vision / mission goals for the upcoming year**

See above.

**D. Include as a part of the report a statement outlining the pastor's program of continuing education and spiritual growth for the past year and plans for the year to come (§ 350.1).**

I participated in "Both/And" seminar by Jason Moore. It was both affirming and informative. Affirming in that we (PMUMC) have been ahead of the curve with regard to post-covid hybrid worship. Informative in that we continue to grow in our understanding of how to live into this new reality.

**Discipleship**

**E. How are you and the congregation engaging with the spiritual discipline of Justice and specifically, the NEJ Call To Action on Racial Justice?**

We are being intentional to address racism within the context of our congregation and community. Our Men's Group has spoken regularly on the subject of racism and has taken several steps as a result. We have partnered with a neighboring African American congregation to be in ongoing dialog about racism. We also joined with that congregation to provide much needed rehabilitation to a historic African-American cemetery. We removed and replaced "M.E. South" stained glass panes over our historic entrance. The pastor's preaching, being expository in nature, addresses all forms of injustice (of course, including Racial Justice) whenever the lections speak to them.

**Name of Pastor:**  
Timothy A Dowell

**Date:**  
09/23/2021

**Form Status:**  
Complete

The trustees are amenable to the Church Conference and, as such, are required to make an annual report. Numbers in parentheses refer to paragraphs of the 2016 Book of Discipline.

A hard copy of this report does NOT need to be provided to the Presiding Elder of your Church Conference, but this form is required to be completed and submitted to the Baltimore-Washington Conference by October 1, 2021, or 10 days prior to the scheduled Church Conference date, whichever comes first.

**Church**

CM | Memorial || Poolesville ||| 9385

1.) Organization for the current charge conference year was effective on the date listed below, by electing the following officers (no less than three, and up to nine persons).

**Organization Effective Date:**

01/01/2020

**President**

Gary Hartz

**-- Term Expires**

12/31/2021

-----

**Vice President**

Kevin Schramm

**-- Term Expires**

12/31/2022

-----

**Secretary**

Patrick Smeller

**-- Term Expires**

12/31/2023

-----

**Treasurer**

Dianna McGrew

**-- Term Expires**

12/31/2022

-----

**Member**

Roy Melton



Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Trustees Report (2021)  
Memorial UMC**

Report  
Status:  
---

-- **Term Expires**  
12/31/2023

-----

**Member**  
Jeremy Smalley

-- **Term Expires**  
12/31/2022

-----

**Member**  
Suzanne Shorts

-- **Term Expires**  
12/31/2021

-----

**Member**  
Walter Moskwa

-- **Term Expires**  
12/31/2022

-----

**Member**  
Chris Giarratano

-- **Term Expires**  
12/31/2021

-----

**2.) Is the local church incorporated (para.2529.1)?**  
Yes

-----

**3.) Name or names in which title to each piece of property is recorded, as shown by civil land records (para;2536, 2538) - Complete all applicable fields.**

**Building #1 Name**  
Main Building

-- **B1: County Where Building is Located**  
Montgomery

-- **B1: State Property Tax #**  
00044390

-- **B1: Liber #/ Folio Page in Civil Land Records**  
14254

-----  
**Church Building**

**Building #2 Name**

- B2: County Where Building is Located
  - B2: State Property Tax #
  - B2: Liber #/ Folio Page in Civil Land Records
- 

**Parsonage**

**Building #3 Name**

Parsonage

- B3: County Where Building is Located  
Montgomery
  - B3: State Property Tax #  
0044550
  - B3: Liber #/ Folio Page in Civil Land Records  
14254
- 

**Parsonage**

**Building #4 Name**

- B4: County Where Building is Located
  - B4: State Property Tax #
  - B4: Liber #/ Folio Page in Civil Land Records
- 

**Other**

**Building #5 Name**

Yellow Building/Youth Center

- B5: County Where Building is Located  
Montgomery
- B5: State Property Tax #  
00044550
- B5: Liber #/ Folio Page in Civil Land Records  
14254

-----  
**Other**

**Building #6: Name**

-- B6: County Where Building is Located

-- B6: State Property Tax #

-- B6: Liber #/ Folio Page in Civil Land Records

-----

**Who is the custodian of deeds and other legal papers?**

Charles Kohlhoss

-- Where are they kept?

4920 Elm Street, Suite 200, Bethesda, MD 20814

**4) Does each deed contain trust clause (para. 2503)?**

Yes

**5) Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate?**

Yes

**6.) Insurance (para. 2533.2, 2550.7) - Complete all applicable fields.**

**Church Buildings**

**Replacement Value**

\$4,157,000

**Amount of Coverage**

\$4,157,000

**Type of Coverage**

Blanket

**Insurer**

Brotherhood Mutual

**Policy Expiration Date**

12/14/2023

-----

**Parsonages**

**Replacement Value**

\$914,000

Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Trustees Report (2021)  
Memorial UMC**

Report  
Status:  
---

**Amount of Coverage**

\$914,000

**Type of Coverage**

Blanket

**Insurer**

Brotherhood Mutual

**Policy Expiration Date**

12/14/2023

-----  
**Church Furnishings and Equipment**

**Replacement Value**

\$987,000

**Amount of Coverage**

\$987,000

**Type of Coverage**

Blanket

**Insurer**

Brotherhood Mutual

**Policy Expiration Date**

12/14/2023

-----  
**Parsonage Furnishings and Equipment**

**Replacement Value**

\$126,000

**Amount of Coverage**

\$126,000

**Type of Coverage**

Blanket

**Insurer**

Brotherhood Mutual

**Policy Expiration Date**

12/14/2023

-----  
**Vehicle(s)**

**Replacement Value**

**Amount of Coverage**

Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Trustees Report (2021)  
Memorial UMC**

Report  
Status:  
---

**Type of Coverage**

**Insurer**

**Policy Expiration Date**

-----

**General Liability**

**Amount of Coverage**

\$5,000,000 (\$1M per occurrence, \$1M excess policy)

**Type of Coverage**

Umbrella

**Insurer**

Brotherhood Mutual

**Policy Expiration Date**

12/14/2023

-----

**Worker's Compensation**

**Insurer**

Brotherhood Mutual (100,000/500,000/100,000)

**Expiration Date**

12/14/2021

-----

**Directors and Officers/Errors and Omissions/Crime**

**Amount of Coverage**

5,000,000 aggregate (1,000,000 per occurrence)

**Type of Coverage**

Standard

**Insurer**

Brotherhood Mutual

**Expiration Date**

12/14/2023

-----

**Professional Liability Coverage (Including Sexual Misconduct)**

**Amount of Coverage**

5,000,000 aggregate/1,000,000 per occurrence/300,000 per sexual misconduct

**Type of Coverage**

Standard



Printed:  
10/5/2021  
2:51 PM

**Memorial UMC (Poolesville, MD) Church Conference  
Trustees Report (2021)  
Memorial UMC**

Report  
Status:  
---

**Insurer**

Brotherhood Mutual

**Expiration Date**

12/14/2023

-----  
-----  
**Have the buildings been inspected for fire and other safety hazards within the past year?**

Yes

**Have you assessed the of replacement value within the last 5 years?**

No

-- **Who performed the assessment?**

**Does the church have a Safe Sanctuary Policy?**

Yes

**Is the amount of insurance adequate?**

Yes

**Has an annual accessibility audit for church properties been conducted (§ 2533.6)?**

Yes

**If needed, have you developed an accessibility plan?**

No

**Trustee Chair Name:**

Gary Hartz

**Form Status:**

Complete