

An Administrative Review: A Year in the Life of the Church

WHO WE ARE

The Baltimore-Washington Conference is divided up into four regions. Each region is comprised of two districts. Each district has a district administrator that provides administrative support to the district superintendent, the churches and the clergy in that district.

To learn more about each district by going to www.bwcumc.org, click *About*. Additional information from the Conference can be found in the eConnection and the UMConnection.

HOW CAN YOU REACH US

Baltimore Region

- * Baltimore Suburban District—John Gauthier: 410-290-7311/
jgauthier@bwcumc.org
- * Baltimore Metropolitan District—Christine Kumar: 410-309-3447/
mbowie@bwcumc.org

Southern Region

- * Annapolis District—Willine Kamara: 410-309-3441/
wkamara@bwcumc.org
- * Washington East District—Christol Medley: 410-309-3439/
cmedley@bwcumc.org

Washington Region

- * Central Maryland District—Katie Filano: 410-309-3493/
kfilano@bwcumc.org
- * Greater Washington District—Olivia Gross: 410-309-3443/
ogross@bwcumc.org

Western Region

- * Cumberland-Hagerstown District—Penny Gaver: 301-739-6659/
pgaver@bwcumc.org
- * Frederick District—Tonia Bennett: 301-739-6659/tbennett@bwcumc.org



DISTRICT ABBREVIATIONS

A—Annapolis District

BM—Baltimore Metropolitan
District

BS—Baltimore Suburban
District

CH—Cumberland-Hagerstown
District

CM—Central Maryland
District

F—Frederick District

GW—Greater Washington
District

WE—Washington East District



JANUARY

STATISTICAL REPORTS are due around the third week in January. The actual deadline varies from year to year. This report is an annual requirement. After submission, the reports are then reviewed by Finance and a verification is sent via email to the pastor and finance chair/treasurer to confirm the authenticity of the numbers submitted. The statistical reports are completed on the GCFA website: <http://ezra.gcfa.org>. <http://bwcumc.org/resources/forms-and-reports/statistical-reports/>

FINAL APPORTIONMENTS PAYMENTS can be made for the previous year no later than the second week in January. In order to receive credit for the previous year, your payment must be sent or dropped off to Finance by the published deadline.

“Excellent administration allows for great ministry and pastoral care.”

SPEAKING UMC

AC—Annual Conference
BMCR—Black Methodists for Church Renewal
BOOM—Board of Ordained Ministry
BWC UMC—Baltimore-Washington Conference of the United Methodist Church
CCYM—Ministry with Young People
COSROW—Commission on Status and Role of Women
DA—District Administrator
DCOM—District Council on Ministries
DS—District Superintendent
NEJ—Northeastern Jurisdiction
UMC—United Methodist Church
UMCOR—United Methodist Committee on Relief

JANUARY—MARCH

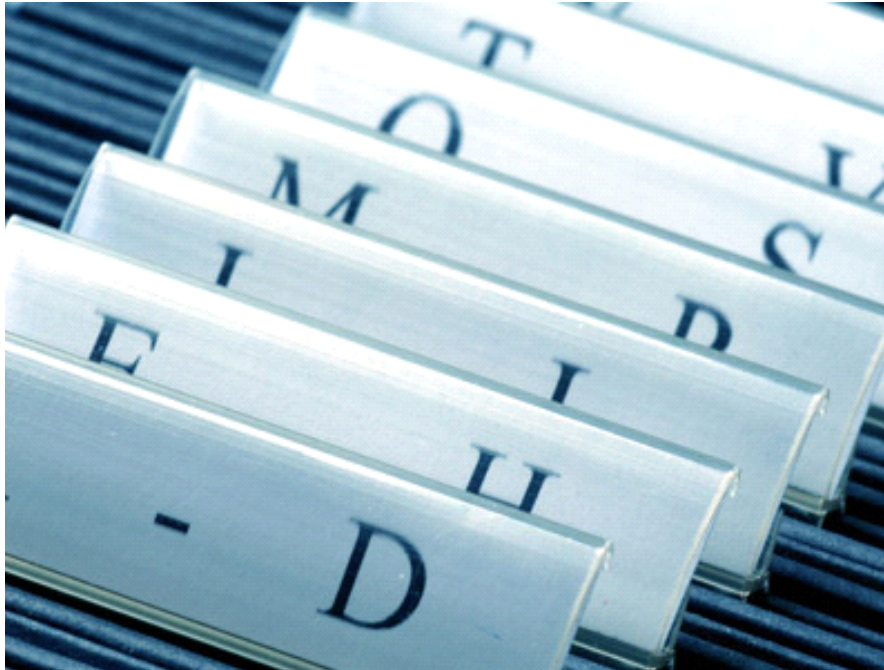
LEADERSHIP DAY events provide an opportunity for local church leaders, lay and clergy, to expand their horizons, grow in faith, improve their leadership skills and revitalize their congregation. Each region hosts a day or two designed with their unique settings in mind. <http://www.bwcumc.org/events/leadership-days/>.

JANUARY—MAY

APPOINTMENT SEASON begins as early as January and can run up until the end of May, early June timeframe. All appointments are made by the Bishop with prayerful input from the Cabinet. Appointment announcements are posted on the BWC website weekly during appointment season. <http://www.bwcumc.org/news-and-views/2017->

FEBRUARY—APRIL

LAY SERVANT MINISTRY TRAINING (DISCIPLESHIP ACADEMY) is training that is geared towards laity interested in becoming Lay Servants. Sessions are usually held in each district in the spring and fall. <http://www.bwcumc.org/events/lay-servant-ministry-training/>



Is your work good enough for who it is for...GOD?

FEBRUARY—APRIL (CONTINUED)

BISHOP'S DAY APART is an event strictly for clergy in the BWC. The Bishop hosts an event prior to Lent and then again prior to Advent.

APRIL

CHURCH ADMINISTRATOR TRAINING is held twice a year by A.I.M. This training event is geared to church secretaries and office personnel.

APRIL—JULY

CERTIFIED LAY MINISTRY APPLICATIONS need to be approved and signed by the Council Chair, SPRC Chair, Pastor and DS and submitted to the CLM office no later than August. You must request to meet with the DS before the end of July. <http://www.bwcumc.org/resources/forms-reports-and-requests/>

CLERGY TRANSITION WORKSHOP is held at the end of April and is intended for all clergy that are transitioning to a new appointment within the local church.

RESOURCES

MissionInsite—provides instant access to in-depth demographic information about your community. The system also provides the ability for local churches to locate their church numbers and others affiliated with the church on your map.

Readiness 360—is a web-based tool used by church leaders to help them discern vital information about their congregations and their potential. Some people use this tool as part of their discernment process about whether or not to be a church planting partner, while others use it as a congregational development tool to reclaim more multiplication DNA of the Jesus movement. But this assessment is just one step in the process.

Vital Signs—Each congregation is invited to begin recording its weekly vital statistics to enable church and conference leaders to more effectively see trends and plot future growth and spiritual development. The statistics for worship attendance, new membership, financial giving, small group participation and mission involvement will be measured on The Dashboard—a denomination-wide electronic toll designed to help create vital congregations.

UMC AGENCIES

GBCS—[General Board of Church and Society](#)

GBOD—Formerly General Board of Discipleship/renamed to [Discipleship Ministries](#)

GBGM—[General Board of Global Ministries](#)

GBHEM—[General Board of High Education and Ministry](#)

GBOPHB—Formerly General Board of Pension and Health Benefits renamed to [Wespath Benefits](#).

GCAH—[General Commission of Archives and History](#)

GCFA—[General Council on Finance and Administration](#)

GCORR—[General Commission on Religion and Race](#)

GCSRW—[General Commission on the Status and Role of Women](#)

GCUMM—[General Commission on United Methodist Men](#)

GCUMW—[General Commission on United Methodist Women](#)

UMCOM—[General Commission on Communication](#)

APRIL—AUGUST

CERTIFIED LAY MINISTRY RECERTIFICATION CLASSES

are held annually and are for CLM's that require biannual recertification. <http://www.bwcumc.org/resources/forms-reports-and-requests/>

Mediocrity does not bring hope. Excellence brings hope. Do not settle for happy mediocrity.

MAY

PASTOR/SPRC TRANSITION WORKSHOPS are district-wide workshops held on a Saturday where transitioning pastors and their new church leadership meet to go over the expectations of the new appointment.

ANNUAL CONFERENCE is held at the end of May/beginning of June . This event is an opportunity for clergy and lay members to gather for worship and also vote on the business of the Annual Conference.

JUNE

FUND BALANCE REPORTS (formerly known as Audit Reports) are due to the district office by June 30. A fund balance is to be performed in all local churches for all financials (UMW, UMM, UMYF, church school) and any bank account (savings or otherwise). The fund balance report is then completed and emailed to the DA for the DS to review prior to charge conferences in the fall. <http://www.bwcumc.org/resources/forms-reports-and-requests/>

JULY

APPOINTMENTS begin on July 1. All new and continuing appointments begin on July 1 (unless arrangements are made between the pastor/DS and local church.)

AUGUST—SEPTEMBER

CHURCH CONFERENCE TRAININGS are general trainings held to review the processes and procedures for complete the annual church conference process. All local churches are required to conduct a church conference each year.

SEPTEMBER—NOVEMBER

CHURCH ADMINISTRATOR TRAINING is held twice a year by AIM (Administrators in Ministry). This training event is geared to church secretaries and office personnel.

LAY SERVANT MINISTRY TRAINING (DISCIPLESHIP ACADEMY) is training that is geared towards laity interested in becoming Lay Servants. However, it is open for anyone in the church interested in learning more about discipleship, spiritual formation, prayer, preaching and many other worthwhile topics. Sessions are usually held in each district in the spring and fall. <http://www.bwcumc.org/events/lay-servant-ministry-training/>

“Your talent is God’s gift to you. What you do with it is your gift back to God.”

CHURCH CONFERENCE is an annual meeting of the church held in the fall of each calendar year. Numerous reports are required to be completed by the church prior to church conference. The church conference is presided over by the DS or an assigned elder in the UMC. <http://www.bwcumc.org/resources/2017-church-conference-forms/>

NOVEMBER—DECEMBER

STATISTICAL REPORT TRAINING is provided for all pastors and church leadership to prepare for the upcoming statistical report season. Statistical Reports are due around the third week of January. (Date varies from year to year.) This is an Annual Conference and denomination requirement. <http://bwcumc.org/resources/forms-and-reports/statistical-reports/>

BISHOP’S DAY APART is an event strictly for clergy in the BWC. The Bishop hosts an event prior to Lent and then again prior to Advent.

DECEMBER

EVALUATIONS AND ADVISORY FORMS are due no later than December 1. Evaluations are an aspect of our ministry together than can contribute to the growth and clarity for local congregations and spiritual leaders. These forms are completed by the pastor and church leadership. <http://bwcumc.org/charge-conference-evals/>



CHURCH SECRETARY club

Administrators in Ministry

Administrators in Ministry (AIM) a local chapter of the Professional Association of the United Methodist Church Secretaries (PAUMCS) was chartered in 2016

We need secretaries and administrative professionals from the local church to take part. If you are interested in being part of this organization, please contact your district administrator for more information.



The mission of the Administrators in Ministry (AIM) a local chapter of the Professional Association of United Methodist Church Secretaries (PAUMCS) is to provide church secretaries and other administrative professionals a supportive base for unity and fellowship so as to promote individual growth, professional development, continuing education, and spiritual enrichment.

United Methodist Church secretaries provide critical support to congregations across the denomination. Many secretaries are the link that keep churches functioning well. They provide critical administrative support, ongoing communication between individuals, committees and constituencies, and continuity in their congregations. The AIM/PAUMCS organization was created to serve those extremely "Vital Links".

The BWC supports AIM and the administrative ministry of church secretaries and office professionals. Please consider joining the AIM organization.