FORM #9a
YEAR 2025

Susquehanna Conference
The United Methodist Church

CHARGE:
CHURCH:
DISTRICT:

Weekday Children's Ministry Report

For the period beginning January 1, 2025 and ending December 31, 2025

Due January 31, 2026

Church Name	
Charge	

This is for churches that house or run a weekday ministry that involve tuition or fees such as Day Care, Preschool/Nursery School or other similar ministry. It is NOT for VBS, Youth Group, Junior Youth Group, or Scouts

1. What is the name of your ministry?
2. Is this a tuition-based program?

For programs that rent space from the church to conduct a children's ministry:

1. Is there a written lease? Per ¶ 2540, 2541 of *The Book of Discipline 2020/2024*, written consent of the pastor and Conference Superintendent is required and is to be attached to the lease. Please attach a copy of the written consent.
2. Is the lease approved annually by a charge conference vote? Again, written consent of the pastor and Conference Superintendent is required. Copies of the written consent shall be attached to the charge conference minutes.
3. Does the Lessor (renter) provide annual proof of insurance including liability and sexual misconduct insurance?
    a. Name of Insurer
    b. Dates effective
4. Does the Lessor (renter) maintain a staff that meets all state requirements for employees who work with children or vulnerable adults?
5. Does the Lessor (renter) abide by the church's Safe Sanctuary policy?
6. Does the Lessor (renter) provide a program that conforms with the values and principles of The United Methodist Church?
7. Does the Lessor have their own EIN (Employer Identification Number) and financial accounts?
8. If the Lessor is a non-profit, does the Lessor have their own 501.c.3 status?
9. Who is the liaison between the church and the Lessor?

If the answer to any of these questions is "no", please write an explanation and attach it to this form.

Copies to Conference Superintendent, Pastor, Chair of Trustees and Recording Secretary

For programs that are church owned and operated:
Church run programs must have accountability between the program and the administrative structure of the church.

1. Is there a committee or Board of Directors for the program?
2. Are there by-laws?
3. Are all employees compliant with state laws for employees who work with children or vulnerable adults?
4. Is the church's Safe Sanctuary Policy followed?
5. Does the program have its own financial accounts?
6. Are all accounts audited annually?
7. Are regular reports (financial, enrollment, etc.) provided to the administrative body of the church?
8. Does the program provide a ministry that conforms with the values and principles of The United Methodist Church?
9. Who is the liaison between the program and the administrative body of the church?

If the answer to any of these questions is "no", please write an explanation and attach it to this form.

Signature of Chair of Trustees Date

Signature of Pastor Date