




Reporting to MCC

Table of Contents

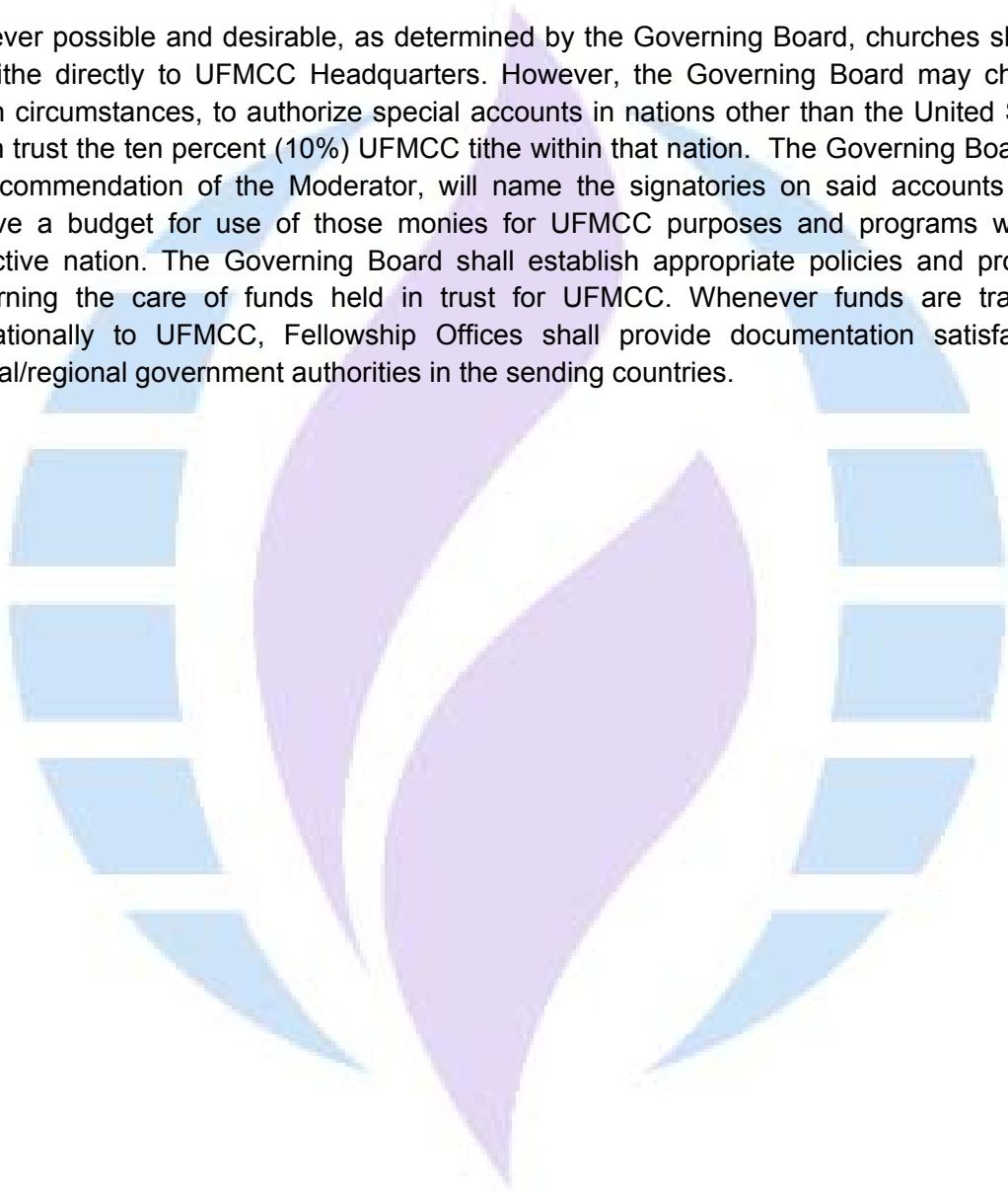


<u>Reporting to MCC</u>	002
<u>Monthly Ministry Report Form</u>	003
<u>The Report Forms</u>	003
<u>Calculating the Reports</u>	003
<u>Tithable Income</u>	004
<u>Non-tithable Income</u>	004
<u>Building Fund</u>	004
<u>Delegate Fund</u>	004
<u>Bequests</u>	004
<u>Persons in Distress</u>	004
<u>Completing the Form</u>	005
<u>Submitting the Form</u>	007
<u>If the Church Can Not Pay</u>	007
<u>Quarterly Assessment to the Board of Pensions USA</u>	008
<u>BOP Election Form</u>	009
<u>Calculating the Report</u>	010
<u>Completing the Form</u>	011
<u>Submitting the Form</u>	012
<u>References and Resources</u>	014
<u>Forms</u>	015

Reporting to MCC

Every month, each church, mission or group must submit the [Monthly Ministry Report Form](#) to the MCC Accounting Office, 3293 Fruitville Road, Suite 105, Sarasota, Florida 34237. Each church, mission or group is also required to submit quarterly to the MCC Pensions Office.

Wherever possible and desirable, as determined by the Governing Board, churches shall send their tithe directly to UFMCC Headquarters. However, the Governing Board may choose, in certain circumstances, to authorize special accounts in nations other than the United States to hold in trust the ten percent (10%) UFMCC tithe within that nation. The Governing Board, upon the recommendation of the Moderator, will name the signatories on said accounts and will approve a budget for use of those monies for UFMCC purposes and programs within the respective nation. The Governing Board shall establish appropriate policies and procedures concerning the care of funds held in trust for UFMCC. Whenever funds are transmitted internationally to UFMCC, Fellowship Offices shall provide documentation satisfactory to national/regional government authorities in the sending countries.



Monthly Ministry Report Form

How to Calculate the Amounts to Be Reported

Tithes are calculated by multiplying the [statutory rate](#) set by General Conference. For 2011 and 2012 the statutory rate is 12.5% on all tithable income.

Service Date	Service Time	Times & Offerings Collected	Number Attending

Additional Income:

Requests	
Building Fund Contributions	
Conference Contributions	
Funds for Persons in Distress	
Credit Cards Receipts	
Grants from Outside Agencies	
Bank Transfer Receipts	
Other (rentals, fundraisers, etc.)	
Total Additional Income:	\$ -

Exempt from Contributions to MCC:

Requests	
Building Fund Contributions	
Conference Contributions	
Funds for Persons in Distress	
Mortgage Principal Payments	
Grants from Outside Agencies	
Total Exemptions:	\$ -

Monthly Total Tithes & Offerings Income: \$ -
Total Other Income: \$ -
Total Exempt from Contributions to MCC: \$ -
Income Basis for Contributions to MCC: \$ -

Preparer's Signature: _____ Base Assessment Rate: 12.5%
Pastor's Signature: _____ Calculated Assessment: \$ -

After prayerful consideration, and as a reflection of our passion for the global movement and ministry of MCC, our congregation has made the joyful decision to give over and above the base-rate amount as indicated below:

a percentage contribution of (enter %): → _____ and/or a lump sum contribution of → _____	
to the MCC Strategic Outreach Ministry indicated. (If no indication, the contribution will be posted to Greatest Need.)	
_____ Africa	_____ Global Social Justice Team
_____ Asia	_____ Leadership Development
_____ Eastern Europe	_____ For Use Where the Need is Greatest
_____ Latin America & the Caribbean	

Base Contribution: \$ -
Outreach Contribution: \$ -
Total Contribution to MCC this Month: \$ -

Please complete Membership at Month End section above.

Check #: _____ Date: _____

Date Due: Tenth of the following month
Send Payment To: Metropolitan Community Churches
PO Box 1374
Abilene, TX 79604-1374
Report Copies and Inquiries: Same address or Leah Sloan@MCCChurch.net

The Monthly Ministry Report Form is located on the MCC website under [Resources, Local Church Resources, Tithe Forms.](#)

Note: The amount to be remitted to UFMCC is decreased by one percent (1%) per biennium until the amount to be remitted is reduced to ten percent (10%), unless the reduction is delayed or accelerated by a two-thirds (2/3) vote of the General Conference.

Tithable Income

Tithable income is all income except for income especially exempt by the bylaws.

Non-tithable Income

Non-tithable incomes (bylaw exemptions), are: Building Funds, Delegates Funds, Bequests and Funds Set Aside to Meet the Needs of Persons in Distress. These funds must be reported, but are deducted from the total receipts before calculating the percentage due to UFMCC.

Building Fund

A Building Fund is defined as any income which is related to acquiring a building, or any funds set aside for the extensive repair / improvement of a building which the church is renting. This is money set aside to construct or purchase a church facility and includes securing worship space, meeting space, office space, kitchen facilities, classroom space, non-revenue parking facilities, furniture, and major equipment for these facilities. It may also include major renovation costs of purchased or leased/rented facilities and the payment of the principle on a building loan. Funds raised specifically to reduce the principle on a building loan are tithe-exempt as part of the Building Fund.

Note: Rent, mortgage interest payments, utilities, minor equipment, and routine maintenance are not exempt.

Bequests

Bequests are defined as funds given to the church by a member or friend of the church through a will.

Delegates Fund

Delegates Fund is defined as funds set aside for the expenses of sending the church's delegate(s) and clergy to General Conference.

Income for Persons in Distress (Benevolent Fund)

Benevolent funds are defined as funds that may only be used to cover direct services without which the recipient would be destitute or in personal danger.

Any money transferred permanently or for a long term from any of the above exempt funds into the church's General Fund must be added to the income figures for that month and tithes paid on them.

Net Tithable Income

Net Tithable income is all income less non tithable income. Tithable Income includes: income from offerings, special events, online gifts, donations that come in the mail, credit card receipts, etc.

How to Complete the Monthly Ministry Report Form

The [Monthly Ministry Report Form](http://mccchurch.org/resources/local-church-resources/) may be found on MCC Churches' website at <http://mccchurch.org/resources/local-church-resources/>. Scroll down until you see the category *Tithe Forms* or by clicking above. Select the version that is applicable to you and download it to the church's designated computer.

Step #1

- Once the form is downloaded on the computer, in the field marked *Church Name*, type in your church's name.
- In the field marked *Elder*, type in your Network Elder
- In the field marked *Mailing Address*, type in your mailing address. This may be your P O Box #.
- In the field marked *Meeting Address*, type in the address at which you meet for worship. If you rent space from another church, please include that church's name on the fourth line.
- Save the Form.

Step #2

- In the field marked *Data for the month*, insert the name of the month for which you are reporting.
- In the field marked *Membership at the end of the month*, please include the total number of members that are on listed on your membership role. Remember to add any new members received and subtract any members who have died, moved away or are no longer active per your local bylaws.
- On the line marked *Pastored by*, please put in the name of the Sr. Pastor or Interim Pastoral Leader (IPL). If neither is present, please insert Vacant.
- On the line marked *email/phone for report*, please insert the email address and phone number for the person completing the form (more than likely the Treasurer or Accounting personnel).
- Save the form as the month on which you are reporting. As an example, for the month of June 2011, you might save the form as: MCCMonthlyReport_June2011.

Step #3

- Move to the section marked *Worship Services*. *Worship Services* is separated into four (4) sections marked: *Service Date*, *Service Time*, *Tithes and Offerings Collected* and *Number Attending*.
- For each worship service held during the month for which you are reporting, complete each column. If you have multiple services on Sunday, list each service separately. Please include any mid week, special worship events, and Saturday services.
- Total the *Tithes and Offerings* column and list in the *Total* row. Also list the total in the *Summary Section* on the lower right hand side of the form.
- Total the *Number Attending* column and list in the *Total* row.
- Save the form.

Step #4

- Go to the section titled, *Additional Income*. If any of the additional types of income were received by the church during the month, total and list the income by type (i.e. Bequests \$50,000.00, Building Fund \$75.00).
- Total the *Additional Income* and list the sum in the *Total Additional Income* row. Also list the total in the *Summary Section* on the lower right hand side of the form.
- Save the form.

Step #5

- Move to the section titled *Exempt from Contributions to MCC*. If any exempt forms of income were received by the church during the month, total and list the income by type (i.e. Bequests \$50,000.00, Building Fund \$75.00).
- Total the exempt income and list the sum in the *Total Exemptions* row. Also list the total in the *Summary Section* on the lower right hand side of the form.
- Save the form.

Step #6

- Add the totals from *Monthly Total Tithes and Offerings* and *Total Income* to obtain the *Income Basis for Contributions to MCC*. List that sum in the row provided.
- Save the form.

Step #7

- Multiply the *Income Basis for Contributions to MCC* by 12.5% if the form does not automatically calculate this for you and insert that figure into the *Calculated Assessment*.
- Save the form.

Step #8

- There is an additional opportunity for the church to contribute in a designated way to the mission, ministry and movement of MCC. In the blue area near the bottom of the form you have an opportunity to contribute an additional offering amount either by percentage (%) or a specific cash amount. If the church, after prayerful consideration, decides to make an additional donation, fill in the boxes accordingly.
- Select one of the options for *Global Mission Work* or select *For Use Where the Need is Greatest*.
- Save the form.

Step #9

- If the spread sheet does not automatically update the final totals on the lower left hand side of the page, please insert in the *Base Contribution* row the figured from the *Calculated Assessment* field. Then insert the *Designated Mission Work* total in the *Outreach Contribution Row*. Total those two lines for the *Total Contribution to MCC this month*.
- Save the form.

Step #10

- If you know the check number and date that will be submitted at this time, please include it where indicated on the bottom right hand side.
- Save and print the form.

Step #11

- Under the *Worship Services* section, please sign your name in the *Preparer's Signature* line.
- Obtain the Pastor or IPL's signature.
- Make a copy of the *Monthly Ministry Report* and the check for your records.
- Mail the original Report and the check to Leah Sloan, UFMCC, PO Box 1374, Abilene, Texas 79604-1374.

The [Monthly Ministry Report Form](#) is due in the Corporate Office on or before the 10th of the next month (i.e. the June report is due on or before July 10th).

What Happens If a Church Can't Pay Its Tithe?

Only the Governing Board may grant forgiveness of late tithes and assessments. Thus the Church should contact the Governing Board at GoverningBoard@MCCchurch.net to discuss their options.

Board of Pensions

UFMCC offers its USA-based Clergy an option to participate in the Pension plan.



BOP Election Form

Each clergy person must complete a [Board of Pensions \(USA\) Election Form](#). Clergy must either elect or deny participation in the program and return the Election Form to the UFMCC Board of Pensions (USA), P O Box 1374, Abilene, Texas 79604.

BOP ELECTION FORM

UFMCC BOARD OF PENSIONS (U.S.A.)

COVERAGE ELECTION/REJECTION



Return to: UFMCC Board of Pensions (U.S.A.)
P.O. Box 1374
Abilene, TX 79604

Dear Clergy, it is very important to our Auditors that you return this form marked either Elect or Decline.

PLEASE TYPE OR PRINT CLEARLY

PARTICIPANT INFORMATION	
Name	
Address	
City, ST, Postal Code	
Home Phone	Work Phone
Email Address	
Date of Birth	Social Security Number
Date of Initial Licensure/License to Practice	

Please select either to elect or decline to participate in the U.S. clergy pension plan and sign below your choice. You must select one or the other.

<input type="checkbox"/> I ELECT
I hereby notify the Board of Pensions of the Universal Fellowship of Metropolitan Community Churches that I choose to participate in the U.S. clergy pension plan (UFMCC Defined Benefit Plan and Trust).
Signature
Witness Signature
Date:
Please continue to select payment options and designate your beneficiary.

<input type="checkbox"/> I DECLINE
I hereby notify the Board of Pensions of the Universal Fellowship of Metropolitan Community Churches that I choose NOT to participate in the U.S. clergy pension plan (UFMCC Defined Benefit Plan and Trust). In so doing, I am exempt from making the mandatory contribution and I will receive NO benefit whatsoever from the above described pension plan. This means I will NOT receive any benefits as a result of contributions made by the Plan Sponsor, the local churches of the Universal Fellowship of Metropolitan Community Churches.
Signature
Witness Signature
Date:

PAYMENT OPTIONS
I will make my \$120 annual contribution (please check one):
<input type="checkbox"/> Quarterly \$30 (to be paid before the 5 th of March, June, September, and December).
<input type="checkbox"/> Annually \$120 (to be paid before the 5 th of December each year).
Please send a check made payable to UFMCC Board of Pensions (USA) indicating which quarter or year you are making a payment. You are responsible for ensuring payment of your contribution. You will be billed at the beginning of each year and you will be notified if payment is incomplete for the previous year.

Calculating the Report

If a clergy person elects to participate in the Pension program, they are required to submit a total of \$120.00 per year to the Board of Pensions (USA). This total may be submitted in a lump sum payment of \$120.00 or may be submitted in quarterly payments of \$30.00.

Months in the Quarter	Payment Due Date
January, February and March	April 5 th
April, May and June	July 5 th
July, August and September	October 5 th
October, November and December	January 5 th

Payments are also submitted to the UFMCC Board of Pensions (USA), P O Box 1374, Abilene, Texas 79604. A clergy person is in arrears will be billed for all outstanding payments in the quarter ending December and payable on or by January 5th of the preceding calendar year.

BOP PAYMENT PAYMENT FORM

UFMCC BOARD OF PENSIONS (U.S.A.)

PAYMENT ELECTION



Return to: UFMCC Board of Pensions (U.S.A.)
P.O. Box 1374
Abilene, TX 79604

We strongly encourage you to seek professional tax advice before completing this form.

PLEASE TYPE OR PRINT CLEARLY

CURRENT INFORMATION	
Name	_____
Address	_____
City, ST, Postal Code	_____
Home Phone	Work Phone
_____	_____
Email Address	_____
Social Security Number	_____

Please pay my retirement benefit to me as follows (initial one):

- A Single Sum Cash Payment.
 - An annuity contract which will provide periodic payments for life.
 - Direct Roll Over to an Individual Retirement Account (note: if you elect to roll all or any portion of your retirement benefit, you must first obtain the necessary approval from your sponsor and/or trustee of the recipient IRA).
- I elect to directly roll [ALL or \$ _____ of my distribution to the IRA indicated below.

Individual Retirement Account (IRA):
Name of Financial Institution: _____
Mailing Address: _____
Account Number: _____

This election remains valid until revoked. I understand that I may revoke or change this election at any time prior to my actual distribution of benefits.

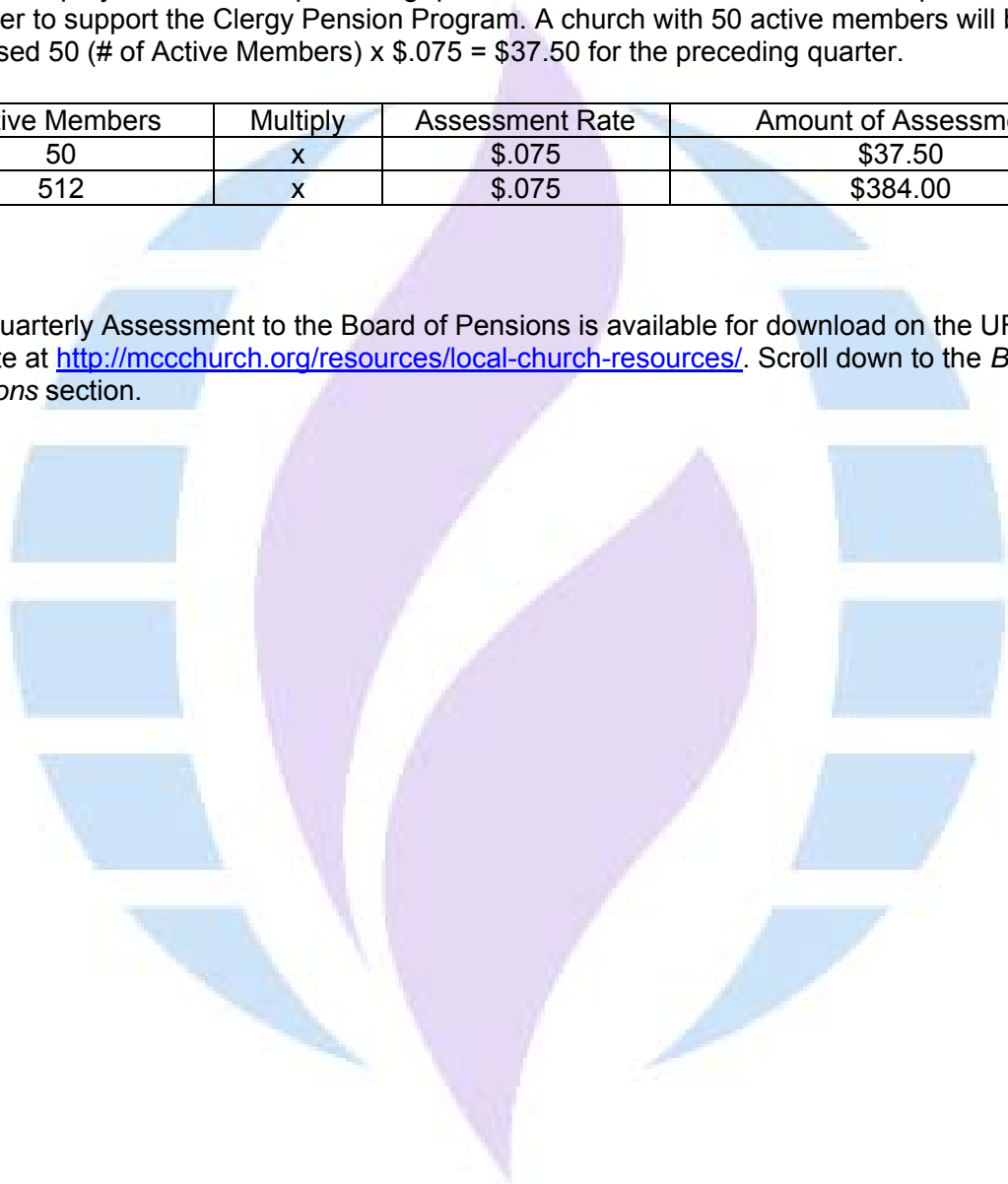
Participant's Signature _____ Date _____

Completing The Report

Each USA based local church is required by General Conference to submit a [Quarterly Assessment to the Board of Pensions \(USA\)](#). The Quarterly Assessment captures the church's membership by month for the preceding quarter. The Church is assessed \$0.75 per Active Member to support the Clergy Pension Program. A church with 50 active members will be assessed 50 (# of Active Members) x \$.075 = \$37.50 for the preceding quarter.

Active Members	Multiply	Assessment Rate	Amount of Assessment
50	x	\$.075	\$37.50
512	x	\$.075	\$384.00

The Quarterly Assessment to the Board of Pensions is available for download on the UFMCC website at <http://mccchurch.org/resources/local-church-resources/>. Scroll down to the *Board of Pensions* section.



Submitting the Form

The Quarterly Assessment to the Board of Pensions (USA) is due on the 10th of the month following the end of each quarter. The quarters are:

Months in the Quarter	Report Due Date
January, February and March	April 10 th
April, May and June	July 10 th
July, August and September	October 10 th
October, November and December	January 10 th

BOP Transmittal Form

METROPOLITAN COMMUNITY CHURCHES						
Quarterly Board of Pensions Transmittal Form						
<i>Please use one form per Quarter Reporting</i>						
Date _____						
Congregation _____						
Mailing Address _____						
City _____		State _____		Zip _____		
<input type="checkbox"/> <i>Please Check this box if any of the above information is changed</i>						
Membership Information						
All information below is required in order to keep accurate records. Please double check your figures.						
Year Reporting _____	Quarter Reporting				Active	Amt of
Place an "X" in one box	1st	2nd	3rd	4th	Members	Assesmt
	JAN	APR	JUL	OCT	x .75	\$ -
	FEB	MAY	AUG	NOV	x .75	\$ -
	MAR	JUN	SEP	DEC	x .75	\$ -
	<i>due 4/10</i>		<i>due 7/10</i>		0 Total	\$ -
Payment Information						
Please make all checks payable to UFMCC Board of Pensions. Because of processing requirements, mail this form along with your pension payment separately from your church title form and payment. This helps create an audit trail.						
Check Number _____		Check Date _____		Check Amount _____		
If the check is to pay for more than your church's assessment, or if additional checks are enclosed, please provide information in the space provided below:						
Please retain one copy for your church files and send one copy with payment to: UFMCC Board of Pensions P O Box 1374 Abilene, TX 79604						
For more information, please contact Bill Hooper				e-mail BillHooper@MCCchurch.net		

Download copies at www.mccChurch.org click on "RESOURCES" near the top, click on "TITHE FORMS" on far right side, scroll down to "Board of Pensions Transmittal Forms" in the middle area, choose either excel format or .pdf format

The *Quarterly Board of Pensions (USA) Transmittal Form* is relatively simple to complete.

Step #1

- On the line titled *Date*, insert the date on which you are completing the form.
- On the *Congregation* line, insert your Church's Name
- On the *Mailing Address* line, include your mailing address; this may be a PO Box.
- Complete the *Mailing Address* in the spaces marked, *City*, *State*, and *Zip*.
- Notify the Board of Pensions of any mailing information changes by placing a check in the appropriate box.

Step #2

- In the *Membership Information* area, input the year in four digit format (2012) on the *Year Reporting* line.
- Mark an "X" in one of the *Quarter Reporting* boxes. Note: If paying delinquent payments, use a separate form for each quarter.
- Insert the number of *Active Members*.
- Calculate the amount of your assessment by multiplying the number of Active Members by \$.075 to obtain the amount of the Assessment.

Step #3

- Make the check payable to UFMCC Board of Pensions (USA). Note: Do Not combine your Tithe Assessment with your Board of Pensions payment.
- Include the Check Number, Date and Amount on the *Quarterly Transmittal Form*.
- Make a copy of the check and Transmittal Form for your records.
- Mail the original Quarterly Board of Pensions (USA) Transmittal Form and the check so that it arrives on or before the 10th.of the month. to:

UFMCC Board of Pensions (USA), P O Box 1374, Abilene, Texas 79604

It should be noted that all Board of Pensions (USA) payments due cannot be waived by the Governing Board or the Moderator. This is due to IRS regulations.

References and Resources

Legal-Dictionary.com <http://legal-dictionary.thefreedictionary.com>






[Monthly Report Form](#)017
[How To Complete The Monthly Report](#).....018
[Board of Pensions Election Form](#)021
[Board of Pensions Payment Form](#)022
[Board of Pensions Transmittal Form](#)023
[How To Complete the Quarterly BOP Forms](#)024



Monthly Report Form

		Tearing Down Walls! Building Up Hope!	
Monthly Ministry Report - 2012			
Church Name			
Elder:			
Mailing Address		Meeting Address (if different)	
		Data for the Month of -->	
		Membership at Month End -->	
		Pastored by: _____	
		contact email/phone for report ?'s: _____	
Please fill both lines above; if no Pastor type Vacant.			
Worship Services			
Service Date	Service Time	Tithes & Offerings Collected	Number Attending
Totals: \$ -		-	-
Preparer's Signature: _____		Base Assessment Rate: 12.5%	
Pastor's Signature: _____		Calculated Assessment: \$ -	
After prayerful consideration, and as a reflection of our passion for the global movement and ministry of MCC, our congregation has made the joyful decision to give over and above the base-rate amount as indicated below:			
a percentage contribution of (enter %): _____ and/or a lump sum contribution of: _____			
to the MCC Strategic Outreach Ministry indicated. (If no indication, the contribution will be posted to Greatest Need.)			
_____ Africa	_____ Global Social Justice Team		
_____ Asia	_____ Leadership Development		
_____ Eastern Europe	_____ For Use Where the Need is Greatest		
_____ Latin America & the Caribbean			
Base Contribution: \$ -			
Outreach Contribution: \$ -		Please complete Membership at Month End section above.	
Total Contribution to MCC this Month: \$ -	Check #:		Date:

Date Due Tenth of the following month
 Send Payment To Metropolitan Community Churches
 PO Box 1374
 Abilene, TX 79604-1374
 Report Copies and Inquiries: Same address or LeahSloan@MCCChurch.net

HOW TO COMPLETE THE MONTHLY MINISTRY REPORT FORM

The [Monthly Ministry Report Form](http://mccchurch.org/resources/local-church-resources/) may be found on MCC Churches website at <http://mccchurch.org/resources/local-church-resources/>, scroll down until you see the category Tithe Forms or by clicking above. Select the version that is applicable to you and download it to the church's designated computer.

1. Once the Form is downloaded on the computer, in the field marked Church Name, type in your church's name.
2. In the field labeled Elder, type in your Network Elder
3. In the field(s) labeled Mailing Address, type in your church's mailing address. This may include a P O Box #.
4. In the field(s) labeled Meeting Address, type in the address at which you meet for worship *if it is different from the mailing address*. If you rent space from a another church, please include that church's name on the fourth line.
5. Save the form.
6. In the field labeled Data for the Month of, insert the name of the month for which you are reporting.
7. Immediately below that (to the right of "Membership at Month End") please enter the total number of members that are on listed on your membership role. Remember to add any new members received and subtract any members who have died, moved away or are no longer active per your local bylaws.
8. On the line labeled Pastored by, please put in the name of the Sr. Pastor or Interim Pastoral Leader. If no one currently fills either position, please insert Vacant.
9. On the line labeled email/phone for report, please insert the email address and/or phone number for the person completing the form (more than likely the Treasurer or Accounting personnel).
10. Save the form using the Save As command; apply a naming convention that makes the month on which you are reporting obvious. As an example, for the month of June 2011, you might save the Form as MCCMonthlyReport_June2011.
11. In the section titled Worship Services, complete the Service Date, Service Time, Tithes & Offerings Collected and Number Attending columns for each worship service held during the month on which you are reporting. If you have multiple services on any date, list each service on a separate line (though you may opt to leave the Date column blank for all but the first of those multiple services.) Please do list all worship services held, whether regularly scheduled or special worship events.
12. Verify that the spreadsheet's functionality has totaled the Tithes & Offering and the Attendance columns at the bottom of the section and that the Tithes & Offering total also appears in the summary section below Total Exemptions. If necessary, insert the correct totals in those rows.
13. Save the Form.

14. In the section titled Additional Income, enter any church income received by *over and above* the collections included/listed/totalled in the Worship Services section. Total and list the income by type (i.e. Bequests \$50,000.00, Building Fund \$75.00). Note: Please do not list as Additional Income any portion of your already reported Tithes & Offerings amounts – money transferred from the church’s General Fund to a Designated Fund is not **additional** income.
15. Verify that the spreadsheet’s functionality has totalled the Total Additional Income on the bottom row of that section and again on the Total Other Income line of the summary section. If necessary, insert the correct total in those rows.
16. Save the Form.
17. In the titled Exempt from Contributions to MCC, enter any church income which is designated to the fund types qualifying as exempt from contribution per UFMCC Bylaws. Total and list the income by type (i.e. Bequests \$50,000.00, Building Fund \$75.00). Note: The amounts appearing in this section may or may not match the amounts reported in the Additional Income section.
18. Verify that the spreadsheet’s functionality has totalled the Total Exemptions on the bottom row of that section and again on the Total Exempt from Contributions to MCC line of the summary section. If necessary, insert the correct total in those rows.
19. Save the form.
20. Verify that the Base Assessment Rate appropriate for your church is displayed. Correct the rate if necessary. [The base rate set by General Conference for 2011 is 12.5%.]
21. At this point, the Income Basis for Contributions to MCC and the Calculated Assessment amounts should be visible as they are automatically calculated by the formula built into the report form. Verify that the calculations have been done correctly [Income Basis = Tithes & Offerings + Additional Income – Exemptions; Calculated Assessment = Income Basis × 12.5%] If necessary, insert the correct amounts in those rows.
22. Save the Form.
23. There is an additional opportunity, noted in the blue area near the bottom of the form, for the church to contribute in a designated way to the mission, ministry and movement of MCC. If the church, after prayerful consideration, has decided to make an additional donation, fill in either the percentage (%) or specific cash amount the congregation has determined to give.
24. Select one of the options for global mission work or select *For Use Where the Need is Greatest* by placing an X in the blank preceding your choice.
25. Save the Form.
26. Verify that the spreadsheet’s built in calculation has automatically updated the final totals [Base Contribution = Calculated Assessment; Outreach Contribution = *either* Income Basis × percent entered in step #23 *or* lump sum amount entered in step #23. Total Contribution to MCC this Month = Base Contribution + Outreach Contribution.] If necessary, insert the correct amounts in those rows.

27. Save the form.
28. If you know the check number and date it will be submitted at this time, please include that information where indicated at the bottom right of the form.
29. Save the form and print it.
30. Under the Worship Services section, please sign your name in the Preparer's Signature line.
31. Obtain the Pastor or IPL's signature.
32. Retain a copy of the Monthly Ministry Report and the check for your records.
33. Send a copy of the report, either electronically or via the postal service to Leah Sloan: leahsloan@mccchurch.net or UFMCC, PO Box 1374, Abilene, Texas 79604-1374.
34. Mail the check to UFMCC, PO Box 1374, Abilene, Texas 79604-1374. [If you are mailing a hardcopy of the report form, please enclose it and the check in the same envelope.]

The Monthly Ministry Report Form and accompanying check are to be completed and mailed on or before the 10th of the next month (i.e. June's report is due to be handled on or before July 10th).

Note: If you are completing the form manually, please [click here](#) to download a blank form.

BOP ELECTION FORM

UFMCC BOARD OF PENSIONS (U.S.A.)

COVERAGE ELECTION/REJECTION



Return to: UFMCC Board of Pensions (U.S.A.)
P.O. Box 1374
Abilene, TX 79604

Dear Clergy, it is very important to our Auditors that you return this form marked either Elect or Decline.

PLEASE TYPE OR PRINT CLEARLY

PARTICIPANT INFORMATION	
Name	
Address	
City, ST, Postal Code	
Home Phone	Work Phone
Email Address	
Date of Birth	Social Security Number
Date of Initial Licensure/License to Practice	

Please select either to elect or decline to participate in the U.S. clergy pension plan and sign below your choice. You must select one or the other.

<input type="checkbox"/> I ELECT
I hereby notify the Board of Pensions of the Universal Fellowship of Metropolitan Community Churches that I choose to participate in the U.S. clergy pension plan (UFMCC Defined Benefit Plan and Trust).
Signature
Witness Signature
Date:
Please continue to select payment options and designate your beneficiary.

<input type="checkbox"/> I DECLINE
I hereby notify the Board of Pensions of the Universal Fellowship of Metropolitan Community Churches that I choose NOT to participate in the U.S. clergy pension plan (UFMCC Defined Benefit Plan and Trust). In so doing, I am exempt from making the mandatory contribution and I will receive NO benefit whatsoever from the above described pension plan. This means I will NOT receive any benefits as a result of contributions made by the Plan Sponsor, the local churches of the Universal Fellowship of Metropolitan Community Churches.
Signature
Witness Signature
Date:

PAYMENT OPTIONS

I will make my \$120 annual contribution (please check one):

- Quarterly \$30 (to be paid before the 5th of March, June, September, and December).
- Annually \$120 (to be paid before the 5th of December each year).

Please send a check made payable to UFMCC Board of Pensions (USA) indicating which quarter or year you are making a payment. You are responsible for ensuring payment of your contribution. You will be billed at the beginning of each year and you will be notified if payment is incomplete for the previous year.

BOP PAYMENT FORM

UFMCC BOARD OF PENSIONS (U.S.A.)

PAYMENT ELECTION



We strongly encourage you to seek professional tax advice before completing this form.

Return to: UFMCC Board of Pensions (U.S.A.)
P.O. Box 1374
Abilene, TX 79604

PLEASE TYPE OR PRINT CLEARLY

CURRENT INFORMATION	
Name	
Address	
City, ST, Postal Code	
Home Phone	Work Phone
Email Address	
Social Security Number	

Please pay my retirement benefit to me as follows (initial one):

A Single Sum Cash Payment.

An annuity contract which will provide periodic payments for life.

Direct Roll Over to an Individual Retirement Account (note: if you elect to roll all or any portion of your retirement benefit, you must first obtain the necessary approval from your sponsor and/or trustee of the recipient IRA).

I elect to directly roll ALL or \$ _____ of my distribution to the IRA indicated below.

Individual Retirement Account (IRA):

Name of Financial Institution: _____

Mailing Address: _____

Account Number: _____

This election remains valid until revoked. I understand that I may revoke or change this election at any time prior to my actual distribution of benefits.

Participant's Signature _____

Date _____

BOP TRANSMITTAL FORM

METROPOLITAN COMMUNITY CHURCHES						
Quarterly Board of Pensions Transmittal Form						
<i>Please use one form per Quarter Reporting</i>						
Date _____						
Congregation _____						
Mailing Address _____						
City _____		State _____			Zip _____	
<input type="checkbox"/> <i>Please Check this box if any of the above information is changed</i>						
Membership Information						
All Information below is required in order to keep accurate records. Please double check your figures.						
Year Reporting _____	Quarter Reporting				Active	Amt of
Place an "X" in one box	1st	2nd	3rd	4th	Members	Assesmt
	JAN	APR	JUL	OCT	_____ x .75	\$ _____
	FEB	MAY	AUG	NOV	_____ x .75	\$ _____
	MAR	JUN	SEP	DEC	_____ x .75	\$ _____
	<i>due 4/10</i>	<i>due 7/10</i>	<i>due 10/10</i>	<i>due 1/10</i>	0 Total	\$ _____
Payment Information						
Please make all checks payable to UFMCC Board of Pensions. Because of processing requirements, mail this form along with your pension payment separately form your church tithe form and payment. This helps create an audit trail.						
Check Number _____		Check Date _____		Check Amount _____		
If the check is to pay for more than your church's assessment, or if additional checks are enclosed, please provide information in the space provided below:						
Please retain one copy for your church files and send one copy with payment to:						
UFMCC Board of Pensions P O Box 1374 Abilene, TX 79604						
For more information, please contact Bill Hooper .				e-mail BillHooper@MCCchurch.net.		

Download copies at www.mccChurch.org click on "RESOURCES" near the top, click on "TITHE FORMS" on far right side, scroll down to "Board of Pensions Transmittal Forms" in the middle area, choose either excel format or .pdf format

HOW TO COMPLETE THE UFMCC QUARTERLY BOARD OF PENSIONS (USA) TRANSMITTAL FORM

1. On the line titled Date, please insert the date on which you are completing the form.
2. On the Congregation line, please insert your Church's Name
3. On the Mailing Address Line, please include your mailing address, this may be a PO Box.
4. Complete the Mailing Address in the spaces marked, City, State and Zip.
5. Please let the Board of Pensions know if any of your mailing information has changed by placing a check in the appropriate box.
6. In the Membership Information area, input the year in four digit format (2012) on the year reporting line.
7. Mark an "X" in only one of the Quarter Reporting boxes. Note: If you are paying delinquent payments, please use a separate form for each quarter.
8. Insert the number of Active Members for each month in the Quarter. Even if the membership number is the same for all months in the Quarter, please enter it for each month so as to prevent any uncertainty about whether the form is completely filled out.
9. Calculate the amount of each month's assessment by multiplying the number of Active Members by \$.075. Again, do this for each month of the Quarter, even if the 3 amounts are identical, and then add the 3 months' amounts and enter the sum in the blank labeled 0 Total.
10. Make the check payable to UFMCC Board of Pensions (USA). Note: Do Not combine your Tithe Assessment with your Board of Pensions payment.
11. Print the Check Number, Date and Check Amount in ~~on~~ the labeled blanks that are displayed in the Payment Information section. .
12. Make a copy of the check and Transmittal Form for your records.
13. Mail the original UFMCC Quarterly Board of Pensions (USA) Transmittal Form and the check to UFMCC Board of Pensions (USA), P O Box 1374, Abilene, Texas 79604-1374 so that it arrives on or before the 10th of the first month following the Quarter for which you are reporting.

Note: A quarterly transmittal form in Excel format is available electronically. You can arrange to receive that form, which will calculate automatically for you, by emailing your request to Help@MCCChurch.net