

PACE SUNDAY SCHOOL FUNCTIONAL GUIDELINES

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Description of PACE Sunday School Organization and how functional teams conduct their tasks contributing to the success of the class.
Prepared by the teams of the PACE Sunday School Class.

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PACE Sunday School Functional Guidelines

1. Guidelines Purpose:

The Practicing Active Christian Education (PACE) Sunday school class, recognizing that we have experienced changing demographics and membership expectations, realigned the organization of the class in 2015 into a structure that aligns member volunteers with functions that are necessary for a successful, sustainable class organization. These functional Teams are now updated to:

Leadership

Missions

Programs

Care Team

Nursing Home Services

Social

Greeters

Technology Support

Treasury

Bulletin Boards

Rosters

Name Tags

Weekly PACE Newsletter

This document is prepared to provide a communication method within the PACE Sunday School Class of the envisioned tasks of each functional team and record how each accomplishes its tasks. None of these are considered fixed and are subject to change and improvement over time. This process of changing over time is to be encouraged. The document provides documentation of how tasks are accomplished currently and provides information for those who wish to volunteer to join or lead a functional team.

Note that this document is not giving mandatory instructions of how a functional team is to do their tasks. It provides advisory guidelines to the team of how the preceding teams performed their roles.

2. Leadership

2.1 Mission:

The Leadership Team facilitates the work of the Function Teams within the PACE Class, striving to continue our shared spiritual journey, growing in faith, hope and love while reaching out to serve others, transforming the lives of all who are involved.

2.2 Conduct of Team

2.2.1 Provide Continuous Improvement of Class Processes

Capture and maintain the processes used in conducting the functions of the PACE Sunday school class. Assure each functional area contributes to the development and maintenance of these processes. Establish a means to maintain the processes in a revision controlled documented environment accessible to all class members.

To maintain these processes, periodic Leadership Team meetings are conducted to assure that the class is sustaining its programs and meeting the needs of its membership.

2.2.2 Provide Weekly Class Leader

Establish a primary class leader for each Sunday school class from those designated as members of the Leadership Team. This primary class leader will periodically be cycled to another member of the Leadership Team during the class year. Generally, the primary class leader will be rotated on a quarterly basis. In the event the primary leader cannot attend class on a Sunday, another member of the Leadership Team shall be designated as the Primary Leader for that week. It is the responsibility of the primary class leader to coordinate this substitution.

In general, the Sunday school agenda is administered by the primary class leader and is as follows:

- a. Call to Order (Primary Class Leader)
- b. Introduce Visitors, if any (Greeter Team)
- c. Opening Prayer (Primary Class Leader or delegate)
- d. Announcements (Primary Class Leader and delegates)
- e. Introduction of Program (by delegate of Programs Team)
- f. Program,
- g. Prayer Circle (Concerns, Celebrations, Closing Prayer from volunteers list)

2.2.3 Provide Visitor Welcome Package

The Leadership Team develops and maintains the current version of a Visitor Welcome Package. The purpose of the package is to familiarize the visitor (or new member) with the organization of the class, its activities, its focus, and provide opportunities for the person(s) to volunteer for one of the functional activities of the class so they may also become involved and contribute to the success

of the class. The package contains two pages of information, ready for distribution to the visitor or new member.

2.2.4 Support and Coordinate Other Functional Groups

The Leadership Team will aid each of the functional teams as required. To accomplish this purpose, it is suggested that each of the members of the Leadership team be aligned to support a functional team or teams. They will inform the functional teams that they will assist them, not typically in a leader role, but as a supporter. They will attend functional team meetings, and will attempt to coordinate resources and provide input to their activities.

2.2.5 Organize and Administer Closing Prayer List

Each Sunday school class is concluded with a prayer given by one of the PACE class members. The Leadership team will periodically circulate a signup sheet during class for volunteers. It is their responsibility to assure that this list is maintained and current. It is desirable to have volunteers for the next two to three months signed up to give the closing prayer. In the event the classmate assigned is absent, the leadership will coordinate a substitute the Sunday of the class meeting.

2.2.6 Support Treasury Functional Group (Provide at Least One Authorized Person)

It is recommended that at least one member of the Leadership team be authorized to monitor banking transactions for the PACE class. At least two members of the Treasury Functional Group will also monitor banking transactions for the class. Monthly statements of banking activities will be submitted to the Leadership team (see section 10).

2.2.7 Provide Primary Representative of the PACE Sunday school class for the church

The Adult Sunday School ministry for Christ United Methodist Church is the primary conduit of communications between the PACE class and the church. As established now, communications from the church are sent to the PACE Leadership Team. Conducting our business in this manner means that all of the Leadership Team are invited to meetings for the Adult Sunday School ministry leadership (all CUMC Adult Sunday school leaders). It is the obligation of the PACE Leadership Team to have at least one member in attendance to these meetings. If a single spokesperson is required in any of these circumstances, the current primary class leader will be the class delegate.

2.2.8 Monitor leaders@pacecumc.com

The leaders@pacecumc.com has been established as the primary computer based communication method for the PACE Leadership Team to communicate to and from its members. It is the obligation of the Leadership Team members to monitor this email site as often as possible, ideally daily. It is planned to minimize the email communication to the class to only those items that are deemed essential. It is understood that excessive emails from the class to the class members can become a nuisance and discourage members from reading PACE class emails.

2.2.9 Checking the Sunday School Mailbox

The church and other organizations frequently send correspondence to the PACE Sunday school class via the Sunday School mailbox. It is located at the west end of the south hall on the first floor

of the North Education Building. The primary class leader (or their delegate) should pick up and review this material at least weekly.

2.2.10 Administrative Secretarial Tasks

A designated member of the Leadership Team records the attendance of class members each Sunday. The information is recorded on a church provided form and delivered to the church office as instructed. In addition, a side record is developed from this information so that the class may monitor any changes in class attendance. The data of this side record is retained for an undetermined time period.

2.2.11 Addition or Removal of Member from PACE Class Roster

Addition of members is addressed by the Greeter Team and the description of this process is contained within their guidelines. In the event for some reason, a member is to be removed from the roster (by their choice, moving, or other reason), the Leadership Team will inform Christ United Methodist Adult Ministries. This is done by marking up the weekly attendance sheets that are passed to Adult Ministries. Currently, Barbara Wheat takes attendance and takes this action. She should be informed if someone's leaving the class has been communicated to the class or its class members. Both the Roster and Tech Teams should be informed of any changes in membership.

In the case of members that have not attended the class for some period of time, and are not responsive to inquiries regarding their continued interest in the PACE class, their name will be removed from the roster after approximately one year after their last attendance.

2.3 Succession Plan for Next Year

It is planned to begin planning for the new class leadership team in the summer before the beginning of the new class year in September. Generally, new volunteers will be encouraged to join the team, and willing current members are urged to continue their service.

3. Missions Team

3.1 Mission:

As part of our commitment to Jesus' teachings the PACE missions team solicits and coordinates mission work, volunteer opportunities or projects that help those in need of spiritual, financial, or physical support, throughout our class, church, community and world.

3.2 Conduct of Team:

3.2.1 General

The PACE class has a long history of providing funding and volunteer work for primarily church related projects that meets the needs of our community, our church, and those in need. Necessary funds are derived from our Sunday school treasury budget, and in special cases from a special offering verbally requested from Sunday school members. Mission leadership & staffing is fulfilled by volunteers from the PACE Sunday school class. Members are encouraged to utilize the following

link to the Missions section of the PACE SS Class website. There, viewers will find links to current mission opportunities, as well as and “hands on” mission activities of the class:

<https://pacecumc.com/Missions.htm>.

3.2.2 Preparation for New Class Year Projects

The Missions Team will obtain information about prior year’s mission activities and expenditures from prior Mission Committee chair(s) and Treasurer. The Missions Team will recommend to the Leadership Team and Treasurer the total expected budget for the class year based on historical data from the previous class year as well as new mission initiatives that CUMC pastors, CUMC staff, and/or PACE class members periodically bring to the attention of the Missions Team. This recommendation is for the total expected funding requirements and will be used as a guideline as the year progresses. Funding need not be assigned to specific projects at the beginning of the year. Total funding will be approved by class vote.

3.2.3 Initiating New Projects

The Mission Team will conduct Mission Team organizational meetings as required.

The Mission Team will recruit volunteer Project Team Leaders from the PACE class to investigate needs and opportunities for existing and new projects. Team Leaders will collect information as required from PACE class members and CUMC staff for potential mission projects.

3.2.4 Mission Project Planning

Each volunteer project leader will organize and develop a team plan, including staffing requirements and any required class funding that may be required. The project leader will determine if sufficient funding is expected to be available from the class treasury to fund the specific project, or if it needs to be funded by volunteer class supplemental offerings. Both the Newsletter and Tech Team should be informed of any upcoming Mission Projects.

3.2.5 Mission Project(s) Approval

The project or groups of projects will be presented to the class by the project leader(s). The project will require class approval by voice vote of the plan and its funding to proceed.

Additional project(s) may be submitted for class approval as the year progresses. These will repeat the tasks defined in steps 3.2.4 and 3.2.5 above.

3.2.6 Mission Team Facilitation and Mentoring

The Mission Team will facilitate and help coordinate the execution of each Mission Project. Mentoring will be provided if requested. This will include assisting in scheduling the project presentation with the PACE Leadership Team and notifying the treasurer to distribute any checks.

3.3 Succession Plan for Next Year:

New mission team leaders are selected every August from volunteers currently on the team or in the PACE class. At this time there are not changes in assigned individuals to do this task.

4. Programs

4.1 Mission:

Provide weekly Sunday school lessons and programs contributing to PACE members' and visitors' Christian, biblical, or spiritual growth.

4.2 Process

The committee chairperson will call a meeting periodically to prepare a prospective schedule of programs, typically six months in advance; in close consultation with the CUMC Director of Adult Ministry. Speakers may include class members or outside guests. The schedule and pertinent support materials are shared with the class leadership, the Director of Adult Ministry, the Technology Committee for posting on the class website, and the Bulletin Board Team.

A designated individual from the Programs committee is responsible to make arrangements with the speaker in advance to advise them of the class location and meeting time. It would be helpful to guest speakers not familiar with our class routine/agenda to let them know the sequence of class events and the approximate block of time they can expect to have available. The committee contact is also responsible for ensuring that any necessary audio/visual equipment required by the speaker is available in the classroom on the scheduled day. The committee contact may also introduce the speaker to the class.

If a scheduled speaker is unavailable for any reason, the assigned committee contact member is responsible for making arrangements for an alternate program.

The Programs Team, due to circumstances arising from the COVID pandemic, is now providing remote access to class members and visitors using Zoom. Remote access might be desirable or preferable due to these or any other reasons:

- travel
- illness (any, not just COVID)
- special program, like Watch Night
- need to isolate for social distancing or quarantine
- inability to get to the room (transport, accessibility, etc.)
- want to relax at home but still connect

4.3 Succession Plan for Next Year

Any PACE member is welcome to participate on the Programs Committee. Committee members are encouraged to serve more than one year to ensure continuity. At this time there are no changes in the committee membership.

5. Care Team

5.1 Mission:

Seeking to always be conscious of the life needs of the PACE Class membership, appropriately respond to members in times of sickness, death, hospitalization, and other times when members need a friendly Christian hand to ease their burdens.

5.2 Conduct of Team

5.2.1 Support for and Communication of Concerns and Joys

There are multiple ways the class learns the concerns and joys of our class members. Our class closes in a prayer circle and is given an opportunity to voice these to the other members. In other circumstances, the information is learned by personal communications between class members and sent to the Care Team.

When possible, the information for concerns is included in our weekly newsletter to the class thereby providing information for prayerful consideration by all of our class members that receive the email. The weekly PACE newsletter is written and sent by the PACE Weekly Newsletter Team. The Care Team or their designated representative sends the information that they have to the PACE Weekly Newsletter Team early (if possible) each week so the information can be included in the weekly newsletter. The team's address is (news@pacecumc.com). In general the Leadership Team will forward any relevant Care information that they receive to the Care Team for processing.

When individual concerns are emailed or otherwise communicated to the Leadership Team by the Care team or member with the concern, it should be determined if the person with the concern would like the item published in the weekly class email. In some cases, when the need is more urgent, the Leadership Team will communicate the information to the class via email.

5.2.2 Provide a Meal to the Ill or Recovering

The Care Team offers, if they wish, to bring a family meal to class members that are ill, or that are in the process of recovering. The Care Team coordinates for the individuals (Care Team or other class members) that will prepare and deliver the food. A designated Care Team member coordinates the delivery time with the class member's family.

5.2.3 Follow Up on Extended Situations and Absences

The Care Team, in conjunction with the Leadership Team and the Technology Team, monitors class attendance so that any extended absence of class members or other situations can be recognized. A designated Care Team member will contact class members that have not attended in some period of time, and give the individuals the opportunity to identify any problems (health, personal, other) that may have led to a change in their attendance patterns. If the individuals identify problems unknown to the church staff, or the classmates, a remedy may be identified. If the individuals wish to withdraw their membership in the class, the Leadership Team, Technology Team and the Roster Team should be contacted to fulfill this request.

5.2.4 Organize Snack Schedule for Sunday Mornings

Snacks are typically prepared for attending class members each Sunday. This is accomplished by volunteers signing up for each Sunday on a sheet that is circulated during a class meeting. The Care Team assures that this is coordinated typically two to three months in advance.

5.2.5 Care Team Cost Reimbursement

The Care team may ask the Treasurer for reimbursement accompanied with a receipt, as appropriate, for cards and/or stamps used in corresponding with class members in need of contact.

5.2.6 Memorials: Death in the Family

Honoring the passing of a class member's family, the PACE Care Team coordinates the class contributing a memorial gift in remembrance of the deceased. A \$50.00 memorial will be sent to a charity selected by the class member unless the class member requests a different type of contribution. Family, in this case, is defined as spouse, child, or parent.

5.3 Succession Plan for Next Year

The succession of chairman will be moving an experienced member into that position with the hopes of serving more than one term. This will be managed on a yearly basis.

6. Nursing Home Services

6.1 Mission:

Provide the opportunity for Christian worship to people that are incapable of attending services offered at a church and are confined to a care facility such as a nursing home.

6.2 Conduct of Team

Currently services are currently conducted at facilities as assigned by the CUMC Assisted Living Services team. Due to COVID issues, this activity is now under their direction. We await further directions though a class member is currently faithfully supporting this activity

6.3 Succession Plan for Next Year

At this time, there are not changes in assigned individuals to do this task.

7 Social

7.1 Mission:

Provide opportunities for class members and visitors to participate in various social activities to promote fellowship and build our faith community.

7.2 Process:

7.2.1 General

A chairperson(s) will plan and facilitate meetings of the Social Team as needed. Each social event shall be led by class member(s) who plan and coordinate a particular event. Any initiating of a social event should inform the Newsletter and Tech team of the beginning of the planning process.

Major events are planned and announced before each scheduled event's date. A signup sheet is circulated in class for individuals to indicate their plans to attend. If prior funding is required (tickets, other), the coordinator collects the funds and arranges for purchases. All events are paid for by the attendees and no class funds are required. Planners are to be mindful of costs involved so no interested individual is inadvertently excluded due to excessive expense.

7.2.2 Major Events

The Social Team will organize a minimum of three to four seasonal events each year which may include an Oktoberfest party, a Christmas party, a Spring party or other events as determined by the committee. The Social Team will help with other events that are organized and arranged throughout the year by an individual or group of class members that may include a ladies' brunch, sporting events, museum visits or lunches at a restaurant.

7.2.3 Men's Breakfast Group

A monthly Men's Breakfast Group is conducted the last Thursday of each month at 8:00 am at a local restaurant (selected on a rotating basis). This is an informal event, and unfortunately rarely easily accommodates class members that work. In the event of holidays, the schedule is adjusted. Each attendee purchases their own breakfast of their choice. 5th Sunday Socials

7.2.4 5th Sunday Socials

The PACE class has designated a "Social" Sunday on the fifth Sunday of any month that has five Sundays. For these Sundays there will be no lesson for the class, announcements will be made, and a closing prayer circle conducted. Each class member is asked to bring food or drink suitable for a "brunch" for the attendees. The purpose of this event is to give members another opportunity to get to know their classmates in a relaxed social setting

7.2.5 Dinner Groups

Each year, a number of dinner groups of couples and individuals are formed with 6 to 10 class members in each group. These individual groups have dinner together a number of times over the class year. These dinners are either at classmates' homes, with attendees bringing a portion of the dinner, or alternatively at local restaurants of the group's choosing.

To facilitate this program, a signup sheet is circulated within the class at the beginning of the class year asking people that are interested to sign up for the program.

The Social Team will compile a dinner group list. The results will be communicated to the class. To the extent possible, the listing will vary the mix of people in groups from year to year. Typically, the first person on the published list initiates the process of planning the first dinner together.

In the event a new couple or individual joins the class during the year, they will be given the opportunity to join one of the dinner groups. The Social Team will assign them to the Dinner Group trying to maintain the balance of people in each group.

The purpose of the Dinner Groups is to facilitate all of our class members getting to know one another and contribute to the family like environment of the class.

It is emphasized that in planning each get together, either eating out or eating in, the process should be shared by each group member over the year. Each member/couple should take a turn planning the get-together. The first name on the list is NOT the one who should do all the planning for that particular group.

7.2.6 Zero Sum Funding Transactions for Social Activity

All class social activities must financially be self-supporting without expenditure of class funds. The Treasurer in some cases will accept money collected and disperse for any social event, but it must be a zero-sum transaction for the event.

7.3 Succession Plan for Next Year

Committee members serve voluntarily for a minimum of one year. It is recommended that the chairperson be a member of the committee the previous year. At this time, there are not changes in assigned individuals to do this task.

8. Greeters

8.1 Mission:

Assure that visitors and members are provided a friendly Christian welcome to the weekly class meetings, are made familiar with the class organization and activities, and are included in the fellowship.

8.2 Process:

Vic and Linda Morin are Greeter leads and Frank and Barbara Durkin are our functional team leader “shadows”. Vic and Linda Morin will man the doors every Sunday that they are physically in town to do so and if they are unable to be there, they will first call on Frank and Barbara to man the door. We currently have 13 Greeters listed within this section.

In the bottom of the class storage cabinet on the left hand side, there is a PACE Greeter’s notebook that should have all of the forms and the materials one needs for new visitors/members. Inside the notebook (or nearby) one will find 2 small clipboards with pens attached, visitor information sheet, and temporary name tag .

When a visitor comes – greeters will put their name on a temporary name tag and take them with the clipboard to another member of the Greeter Team (greeter host) to have them fill in the form and introduce them around the class while the door greeter goes back to “man the door”. The greeter hosts should NEVER leave a visitor alone to sit in a chair without interacting with other class members! This is a key to radical hospitality. The greeter host is to offer them a snack and engage them in conversation with other class members.

The completed visitor information sheet has 2 parts – the white part goes to Kristin Steed’s mail drop at the bottom of the PACE stairway and the yellow copy is retained by the PACE class. The greeter host is to take the yellow copy home and write an email to the visitor thanking them for visiting the class (cc leaders@pacecumc.com and kristin@cumc.com). See Appendix A called “Thank You for Visiting PACE”. This is only a sample, so please write as appropriate for the situation.

Also add their name to the Visitor spreadsheet (see Appendix B) and replace current spreadsheet in notebook. Send Kristin Steed (kristinn@cumc.com) and leaders@pacecumc.com each visitor’s name, address, phone and email.

IF they decide to join, please circle “add to roster” on the visitor form and send them a Welcome To PACE email (Appendix C) and cc leaders@pacecumc.com, Kristin Steed, John Estill and Barb Wheat. Ask Russ Simmonds to take a photograph of the new members. Note, it has been our practice if a visitor agrees after attending class three times we declare them a member. If they state they wish to join earlier, that is also a welcome means to become a member of the class. Occasionally we have and permit visitors that wish to attend and not join the membership.

If they join PACE and later let you know they want to join a small dinner group – please send that request to Social Team (Carol Cain and Prissy Wisnewski) and they will assign them to a dinner group.

Thank you for helping us make everyone who walks through the PACE door so very welcome!!

The PACE Greeters for 2019-2020 are:

All Sundays: Vic and Linda Morin Marilyn Knetzger	972-415-1110 lindamorin75023@yahoo.com 214-924-6486 knetzgers@att.net
First Sundays: Jim & Chris Alexander	972-943-1694 chris.4321@.net
Second Sundays: Frank & Barbara Durkin	972-345-1924 bfdurkin@gmail.com
Third Sundays: Gary & Carol Wills	972-618-7372 carol.wills@verizon.com
Fourth Sundays: Russ & Brenda Simmonds	972-762-8731 brenda.simmonds88@gmail.com
Fifth Sundays and Backup: Vic and Linda Morin	972-415-1110 lindamorin75023@yahoo.com

8.3 Succession Plan for Next Year:

Vic and Linda Morin are honored to continue as the PACE huggers.

9. Technology Support

9.1 Mission:

Support communication within the class and to prospective visitors by using economically justified and appropriate technology.

9.2 Process:

The Technology Support team serves as the communications enabler for the PACE class. This includes the current and future activities/tasks outlined below.

Current Activities/Tasks

- Maintain PACE Website
- Provide description of PACE Organizational Team Structure with names of class members to contact for each function. Email links are provided as required.
- Activities of each functional area
- Sign-up lists for snacks, closing prayer and others
- Recipes for the cookbook submitted by class members. Periodically a cookbook is printed which is sold at cost to interested individuals
- Photos (with names) of class members and select class activities.

- Review the usage logs annually and inform the class of website usage

- Enable the website to be the primary distribution method for the weekly PACE newsletter.

- Coordinate the implementation of Zoom for remote interaction of live Sunday School and other Meetings.

- Provide technical support to any class members

Future Activities/Tasks

- Develop and implement electronic archives for important PACE documents and templates with revision control

9.3 Succession Plan for Next Year

At this time, there are not changes in assigned individuals to do this task. Team will work with new members of the team and see if changes in functions would benefit the Technology Support team and the class.

10. Treasury

10.1 Mission:

Provide fiduciary oversight of the PACE class Treasury function which include the collection and disbursement of class funds, and periodic reporting to the PACE class. Class funds should primarily be used for charitable purposes with emphasis on CUMC and Class projects.

10.2 Process:

The PACE Class Treasurer has a fiduciary responsibility to manage and report all PACE Class funds received and disbursed. The PACE Class Treasurer will maintain a separate personal bank account under the Treasurer's name solely for the purpose of controlling PACE funds (See Appendix D for an example). The Treasurer will manage disbursements to maintain a minimum \$300.00 balance per instructions from the Missions Team. Each disbursement should be made by check to establish a paper trail.

Maintain a PayPal account (See Appendix K for an example) for PACE Class member donations (cumcpace9@gmail.com). PayPal statements should be maintained on file.

Maintain a Gmail account for all PayPal communications (cumcpace9@gmail.com).

Record all transactions in an Excel Spreadsheet which records all PACE financial activity beginning on the first day of September and ending on the last day of August each year (See Appendix E for an example). This spreadsheet provides a record of all PACE receipts and disbursements and serves as the "PACE checkbook".

Collect all cash donations that are usually collected during Sunday class meetings. The PACE class Treasurer has the responsibility to notify the Treasury Team and the Leadership Team if unable to pick up the collection on a given Sunday. A member of the Treasury Team, or Leadership Team is then responsible for picking up the collection and forwarding to the Treasurer. Deposits are made periodically to the bank.

NOTE: PACE class funds are derived solely from member contributions. These contributions are not qualified as 501(c)(3) donations and are not tax deductible. Class members may donate cash, checks or by electronic funds transfer using PayPal.

Manage expenditures for the PACE class Missions Budget (See Appendix J for an example) developed each year by the Leadership and Mission Team, and approved by the class membership. Disbursements for major expenditures (nominally more than \$100) will continue to be authorized by a majority voice vote of the class. The Treasurer, when advised of an approved mission expenditure, prepares a cover letter (See Appendix F for an example) to accompany each charitable check delivered. A copy of the letter to be attached to the Monthly Bank Reconciliation report and copied to the Missions Team for their records.

Manage expenditures for Memorial gifts on behalf of class members as advised by the Care Committee. The Treasurer, when advised by the Care Committee, prepares a cover letter (See Appendix G for an example) to accompany each memorial gift check delivered. A copy of the letter to be attached to the Monthly Bank Reconciliation report and copied to the Care Team for their records.

Manage expenditures for approved office supplies, communications, printing, bulletin board materials, postage and fees for hosting the PACE website. Disbursements for major expenditures (nominally more than \$100) will continue to be authorized by a majority voice vote of the class. All special expenditures (not in the Mission Budget) are approved and funded by class members contributing to the specific special collection. All social activities expenditures are funded by class members attending the event.

Reconcile monthly bank statement and email report to Leadership (See Appendix H for an example) (cc: Missions Team)

Prepare annual PACE Class financial report (See Appendix I for an example). This report includes a five-year cash flow report and a detailed disbursement report reconciled to the final August bank statement.

Coordinate with Technology Team to keep DONATE information current on the PACECUMC.COM website

10.3 Succession Plan for Next Year

The Treasurer will select a team to support these responsibilities when absent. A team member will be selected in the event a successor is required

11. Bulletin Boards

11.1 Mission:

Periodically update the class bulletin boards providing visual communication of class activities, and pertinent information.

11.2 Process:

This team updates the class bulletin boards in an attractive manner, often consistent with the current season or holidays. It includes, but may not be limited to:

- Schedule of snacks, closing prayers, and scheduled programs

- Photographs of recent PACE activities

- Letters and thank you notes to the PACE class

- Pertinent information of interest to PACE class

Materials for this bulletin board may be funded by the class treasury if receipts are provided.

11.3 Succession Plan for Next Year:

At this time, there are not changes in assigned individuals to do this task.

12. Rosters

12.1 Mission:

Maintains the PACE MS Excel Address/Telephone Roster and periodically sends an electronic copy to class members.

12.2 Process:

This team updates and distributes the PACE Roster approximately four times a year. To accomplish this task, members who need to update their information (name, mailing address, telephone number, cellphone number, email address), send their changes to the Roster Team. In the event any class member wishes to have their name removed from the roster or discontinue their membership with the class, the team informs the Leadership Team so that the name(s) can also be withdrawn from the email mail contact list, the list of class members used in recording class attendance and the member photos on the website. Nametags will be discarded for these individuals. In some cases, other information is also provided by these periodic inquiries that should be shared with the Leadership Team so appropriate actions can be taken if necessary.

The information on new members is provided to the Roster Team by the Greeters. This information is then included in the next periodic issue of the PACE class roster.

Once a new periodic PACE class roster is prepared, the Roster team sends an electronic copy of the roster to the Leadership Team (leaders@pacecumc.com) so the designee may send all class members an electronic copy via email.

As noted on the rosters, printed and electronic rosters are not to be shared via the website, or with people that are not members of the class to protect the privacy of our members.

12.3 Succession Plan for Next Year

At this time, there are not changes in assigned individuals to do this task.

13. Name Tags

13.1 Mission:

Provide new and replacement personal nametags to class members.

13.2 Process:

Greeters provide names of individuals that have joined the class and request their nametags. The nametags are prepared on a Powerpoint template, printed, and inserted in a clip-on nametag sleeve and either presented to the Greeters, or placed in the nametag case in front of the classroom. A supply of new sleeves is maintained at the volunteer's home. In the event a nametag is lost, damaged, or otherwise needs replacement, the member asks the volunteer to prepare them a new one. In the event an individual is no longer a class member, the volunteer discards their nametag. One or two volunteers may be designated to do this task.

The PACE email contact list is kept synchronized with the class roster by the Technology Support Team and Roster Team .

13.3 Succession Plan for Next Year:

At this time, there are not changes in assigned individuals to do this task.

14. Weekly PACE Newsletter

14.1 Mission:

Write and distribute Weekly PACE Emails to the PACE class members and other present or past church members that request copies.

14.2 Process:

The weekly newsletter class email is sent to the PACE class members and other church personnel who have interest in PACE activities. It is distributed to those who have internet email services. The purpose of this newsletter email is to communicate class planned activities, concerns and joys of the class members, general information, and restating the items that class members have volunteered for (snacks, closing prayer, etc.). When possible, the newsletter email is sent before Thursday of each week.

The primary author of the Email is periodically cycled to various members of the PACE Weekly Newsletter-Team. The newsletter is sent from the class Email site, PACE Weekly Email Team at news@pacecumc.com

When posting concerns and joys for the PACE members, the weekly PACE-newsletter writer will use the weekly list sent to the class Weekly Email Team email address by the Care Committee designee. Occasionally, the PACE Newsletter writer may e-mail one-off items to the PACE Class during the week such as a correction or update from that week's newsletter already emailed or a special concern. The Cares Team will interact with the person with the Concern whether it is included in the Concerns List published in the next weekly newsletter.

14.3 Succession Plan for Next Year:

At this time, there are not changes in assigned individuals to do this task.

15. Annual Calendar:

The PACE annual calendar is synchronized with the promotion Sunday calendar of the church Sunday Schools. Approximately every September 1st, a new class year begins.

It has been the practice of the PACE class to schedule weekly Sunday school meetings for each Sunday except for Easter Sunday or years that Christmas or New Year's Day occurs on Sunday. A Sunday School Lesson is planned by the Programs Team with the following exception: On months that have a "5th Sunday, an alternative "Social Sunday" is observed. In these meetings, there is no lesson and participants bring in food and drink. The hour is used as an opportunity for the class to socialize and get to know one another better.

Appendix A

Thank You for Visiting PACE (Email Form Letter for First Time Visitors)

Dear _____,

Vic and I wanted to thank you for visiting the PACE Sunday School Class **today**. You will find that our class is a lively bunch that loves to serve the Lord through many missions and we all enjoy each other's company. We hope that you find a very warm welcome here.

Blessings,

Linda and Vic Morin

PACE Greeters

Here is a link to our PACE link <http://www.pacecumc.com/>

PACE Adult Sunday School Class

9:45 a.m., room N255D

Life stage:

Married and singles with grown children

Description:

We are an active and friendly class that is vitally involved in church and class mission projects and ministries with the goal of making a difference. Classes include Christian living topics, book studies and real-life subjects lead by educators, experts and class members who encourage open discussion. The class has frequent social gatherings that are well-attended. PACE openly welcomes new members.

Appendix B

Example of Visitor Spreadsheet

<u>name</u>	<u>Address</u>	<u>email</u>	<u>phone</u>	<u>Member?</u>	<u>Date</u>
Pam & Larry Taylor		measuret@verizon.net		n	
Don & Ann Sielert		dsielert@sbcglobal.net		y	
Pat & Sharon Rankin		psrankin@att.net		y	
Jeanie Marshall		jeanie5@sbcglobal.net		y	
Nora Natof	9425 Rolater Rd., Frisco 75035		972-731-8265	n	
Evie & Irwin Wechsler	10061 Bowling Green Dr.	irwinwechsler@sbcglobal.net	972-335-8113	n	
Ken & Dona Looney	7412 Brookview Dr., Frisco 75034	dona.Looney@sbcglobal.net	972-377-3266	y	
Teri Gumbel	5332 Blake Dr, Plano	teri_gumbel@yahoo.com	972-467-3465	n	
Ned & Sally LaRowe	2213 Chula Vista Dr.	nedlarowe@verizon.net	972-491-5494	Y	2/19/12
Christia Cooke	3013 Saddlehead Dr.	christiacooke@aol.com	214-558-8514	n	2/19/12
Mary Jane Bartz	2524 Prestonwood Dr.	mj.2@verizon.net	972-862-2686	n	2/26/12

Excel Spreadsheet continues as required

Appendix C

Welcome to PACE (Email Form Letter for New Members)

Dear [redacted], We would like to WELCOME you to the PACE Sunday School Class!

Our class has set up what we call Small Dinner Groups and if you are interested please let me know and I will see that our Social Committee Chair gets you in a small group. This entails groups of 8-10 PACE members who get together throughout the year to go out to eat together and fellowship to get to know each other in a smaller group setting. Since the class is so big, we find that this is a good way to get to know the newer members better and we change the groups yearly so we are always getting to know different people better. Let me know if you are interested and I will get you added to a group.

John Perrine – can you please add [redacted] to our PACE roster:

Name
Address
Email
Phone #

John Estill- can you please make a PACE name badge for [redacted] for next Sunday?

Technology Team Webmaster- can you schedule a photograph session for the new members?

Again, [redacted] we are so happy that you have decided to join our lively PACE group – we all look forward to getting to know you. We will have your name badge for you next Sunday.

Grace and Peace,
Linda and Vic Morin
PACE Greeters

Here is our PACE link <http://www.pacecumc.com/> so you can get to know the names and faces of the class.

Appendix D

PACE Banking Activity (Example)



USAA Federal Savings Bank
10750 McDermott Freeway
San Antonio, TX 78288-0544

USAA CASHBACK REWARDS CHECKING

for Account Number: 0236935402
Statement Period: 09/29/2021 to 10/27/2021

ROY CRUTCHFIELD
ANNE CRUTCHFIELD
PACE CLASS
7009 ROYAL GLEN TRL
MCKINNEY TX 75072

Activity Summary

Beginning Balance	\$1,355.29
10 Deposits/Credits	\$856.00
8 Withdrawals/Debits	\$873.88
Service Charges and ATM Service Fee	\$0.00
Ending Balance	\$1,337.41

Fees	Total For This Period	Total Year-to-Date
Total Overdraft (OD) Fees	N/A	N/A
Total Non-Sufficient Funds (NSF) Fees	\$0.00	\$0.00

Note: Fee reversals/refunds will not be reflected in this table. They will be listed in the transaction section below.

Note: Transactions occurring on the first day and last day of the statement cycle are included in this statement.

Transactions

Date	Description	Debits	Credits	Balance
09/29	Beginning Balance			\$1,355.29
09/29	DEPOSIT@MOBILE		\$40.00	\$1,395.29
09/29	DEPOSIT@MOBILE		\$246.00	\$1,641.29
10/04	DEPOSIT@MOBILE		\$25.00	\$1,666.29
10/04	DEPOSIT@MOBILE		\$200.00	\$1,866.29

USAA CASHBACK REWARDS CHECKING

for Account Number: 0236935402

Statement Period: 09/29/2021 to 10/27/2021

Transactions (continued)

Date	Description	Debits	Credits	Balance
10/05	ACH DEP 100521 PAYPAL TRANSFER *****0648		\$25.00	\$1,891.29
10/05	ACH WITHDRAWAL 100521 JPMorgan Chase Ext Trnsfr *****6398	\$70.00		\$1,821.29
10/05	CHECK # 995006	\$28.27		\$1,793.02
10/07	ACH DEP 100721 JPMorgan Chase Ext Trnsfr *****0678		\$140.00	\$1,933.02
10/07	CHECK # 995005	\$122.40		\$1,810.62
10/12	DEPOSIT@MOBILE		\$20.00	\$1,830.62
10/13	ACH DEP 101321 PAYPAL TRANSFER *****0950		\$20.00	\$1,850.62
10/13	ACH DEP 101321 PAYPAL TRANSFER *****7865		\$40.00	\$1,890.62
10/19	CHECK #	\$15.98		\$1,874.64
10/20	CHECK #	\$24.96		\$1,849.68
10/21	CHECK #	\$400.00		\$1,449.68
10/22	CHECK #	\$200.00		\$1,249.68
10/25	CHECK #	\$12.27		\$1,237.41
10/26	ACH DEP 102621 PAYPAL TRANSFER *****8462		\$100.00	\$1,337.41
10/27	Ending Balance			\$1,337.41

Interest Paid Information

Your interest paid was calculated using your daily balance for 0 days for an annual percentage yield earned of 0.00%.

Appendix E

PACE Financial Activities (Excel Spreadsheet)

September 2021-November 2021 Activities Sheet as an Example

Date	Activity	Check No	Description	Amount	Credit	Debit	Balance
9/1/2021	Balance Forward Previous Year		New Year Beginning Balance				\$ 1,335.29
9/24/2021	DEPOSIT@MOBILE		Member Contribution	\$ 20.00	\$ 20.00		\$ 1,355.29
9/24/2021	Bank Draft-Susan Griffith-Sanwich Blessings	995005	Mission Budget	\$ 122.40		\$ 122.40	\$ 1,232.89
9/24/2021	Bank Draft-VOLT-Sanwich Blessings	995006	Mission Budget	\$ 28.27		\$ 28.27	\$ 1,204.62
9/29/2021	DEPOSIT@MOBILE		Member Contribution	\$ 40.00	\$ 40.00		\$ 1,244.62
9/29/2021	DEPOSIT@MOBILE		Class Collections 9/5-9/26 Ck#247	\$ 246.00	\$ 246.00		\$ 1,490.62
10/3/2021	DEPOSIT@MOBILE		Member Contribution		\$ 200.00		\$ 1,690.62
10/3/2021	DEPOSIT@MOBILE		Member Contribution		\$ 25.00		\$ 1,715.62
10/4/2021	Bank Draft to Nelson Cain	995007	ZOOM October Subscription Fee	\$ 15.98		\$ 15.98	\$ 1,699.64
10/4/2021	Deposit from Chase		Class Collection 10/3	\$ 70.00	\$ 70.00		\$ 1,769.64
10/4/2021	Transfer from PayPal		Member Contribution	\$ 25.00	\$ 25.00		\$ 1,794.64
10/10/2021	DEPOSIT@MOBILE		Member Contribution	\$ 20.00	\$ 20.00		\$ 1,814.64
10/13/2021	Transfer from PayPal		Class Collection 10/10	\$ 40.00	\$ 40.00		\$ 1,854.64
10/13/2021	Transfer from PayPal		Member Contribution	\$ 20.00	\$ 20.00		\$ 1,874.64
10/17/2021	Bank Draft to David Johnson-Sandwich Blessings	995008	Mission Budget	\$ 12.27		\$ 12.27	\$ 1,862.37
10/17/2021	Bank Draft to England-Sandwich Blessings	995011	Mission Budget	\$ 88.41		\$ 88.41	\$ 1,773.96
10/17/2021	Bank Draft to Hartman-Sandwich Blessings	995009	Mission Budget	\$ 33.66		\$ 33.66	\$ 1,740.30
10/17/2021	Bank Draft to Morin-Sandwich Blessings	995010	Mission Budget	\$ 24.96		\$ 24.96	\$ 1,715.34
10/18/2021	Ck Paid to North Texas Food Bank	1030	Mission Budget	\$ 400.00		\$ 400.00	\$ 1,315.34
10/18/2021	Ck Paid to Samaritan Inn	1031	Mission Budget	\$ 200.00		\$ 200.00	\$ 1,115.34
10/25/2021	Transfer from PayPal		Member Contribution	\$ 100.00	\$ 100.00		\$ 1,215.34
10/29/2021	Deposit Check #1210		Class collection 10/24	\$ 67.00	\$ 67.00		\$ 1,282.34
10/29/2021	Bank Draft to Nelson Cain	995012	ZOOM November Subscription Fee	\$ 15.98		\$ 15.98	\$ 1,266.36
11/3/2021	Transfer from PayPal		Member Contribution	\$ 25.00	\$ 25.00		\$ 1,291.36
11/3/2021	Transfer from PayPal		Class collection 10/31	\$ 78.00	\$ 78.00		\$ 1,369.36
11/7/2021	Transfer from PayPal		Class collection 11/07	\$ 35.00	\$ 35.00		\$ 1,404.36
							\$ 1,404.36
				Req. Bal	Dep.	Disb.	Proof
	Balance Proof			\$ 1,335.29	\$ 1,011.00	\$ 941.93	\$ 1,404.36

Appendix F
PACE Transmittal Letter to Recipient of Donation
2-15-2020 (Example)



APPENDIX F

Christ United Methodist Church
PACE Sunday School Class
3101 Coit Road
Plano, Tx 75075

February 15, 2020

North Texas Food Bank
Attn: Melissa Payton
3677 Mapleshade Lane
Plano, TX 75075

Dear Ms. Payton,

Please accept the enclosed check #1018 for \$200.00 as a donation to the North Texas Food Bank from the PACE Sunday School Class at Christ United Methodist Church. We are pleased to support your organization's efforts, in this time of critical need, to close the hunger gap in our community by providing access to nutritious food.

Sincerely,

Roy Crutchfield
Class Treasurer

Encl.

Appendix G

PACE Tribute Letter to Recipient of Memorial Gift 2021 (Example)

APPENDIX G

Christ United Methodist Church
PACE Sunday School Class
3101 Coit Road
Plano, Tx 75075



March 30, 2021

CurePSP
1216 Broadway, 2nd floor
New York, NY. 10001

Dear Sir/Madam,

Please accept the enclosed tribute gift (check #1022 in the amount of \$50.00) in memory of Charlie Morina, who died peacefully on April 1st, 2021.

The PACE class would appreciate acknowledgment of this memorial gift to class member Debbie Morina and family at the following address:

Debbie Morina
3508 Silas Ct
Plano, TX 75093

Sincerely,

Roy Crutchfield
Class Treasurer

Encl.

Appendix H

PACE Class Bank Reconciliation Report to Attached Statement

2021

Roy Crutchfield <roycrutch@gmail.com>
to CUMC, Mary, Durkin, Jim

Wed, Nov 3, 5:49 PM

Please find below the PACE Class USAA Bank reconciliation report to attached statement:


Activity below since the previous report.		
9/29/2021 Beginning Balance		\$1,355.29
Add: Collections:		
ACH/ PayPal Deposits	\$ 185.00	
Mobile Check Deposits	<u>671.00</u>	
Total Collections		\$ 856.00
Less: Withdrawals:		
Withdrawal error-redeposited	\$ 70.00	
Cx#995005 - Sandwich Blessings	122.40	
Cx#995006 - Sandwich Blessings	28.27	
Cx#995007 - Zoom	15.98	
Cx#995008 - Sandwich Blessings	12.27	
Cx#995010 - Sandwich Blessings	24.96	
Cx#995011 - Cancelled -Lost		
Cx#1030 - North Texas Food Bank	400.00	
Cx#1031 - Samaritan Inn	<u>200.00</u>	
Total Withdrawals		(873.88)
Balance Per Statement at 10/27/2021		\$ 1,337.41

Appendix I

Example of PACE Financial Report

PACE CLASS
Five Year Cash Flow Report
For Period Ended 8/31/2021

	<u>YE 9/30/17</u>	<u>YE 9/30/18</u>	<u>YE 8/31/19</u>	<u>YE 8/31/20</u>	<u>YE 8/31/21</u>
RECEIPTS					
Weekly collections	2,601.63	2,672.10	3,121.00	5,036.67	4,843.00
Administration-Close Prosperity Bank Account					1,303.60
Spring party receipts	1,410.00	1,421.00			
Special Collection receipts		1,411.00			
Total Receipts	4,011.63	5,504.10	3,121.00	5,036.67	6,146.60
DISBURSEMENTS					
Missions	3,412.63	2,504.58	3,000.00	4,492.36	4,104.55
Administration-Open USAA Bank Account					1,303.60
Administration-Pass Through Payment					150.00
Class expenses	154.80	-	258.40	201.41	191.76
Memorial gifts	100.00	100.00		275.00	250.00
HOTC		415.00			
Southernland Hills Church		1,000.00			
Spring party disbursement	1,410.00	1,421.00			
Total Disbursements	5,077.43	5,440.58	3,358.40	4,968.77	5,999.91
RECONCILIATION					
Beginning Balance	2,360.38	1,294.58	1,358.10	1,120.70	1,188.60
Receipts	4,011.63	5,504.10	3,121.00	5,036.67	6,146.60
Disbursements	5,077.43	5,440.58	3,358.40	4,968.77	5,999.91
Ending Balance	1,294.58	1,358.10	1,120.70	1,188.60	1,335.29
Average Attendance	44	52	51	52	50


 Roy Crayfield
 PACE Treasurer

Mary Dell Green
 Frank Durkin

**PACE CLASS
Annual Disbursement Detail Report
For 12 Month Period Ended 8/31/2021**

Date	Payee	Ck. #	Commitment	Paid
11/4/2020	Paid-Griffith-Sandwich Blessings	1010	\$ 345.12	\$ 99.67
10/28/2020	Paid to Samaritan Inn	1004	\$ 200.00	\$ 200.00
10/28/2020	Paid to North Texas Food Bank	1005	\$ 200.00	\$ 200.00
10/28/2020	Paid to Minnie's Food Pantry	1006	\$ 200.00	\$ 200.00
10/28/2020	Paid to Frisco Family Service Center	1007	\$ 200.00	\$ 200.00
10/28/2020	Paid to Assistance Center Collin County	1008	\$ 200.00	\$ 200.00
12/15/2020	Paid to North Texas Food Bank	1011	\$ 700.00	\$ 700.00
2/15/2021	Paid to Jim Alexander-ACC Hard Drives	1017	\$ 129.88	\$ 129.88
2/15/2021	Paid to North Texas Food Bank	1018	\$ 200.00	\$ 200.00
2/18/2021	Paid to Salvation Army Plano	1019	\$ 200.00	\$ 200.00
4/19/2021	Paid to Adele England	1020	\$ 200.00	\$ 200.00
5/12/2021	Paid to CIJMC for APPA	1024	\$ 400.00	\$ 400.00
6/15/2021	SEND HOPE	1027	\$ 175.00	\$ 175.00
8/9/2021	SEND HOPE	1029	\$ 250.00	\$ 250.00
			\$ -	\$ -
		TOTAL	\$ 4,350.00	\$ 4,104.55

Date	Payee	Ck. #	Expense	Paid
9/28/2020	USAA Bank		\$ 1,303.60	\$ 1,303.60
5/12/2021	Paid to Global Ministries	Cashier Ck 1027	\$ 150.00	\$ 150.00
10/1/2020	Paid to Nelson Cain	1002	\$ 15.98	\$ 15.98
10/28/2020	Paid to Nelson Cain	1003	\$ 15.98	\$ 15.98
12/19/2020	Paid to Nelson Cain	1012	\$ 15.98	\$ 15.98
12/21/2020	Paid to Nelson Cain	1013	\$ 15.98	\$ 15.98
2/1/2021	Paid to Nelson Cain	1015	\$ 15.98	\$ 15.98
2/25/2021	Paid to Nelson Cain	1021	\$ 15.98	\$ 15.98
4/5/2021	Paid to Nelson Cain	1023	\$ 15.98	\$ 15.98
5/28/2021	Paid to Nelson Cain	1025	\$ 15.98	\$ 15.98
6/29/2021	Bank Draft to Nelson Cain	995001	\$ 15.98	\$ 15.98
7/30/2021	Bank Draft to Nelson Cain	995002	\$ 15.98	\$ 15.98
8/23/2021	Bank Draft to Nelson Cain	995003	\$ 15.98	\$ 15.98
		995004	\$ 15.98	\$ 15.98
		TOTAL	\$ 1,645.36	\$ 1,645.36

Date	Payee	Ck. #	Allowed	Paid
10/1/2020	Pd. To Crossroads Baptist Church		\$ 50.00	\$ 50.00
1/18/2021	Pd. To Crossroads Baptist Church	1014	\$ 50.00	\$ 50.00
2/8/2021	Paid to North Texas Food Bank	1016	\$ 50.00	\$ 50.00
3/1/2021	Paid to Sullivan Community Education	1022	\$ 50.00	\$ 50.00
4/30/2021	Paid to CurePSP	1026	\$ 50.00	\$ 50.00
		TOTAL	\$ 250.00	\$ 250.00
		Grand Total	\$ 5,999.91	\$ 5,999.91

Appendix J

Example of PACE Mission Budget

/PACE Missions Budget 2020– 2021 7/18/2021 rev cb

08/31/2020			\$1320.70
6/28/2021		\$300 for petty cash + \$188.80 surplus	
PACE Missions Budget (2014-2015)			\$2000
PACE Missions Budget (2015-2016)			\$2500
PACE Missions Budget (2016-2017)			\$3500
PACE Missions Budget (2017-2018)			\$4000
PACE Missions Budget (2018-2019)			\$3000
PACE Missions Budget (2019-2020)			\$4100
Budget 2019-2020		Budget 2020-2021	
Sandwich Blessings (Class approved 6/9/2019 & increased on 1/12/2020 & 7/18/21)	\$200 for calendar year 2020 \$80.39 paid 12/2/19 & \$73.98 paid 4/17/2020	Sandwich Blessings	\$245.45** \$99.67 paid
Samaritan Inn	\$400	Samaritan Inn	\$200 paid
APPA	\$400	North Texas Food Bank -1	\$200 paid
Emily's Place	\$400	Mimi's Food Bank	\$200 paid
VOLT	\$200	Frisco Family Services Food Bank	\$200 paid
Project Next Generation (SOS)	\$200	Assistance Center Collin County	\$200 paid
Journey of Hope	\$182	North Texas Food Bank -2	\$700 paid
Paraguay Methodist Daycare	\$200	ACCC Hard Drives (2)	\$129.88 paid
Manville Missionary Need	\$200 +\$231*	North Texas Food Bank-3	\$200 paid
Volt Spaghetti Bags	\$25	Salvation Army POWS	\$200 paid
UMCOR Health Kits	\$200	Network of Community Ministries	\$200 paid
Emily's Place 2	\$375	APPA	\$400 paid
Samaritan Inn 2	\$375	Congo Sewing Machines	\$175 paid
North Texas Food Bank	\$400	Send Hope Mission	\$750 paid
Assistance Center Collin County	\$200		
Unallocated for class year	\$143	Unallocated for class year	\$0
Budget	\$4100	Budget	\$4100

*Indicates Offering from Individuals for this charity

**Indicates this annual contribution has been permanently approved for the PACE budget

2019-2020 PACE Missions Contributions and Work Outside Budget

Kairos Cookie Bake
Wyndham Court Bi-Monthly Nursing Home Services

Church Missions with PACE Member Participation


Plano Helpers (Custer Road UMC)	Men's Service Group (MSG)
Emily's Place	Care Corps

Appendix K

Example of PACE PayPal Activities

ACCOUNT STATEMENTS
CLASS, PACE

Statement Period	PayPal Account ID
Oct 1, 2021 - Oct 31, 2021	cumcpac9@gmail.com



This document contains a view of all PayPal account activity

PAYPAL ACCOUNT

You have money waiting: USD 103.00. Log in to accept it

ACCOUNT ACTIVITY

DATE	DESCRIPTION	CURRENCY	AMOUNT	FEES	TOTAL*
10/03/2021	Mobile Payment: Nelson Cain ID: 3CX94718TM820842P	USD	25.00	0.00	25.00
10/04/2021	Withdraw Funds to Bank Account USAA FEDERAL SAVINGS BANK - Checking x-5402 ID: 6K3964551N3020223	USD	-25.00	0.00	-25.00
10/04/2021	General Payment: John Estill ID: 6GN41654793819116	USD	20.00	0.00	20.00
10/11/2021	General Payment: Barbara Durkin ID: 5N2528946L1766220	USD	40.00	0.00	40.00
10/12/2021	Withdraw Funds to Bank Account USAA FEDERAL SAVINGS BANK - Checking x-3402 ID: 6L420125FA8719628	USD	-20.00	0.00	-20.00
10/12/2021	Withdraw Funds to Bank Account USAA FEDERAL SAVINGS BANK - Checking x-3402 ID: 3S3514742A7952040	USD	-40.00	0.00	-40.00
10/18/2021	General Payment: Russell Simmonds ID: 2CX41896X7848081F	USD	100.00	0.00	100.00
10/25/2021	Withdraw Funds to Bank Account USAA FEDERAL SAVINGS BANK - Checking x-5402 ID: 5Y7240700R048972V	USD	-100.00	0.00	-100.00
10/31/2021	Mobile Payment: Nelson Cain ID: 5WW40831FWD26864S	USD	25.00	0.00	25.00
10/31/2021	General Payment: John Estill ID: 8KY02740C0756925S	USD	78.00	0.00	78.00

*For each transaction in your Account Activity, the Total equals the amount sent or received, plus or minus any Fees.

In case of errors or questions about your electronic transfers,

[Items 1](#)

ACCOUNT STATEMENTS

CLASS, PACE

Statement Period **PayPal Account ID**

Oct 1, 2021 - Oct 31, 2021 cumcpace9@gmail.com



PAYPAL ACCOUNT

- Telephone us at 402-938-3614;
- Write the PayPal Error Resolution Department at P.O. Box 45950, Omaha, NE 68145-0950; or
- Write to us through the [Contact Us](#) page.

Contact us as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and username or phone number.
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

RECORD OF REVISIONS

Version	Date	Paragraph	Description
1.1	3/12/2015	2.2.3	Add: When posting concerns for the PACE members, the writer will use the weekly list sent to the class email by the Care Committee designee. When individual concerns are emailed, if the email is from the member with the concern, then the writer can ask if he/she would like the item published in the weekly class email. Otherwise, the writer can ask the sender to confirm that it is permissible to publish the item.
1.1	3/12/2015	5.2.1	Add: When posting concerns for the PACE members, the weekly PACE email writer will use the weekly list sent to the class email by the Care Committee designee. When individual concerns are emailed, if the email is from the member with the concern, then the writer can ask if he/she would like the item published in the weekly class email. Otherwise, the writer can ask the sender to confirm that it is permissible to publish the item.
1.1	3/12/2015	5.2.7	Add: In the case of members that have not attended the class for some period of time, and are not responsive to inquiries regarding their continued interest in the PACE class, their name will be removed from the roster after approximately one year after their last attendance.
2.0	11/15/2015	1	Date Correction "2015"
2.0	11/15/2015	2.2.1	Add "documented"
2.0	11/15/2015	2.2.3	Add "will"
2.0	11/15/2015	2.2.6	Add: "In event the classmate assigned is absent the leadership will coordinate substitute the day of the class meeting."
2.0	11/15/2015	2.2.9	Reworded
2.0	11/15/2015	2.2.11	Add administrative secretarial tasks.
2.0	11/15/2015	2.2.12	Add para previously performed by the "Care Team"
2.0	1/14/2016	3.0 thru 3.3	Reworded to modify process
2.0	12/13/2015	6.2	Modify number of participants and PACE members. Modify times of the event.

2.0	11/15/2015	7.2.1	Rewritten to simplify and remove specific details or previous events.
2.0	11/15/2015	9.2	Rewritten to reflect current status and primary tasks.
2.0	11/15/2015	10.3	Modify to implement general annual class budget with incremental class approvals of major expenditures (nominally \$100 or more)
2.0	11/15/2015	Appendix D	Replace example letter to the bank.
2.0	1/14/2016	5.2.6	State guidelines with nominal stated amount for memorial gifts
3.0	1/4/2017	2.2.3	Clarify Wording
3.0	1/4/2017	2.2.4	Change word "of" to "so"
3.0	1/4/2017	2.2.9	Add "from its members"
3.0	1/4/2017	2.3	Reword to clarify
3.0	1/4/2017	3.2.2	Add last sentence
3.0	1/4/2017	4.1	Add word "knowledge"
3.0	1/4/2017	4.3	Reword last sentence
3.0	1/4/2017	5.2.1	Clarify 3 rd paragraph wording
3.0	1/4/2017	5.2.2	Clarify wording of last sentence
3.0	1/4/2017	6.1	Clarify wording
3.0	1/4/2017	6.2	Delete "up" and change 'setup" to "set up"
3.0	1/4/2017	7.2.5	Change "classmate's to "classmates"
3.0	1/4/2017	7.2.6	Rewording for clarity
3.0	1/4/2017	8.2	Paragraph 5, update distribution
3.0	1/4/2017	10.2	Paragraph 2, add "Texas"
3.0	1/4/2017	10.4	Change to '2015-2017"
3.0	1/4/2017	13.2	Add second paragraph of gmail management
3.0	1/4/2017	14	2 nd paragraph add "or years that Christmas occurs on Sunday"
4.0	1/16/2018	2.2.2	Insert addition b. "Introduce Visitors, if any. (Greeter Team)
4.0	1/16/2018	2.2.5	Page 6 Add "it is suggested" Add "not typically"
4.0	1/16/2018	2.2.6	Last sentence: change wording to "will coordinate a substitute the Sunday of the class meeting."
4.0	1/16/2018	2.2.11	Last sentence, change "period of time" to "time period"
4.0	1/16/2018	3.2.1	Add word "verbally"
4.0	1/16/2018	6.2	Change wording to "does one service on a two month cycle."
4.0	1/16/2018	8.2	Paragraph 6: Rewrite of text Table: Reformat and enter current volunteers
4.0	1/16/2018	10.2	Rewrite of paragraph 2 and paragraph 5
5.0	10/21/2019	1	Add Weekly PACE Emails title, and refer to "Teams" rather than "groups" or "areas"
5.0	10/21/2019	2.2.2	Delete portion discussing weekly class email and move to new section 14

5.0	10/21/2019	2.2.7	Change number of Leadership Team contacted by church from "11" to "a few"
5.0	10/21/2019	2.2.8	Add last two sentences to section discussing minimizing emails
5.0	10/21/2019	5.2.1	2 nd paragraph change text to add PACE Weekly Email Team
5.0	10/21/2019	5.2.1	3 rd paragraph add exceptional case when Leadership Team when urgent messages may be sent by Leadership Team.
5.0	10/21/2019	6.2	Change "Brookdale" to the "Wyndham Court", and "Horizon Bay" to "Brookdale"
5.0	10/21/2019	7.2.1	Change "committee members" to "class member(s)"
5.0	12/7/2019	7.2.2	Complete rewrite of paragraph emphasizing three to four events each year <i>(This is to address the increased number of class members and difficulty in conducting these events).</i>
5.0	10/21/2019	8.2	Change "Cathy Sweeney's" to "Jill Sims's"
5.0	10/21/2019	8.2	Change " cathy@cumc.com " to " jill@cumc.com " in two places
5.0	10/21/2019	8.2	Change "the Technology Team" to "Russ Simmonds to take a"
5.0	10/21/2019	8.2	Update names for Social Team
5.0	10/21/2019	8.2	Update assignments for PACE Greeters
5.0	10/21/2019	14	Add section for Weekly PACE Email
5.1	4/16/2020	10.2	First sentence, add word "mainly".
5.1	4/16/2020	10.2	Add second sentence "Provisions for contributions....."
5.1	4/16/2020	10.2	Second paragraph, second sentence, add description of details of structure of PACE banking account within the bank account for Christ United Methodist Church. (as it has been since the original PACE banking account was established).
5.1	4/16/2020	10.2	First sentence, add word "mainly".
5.1	4/16/2020	10.2	Add second sentence "Provisions for contributions....."
5.1	4/16/2020	10.2	Second paragraph, second sentence, add description of details of structure of PACE banking account within the bank account for Christ United Methodist Church. (as it has been since the original PACE banking account was established).
5.1	4/16/2020	10.2	Add fourth paragraph explaining periodic reports of bank account and PayPal by the Treasury Team.
6.0	1/10/2022	2.2.2	Add generally class leader change on quarterly basis
6.0	1/10/2022	2.2.6	Add monthly statements submitted to Leadership Team
6.0	1/10/2022	2.2.8	Change to new email address: leaders@pacecumc.com
6.0	1/10/2022	2.2.11	Add: Both the Roster and Tech Teams should be informed
6.0	1/10/2022	3.2.1	Add: Directions to https://pacecumc.com/Missions.htm .
6.0	1/10/2022	3.2.2	Add additional referrals of Mission Opportunities for PACE
6.0	1/10/2022	4.2	Add reference to new Zoom capabilities and benefits
6.0	1/10/2022	5.2.1	Add routing information to (news@pacecumc.com) for Care team and newsletter

6.0	1/10/2022	6.2	Due to COVID issues, this activity is now under the direction of the church. We await further directions though a class member is faithfully supporting this activity
6.0	1/10/2022	7.2.1	Initiation of planning of social activity should inform the Newsletter and Tech team
6.0	1/10/2022	8.2.	Delete referral to PACE Information Pamphlet
6.0	1/10/2022	8.2	Update email addresses for church staff members
6.0	1/10/2022	8.2	Update email address for leaders@pacecumc.com
6.0	1/10/2022	8.2	Update internal volunteers for various tasks.
6.0	1/10/2022	9.2	Add Zoom capabilities
6.0	1/10/2022	10	The Church changed the bank that was previously used, and this necessitated the manner that PACE conducted its banking without involvement of additional church departments. This section was revised to reflect the methods to be used and incorporate the "Guidelines for Disbursing Funds of PACE Class" first approved by the class on 12/13/2015.
6.0	1/10/2022	12.2	Implement method for members to change their roster information by directly contacting the person managing the roster content.
6.0	1/10/2022	13.2	Add refined synchronization between roster and email data.
6.0	1/10/2022	14.2	Refine weekly newsletter process.