

## **HOW TO HAVE A SUCCESSFUL CHARGE CONFERENCE**

### **FALL 2021**

The following agenda is how I would like for us to proceed. It is anticipated that if all goes smoothly the business portion of each conference can be conducted in 30-45 minutes and no more than an hour.

#### **PRELIMINARY PREPARATIONS:**

1. Please be clear that this is a Charge Conference where only elected Administrative/Church Council officers have vote. If you/your church would prefer a Church Conference where all present professing members have voice and vote you must notify the District Office ahead of time. As you are publicizing/notifying your church of your Conference make sure you are using the accurate terminology.
2. You are responsible for sharing the Charge Conference Meeting information provided by the District Office with the appropriate members so they can attend the meeting
  - For a Charge Conference **ONLY** with the Administrative/Church Council members.
  - For a Church Conference with everyone that is interested in being involved in the Church Conference.
3. The Official Attendance Record will be taken via a sign in sheet at your meeting and inserted in the Charge Conference file.
4. Please let the District Superintendent know early if there are any 'surprises', difficulties, sources of potential conflict, or other items/issues of special interest/concern you anticipate in your Conference.
5. Recruit a designated Recording Secretary **BEFORE** the meeting and ensure they will attend the meeting.
6. Please make sure that your Local Church Budget, Ministerial Compensation Report, Reimbursement Policy, Housing Allowance/Exclusion Resolution, Local Church Leadership Roster, Equitable Salary Request and Appointee and/or Dependent Health Insurance Supplement (these are all the reports listed in red on the 'Guidelines for Charge Conference Reports' on the Conference Website) are in the District Office **at least two weeks before your conference**. This will permit the office staff to review them prior to your meeting.
7. Please make sure to share digital/printed copies of the agenda and reports that are going to be voted on (the Lay Leadership Report, the 2022 Budget etc.) with all that will attend your conference.
8. Make sure that all signatures (yours and the required lay leadership) are on all reports then submit all Charge Conference paperwork (as detailed on the 'Guidelines for Charge Conference Reports') to the District Office no later than two weeks after your Conference has been conducted.

## **THE CHARGE CONFERENCE AGENDA**

Gathering should begin a few minutes before the start time.

- 1. WORDS OF WELCOME, OPENING PRAYER and INTRODUCTION of the District Superintendent (Church Pastor) – 4 minutes**
- 2. CALL TO ORDER (District Superintendent) – 1 minutes**
- 3. RECOGNITION OF THE RECORDING SECRETARY (District Superintendent) – 1 minute**  
The written minutes by the secretary must be submitted to the District Office within two weeks after the Charge Conference.
- 4. FINANCE REPORT (Finance Committee Chair and Staff Parish Relations Chair)- 5-7 minutes**
  - a. This should be a very brief overview of the 2021 financial condition of the congregation and 2022 preparation for ministry and mission as supported through the financial plans of the church. Recognition of receiving the apportionments for 2022 should be part of this report. Also, as part of this report the Staff Parish Chair needs to present the 2022 Ministerial Compensation. This can be voted on independently or as part of a vote on the full budget. If a full budget is not voted on, then a partial budget including the Ministerial Compensation and Apportionments will need to be voted upon.  
**VOTE**
  - b. Financial Audit Instructions for year-end 2021 and forward (District Superintendent) – **2 minutes**  
[see attachments to email]
- 5. REPORT OF THE COMMITTEE OF LAY LEADERSHIP (Nominating Committee) – 5 to 7 minutes.**  
Please include printed copies to the District Superintendent and in the Charge Conference file to the District Office.  
**VOTE**
- 6. RECOMMENDATION and RENEWAL OF LAY SPEAKERS and RECOMMENDATION OF CANDIDATES FOR ORDAINED MINISTRY (SPRC Chairperson) – 2-5 minutes**  
**VOTE**
- 7. RECOGNITION OF AND CONGREGATIONAL RESPONSIBILITY FOR INACTIVE MEMBERS (Pastor) – 3-5 minutes**  
Reading of the Names to be reached out to with the intention of reconnection. If after two years these attempts at reconnection have failed, then after the second reading these persons may be removed from the membership roll.  
**VOTE**
- 8. PASTORS REPORT – 5 minutes**  
This should be a short summary highlighting what is in your pastor's written report.
- 9. RESPONSES TO DS QUESTIONS TO THE CONGREGATION – 15 minutes**
- 10. CLOSING WORDS AND BENEDICTION (District Superintendent)- 3-5 minutes**