

DIRECTIONS FOR PREPARING FOR CHARGE CONFERENCE 2023

GENERAL INSTRUCTIONS:

1. **CHARGE CONFERENCE FORMS MUST BE FILLED OUT ONLINE.** Instructions can be found on the Conference web site (www.umcsc.org). Your church's GCFA number is your login number and the church number is the password. (The password may have been changed by the pastor or church administrator. If you need assistance, contact District office).
2. **Devotional** will be led by District Superintendent.
4. **Current 2023 Official Church/Charge Roll** - Recording Secretary can use the official roll to check attendance. Please make sure you use the **2023** roll.
5. **Reporting Period** for all reports is Charge Conference to Charge Conference, with the exception of Report of the Trustees (January 1 to date of the Charge Conference) and Ministerial Support Form and Account Reimbursement (for year 2024).

FORMAT OF REPORTS:

1. **Minutes Form** (1 report for each charge, but some questions are completed by individual churches on the charge). The Minutes Form has been changed for 2023 and reverted to the questions prior to COVID19.
2. **Lay Servant Reports:** New application, renewal application, and annual reports need to be completed and signed. Forms: <https://www.umcsc.org/lay-leadership/lay-servant-ministries/>
3. **Church Council Composite Report:** The Council Council chair provides a typed summary, highlighting the ministry of the church. One COMPOSITE report is given per church.
4. **Pastor's Report: (1 form for each church)** There are 2 parts: a) Membership Report and a b) "State of the Church" and Pastoral Ministry (P. 340, *Book of Discipline*, 2016).
5. **Continuing Education Report:** Pastors and deacons need to update report on-line.
6. **Other Clergy Members Reports:** Retired, Extension Ministry clergy, etc. Please notify other clergy of the date and time of the Charge Conference.
7. **Trustees Report (1 form for each church)** This is a series of questions to complete.
8. **2023 Report of the Committee on Nominations and Leadership Development** - Officers for 2024. Please include name, address, phone, email. (1 form for each church). Print copies of this report for voting. You may also distribute a church officers list that you create for your own use in your congregation.
a) Lay Members to Annual Conference: (1 form for each charge) Elect all Lay Members and Alternates according to the formula provided. **DO NOT PRINT; SUBMIT ON-LINE.**
b) Epworth Children's Home Local Church Representative: DO NOT PRINT; SUBMIT ON-LINE
9. **Pastor-Parish Relations Roster: (1 report for each charge)** Membership is defined in P. 258.2(a) *The Book of Discipline* (2016) Minimum 5 – maximum 9, plus a Lay Member to Annual Conference and the Lay Leader. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee. Please include cell phone and email.
10. **Official Church/Charge Roll and Attendance Record:** for Calendar Year 2024: **(1 form for each church)** This form may be used for tracking attendance at Charge Conferences, as well as Council meetings. **This is the official roll of members of council. This list is generated from the Nominations Report, when you select "on the church council."**
11. **Ministerial Support Form: (1 form for each charge)** Each pastor and deacon should complete his/her own form. PPRC recommends compensation to the Council who will recommend to Charge Conference after presenting to Finance Committee for information. The MSF should be signed by the Church Council Chair, PPRC Chair and the pastor. Accountable Reimbursement is to be approved by Council and signed by Church Council Chair. **Insurance:** The pastor's

- insurance premium will be entered into the MSF by the Conference staff after open enrollment.
12. **Parsonage Report** (1 form for each charge) Annual inspection is required prior to completing the form. Pastor-Parish Relations Chair and Trustee should complete and sign.
 13. **Report of the Finance Committee** (1 report for each church) Finance chair to complete.
 - a) **2023 Local Church Budget (No form provided)** budget may be approved, if it's ready
 - b) **Current Treasurer's Report of Income and Expenses, Jan. to present. (No form provided)**
 14. **Conference/District Leadership Nominations**: Conference/District Committees; College Trustees; Methodist Homes Trustees; forms are available here:
<https://www.umcsc.org/nominations/>
 15. **High School Junior/Seniors and college students** – submit on-line; no need to print.
 16. **Safe Sanctuary** The local church policy should be reviewed annually. Samples and resources may be found here: <https://www.umcsc.org/safe-sanctuaries/>
 17. **Local Church Policy on Sexual Misconduct** – This policy should be discussed by Church Council prior to Charge Conference. A sample template may be found here:
<https://www.umcsc.org/home/wp-content/uploads/Sample-Local-Church-Policy-Statement-on-Misconduct-of-a-Sexual-Nature-2016.pdf>