

A Way to Organize for Charge Conference

Step 1

Review the material on the charge conference in ¶207 in the *Book of Discipline (2020/2024 ed.)*.
Review directions for Charge Conference distributed from the District Office.

Step 2

Make a copy of each report for the church officers whose responsibility it is to complete the report for their respective committees. The copy given to committee chairs will be their working copy from which they will enter the data into the church's online charge conference record.

Create a calendar showing dates when forms should be distributed, returned, and voted on by church council. Include a coversheet with instructions for completing each **online** form. Include the date it was distributed and the date the completed form should be returned.

Forms to be distributed:

Committee on Nominations and Lay Leadership (¶ 258.1): Report on Lay Leadership – when completing the Lay Leadership report online it is important that **ALL** contact information for each person be included in that report; this includes cell phone number and email. **Please be sure that a complete and accurate mailing address is included.**

This committee is made up of not more than 9 people, in addition to the pastor, who is the chairperson, and the lay leader. See (¶ 258.1c) for the make-up of the committee and the rotation requirements. This committee nominates persons for the different positions in the church.

The *Book of Discipline (2020/2024)* ¶248, also allows this committee to recommend leaders to the charge/church conference OR by nominations from the floor for:

1. Chairperson of the church council
2. The committee on lay leadership
3. The committee on pastor parish relations and its chairperson
4. A chairperson and additional members of the committee on finance, the financial secretary and the church treasurer if not paid employees of the local church; and the trustees as provided in ¶ 2526-2528, unless otherwise stated by law.
5. The lay member(s) of annual conference and lay leader(s).
6. The recording secretary

Official Roll: Three copies of the official roll should be printed from the **online** church leadership roster and given to the recording secretary, the pastor, and the district

superintendent at charge conference. Other names can be added at Charge Conference, if necessary. **NOTE:** If changes are made at Charge Conference those changes **must be** made to the **Church Leadership** database for the church's online information. Once access to charge conference forms is closed, churches must notify the district office if changes need to be made to the Church Leadership database.

Members At Large may be added to the church leadership roster. All persons listed on the church leadership roster are members of the church council. See *Book of Discipline (2020/2024)* ¶252.5. This is our inclusive clause. You may want a banker, an accountant, or a business person.

The following positions must be filled (see Par. 249)

1. Chairperson of the church council;
2. Committee on Lay Leadership;
3. Committee on Pastor Parish Relations and its chairperson;
4. A chairperson and additional members of the committee on finance and trustees as provided in ¶¶2526-2528, unless otherwise required by state law;
5. Lay member(s) of annual conference and lay leader(s);
6. Recording secretary.

Special attention needs to be given to the inclusion of women, men, youth, young adults, persons over 65, persons with disabilities, and racial and ethnic diversity.

Report of Trustees to chairperson of trustees: **Board of Trustees** (*Book of Discipline (2020/2024)* ¶¶ 2525-2550) elects its own chairperson at the first meeting. Note: 1/3 of trustees must be women.

Committee on Finance

Copy of apportionments to Finance Chair with a reminder that a budget must be done (if the charge conference is not too early in the fall), and passed by the administrative council at the last council meeting prior to Charge Conference. (¶258.4) Chairperson, pastor, lay member of annual conference, chairperson of church council, representative of PPRC, financial secretary, treasurer, church business administrator. All departments should submit their financial requests for the next year in writing to this committee. This committee must approve budget requests and submit a budget to the council before the charge conference.

If the budget cannot be completed by charge conference, the DS needs to be informed well in advance of Charge Conference. Upon approval by the Church Council a copy of the budget must be sent to the District Office for inclusion in the Charge Conference reports.

Lay speaker reports: Annual Report of the Lay Servant to lay servants. Application to become a lay servant to anyone so interested. All forms and reports are available online: [Lay Servant Ministries - South Carolina UMC](#)

Ministerial Support (MSF) and Accountable Reimbursement forms to SPRC Chair: SPRC determines salaries of all personnel. The salary recommendations are presented to the Charge Conference as a motion from the Staff-Parish Relations Committee and does not require a second. Pastoral compensation will be voted on at the Charge Conference.

The S/PPRC is the **first committee that must meet** to decide the salary of the pastor and other employees of the church. The salary recommendations are presented to the Charge Conference as a motion from the S/PPRC. The salary recommendations are shared with the Finance Committee for information for preparation of the proposed budget.

The pastor completes his/her ministerial support form showing how he/she wishes to designate his/her compensation – personal pension fund contribution and utility/parsonage exclusion. The pastor's personal insurance deductions will be added to the MSF by the Conference when the open enrollment period ends.

The pastor's **accountable reimbursement** for travel expenses, continuing education, and conference expenses is on a separate sheet. This amount is not reported on the W2 form. Money from this account is **only paid** to the pastor when receipts are submitted for reimbursement. This includes mileage, meals, parking, cell phone, and lodging. The pastor should submit a monthly travel log to the treasurer to be reimbursed for mileage.

Charge Pastor Parish Relations Committee membership roster to Committee on Nominations.

Charge Conference Parsonage Report to SPRC/parsonage chair and to pastor.

Board of Trustees Report

Step 3

Remind United Methodist Men, United Women of Faith, United Methodist Youth Fellowship, other clergy, and other committees that they may submit a written report to the charge conference.

It is required that any candidate for ministry and any clergyperson who has his/her charge conference relationship at the charge submit a report to charge conference. Clergy in extension ministry, leave of absence, honorable location, and ordained deacons are also to submit a report to the charge conference.

Step 4

Arrange reports according to the list of reports in the following manner: **Reports for churches on a multi-point charge should be arranged together. Ex: All Trustee reports together, All**

Pastor Reports and State of the Church together. For questions about arranging reports for multi-point charges, please contact the district office.

- Official Roll 2026
- Minutes of the Charge Conference
- Report of the Pastor
- State of the Church
- Account of Pastoral Ministry
- Church Council Report
- Reports from other church organizations e.g., youth, children, adult ministries, UWF, UMM)
- Reports from other clergy (retired, honorable location, extension ministry)
- Pastor Continuing Ed Report
- Committee on Nominations and Leadership Report
- S/PPRC Roster
- Report of the Trustees
- Parsonage Report
- Report of the Finance Committee
- Ministerial Support Form
- Accountable Reimbursement Form
- Safe Sanctuary Policy
- Policy Statement on Misconduct of a Sexual Nature
- Lay Servant Reports/Applications
- Official Roll for 2027

Make **copies** of every report to give to the recording secretary, pastor, and district superintendent.

Suggested Meeting Procedure for Committee on Nominations and Lay Leadership

Meeting #1

1. Prayer
2. Check tenure - *Book of Discipline (2020/2024)* ¶258.2.b
3. Fill coming vacancies- look at responsibilities in *Book of Discipline (2020/2024)*
4. Look at other possible changes
 1. Assign committee members to contact current church officers thanking each one for what they have done this year, ask if they will serve another year unless their position requires that they rotate off their current office/committee
 2. Assign committee members to make personal contacts with new possible leaders

Meeting #2

1. Prayer
2. Committee reports on their contacts with new leaders
3. Make nominations to fill vacancies. Reassign committee members to make personal contacts to ask potential leaders if they will serve.
4. Ask members to contact the secretary on lay leadership before the next meeting to update the report

Meeting #3

1. Finalize all positions
2. Determine who will be responsible for updating the online church leadership roster
3. Complete the online report
4. Present final report at charge conference.