

## A Way to Organize for Charge Conference

### Step 1

Review the material on the charge conference in the BOD par. 247. Review directions for Charge Conference distributed from the District Office.

### Step 2

Upon receipt of the charge conference packet, make a copy of each report to give to church officers whose responsibility it is to complete the report for their respective committees. The originals should be kept in the church office in the Charge Conference file. 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 (BOD Par. 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 BOD for the make-up of the committee and the rotation requirements. This committee nominates persons for the different positions in the church.

The Discipline now allows for the nomination to this committee to come from the committee and not from the floor of the charge conference.

The BOD, par. 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 par. 2525-2527, 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.

**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 BOD para. 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
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** (Par. 2524-2551) 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. (Par. 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.

**Ministerial Support 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 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.

When the pastor completes the ministerial support form showing how he/she wishes to designate his/her compensation, the amount on line A will show up on the W-2 and is what the pastor will pay taxes on. The pastor will also pay taxes on his/her housing allowance by following the IRS procedure for calculating the amount to be taxed.

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 Minutes of the Charge Conference.

Make **3 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- BOD par. 258.2.b
3. Fill coming vacancies- look at responsibilities in BOD
4. Look at other possible changes
  1. Assign committee 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 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
  1. 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. The final report will be made at charge conference.

**The NOW(rm) model for organizing church ministries may help simplify and streamline the process.** One person can be responsible for coordinating the ministries and reports of ministries from each area for church council meetings. (*Guidelines for Leading Your Congregation: Small Membership Church* is a good resource.)

**Nurture Ministries** includes all of the educational, fellowship, and special worship ministries and those activities that provide physical and emotional support for people of the church: Bible studies, training programs, retreats, VBS, United Methodist Men, Women, and Youth, special music, dramas, special worship services, etc. (see *Small Membership Church*, p. 21 for a more exhaustive list)

**Outreach Ministries** includes all ministries to the church, community, and beyond (*Small Membership Church*, p. 24)

**Witness Ministries** includes opportunities for sharing Jesus Christ and should be based on knowledge of the community surrounding the church. (*Small Membership Church*, p. 29)