

Agenda and Minutes for 2017 Charge Conferences

(Fillable Form (or print and write in))

Date of Charge Conference: _____ Time: _____

Church/Charge: _____ District: _____

Pastor in charge: _____ District Superintendent: _____

If other Elder is presiding, name: _____

Host church (if multi-point charge or cluster :) _____

Statement of Purpose (the DS or Presiding Elder will call Charge Conference to order and share the following)

The primary responsibility of the charge conference in the annual meeting shall be to review and evaluate the total mission and ministry of the church (¶¶ 120-124 of The Book of Discipline, 2016), receive reports, and adopt objectives and goals recommended by the church council that are in keeping with the objectives of the United Methodist Church (¶247.3 of the Book of Discipline, 2016).

Prayer of Petition and Thanksgiving [District Superintendent or Presiding Elder]

Attendance – [Recording Secretary] (Name): _____
 (Secretary is to record attendance or obtain a sign-in roster. Complete this form during the charge conference. A completed signed copy is to be placed in the folder with the charge conference documents and returned to the district office.)

Report of Committee on Lay Leadership [Pastor] (copy for every charge conference member)

Note: in *The Book of Discipline, 2016*, nominations may come from the committee itself or floor of charge conference. The following lines are for use by the DS/presiding elder to record names of those elected to the class of 2020:

Recommendation of persons as Candidates for Ordained Ministry, first time and continuation. [Pastor]

(First-time candidates must have prior approval by the S/PPRC, and then a vote at this CC must be by 2/3 majority of a written ballot.)

Name of candidate(s) who are approved for first time _____

Name of candidate(s) who are continued _____

Recommendation of Certified Lay Servants (Lay Servant Report forms must be completed and included in charge conference materials before vote.)

Name of Lay Servant(s) approved for first time _____

Name of Lay Servant(s) continued _____

Report on Apportionments for 2018 (Church Council Chair or Finance Chair)

NOTE: 2018 Apportionments are available online at the WNCC website www.wnccadmin.org; on your church page

	Church:	Church:	Church:
	Apportioned	Apportioned	Apportioned
District Apportionments Total			
Conference Apportionments Total			
Totals			

2018 Clergy Compensation [S/PPRC provide the compensation information]

Name of S/PPRC person reporting: _____

[Compensation package must be previously approved by church council of appointed pastor(s) and thus recommended to the charge conference.]

If there is more than one church on the charge, give the percentage of compensation paid by each church:

_____% by _____ UMC, _____% by _____ UMC, _____% by _____ UMC

Complete the appropriate columns in the table below with salary information to be considered by the charge conference.

	Pastor Last Name:	Associate Last Name:	Associate Last Name:	Associate Last Name:	Deacon Last Name:	Deacon Last Name:
	_____	_____	_____	_____	_____	_____
Total Compensation (excludes insurance, church's pension portion, housing allowance). Use Line 1 of Clergy Comp. form	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
% Increase						
Clergy Health Benefit						
Clergy Pension						
Non-Salary Items: Travel						
Continuing Education						
Annual Conference						
Housing in lieu of a parsonage						

The following items of business cannot be conducted at this charge conference. A special called charge conference must be requested by the pastor and authorized by the District Superintendent for a later date:

(1) Purchase or sale of property, (2) renovation/new building programs, (3) church mission statement.

List other UMC clergy who relate to this charge conference (i.e., associates, retired, extension ministry. Refer to ¶246.2 of *The Book of Discipline, 2016* for reports of clergy relating to the charge conference. **Written—no oral reports.**)

Report of the Pastor [consists of the current state of the church and plans of revitalization]

Prayer for Pastor [led by Lay Leader or other leader selected ahead of time by the Pastor]

Benediction (DS or Elder presiding). Once concluded everyone returns to Worshipful Work

NOTE: Once the business segment of Charge Conference is completed, the church/charge secretary will need to be sure all documents have been signed by the appropriate persons. Return your charge conference packet to the district office via mail or delivery. Be sure to include all documents listed on the "checklist", this completed signed form, charge conference attendance sign-in sheet, a complete typed list of all committees and any other pertinent documents. After budget is approved also submit a copy to the district office.

_____, Pastor
Signature

_____, Presiding Elder (if different than Pastor)
Signature

_____, Recording Secretary
Signature