

2018-Instructions: General

2018 CHARGE CONFERENCE INSTRUCTIONS

A. GENERAL INSTRUCTIONS

1. **You are being provided with a hard copy of each form and some districts offer a c.d. or online version which you can use to complete most of the forms on your computer.** You are free to complete the forms on your computer and then print them out or to fill out the original hard copies (as long as you type or print legibly). The nominations forms from Treasurer's Office cannot be completed on the computer.
2. **Begin making preparations early.** The groups which need to meet the earliest are the Pastor-Parish Relations Committee (or Staff-Parish Relations Committee) and the Committee(s) on Nominations and Leadership Development (formerly known as the Lay Leadership Committee). The Pastor-Parish Relations Committee begins the process of determining what the pastor's compensation will be for the coming calendar year. The Committee(s) on Nominations and Leadership Development will need to meet more than once (perhaps many times) in order to develop a full slate of nominations. **Do not put a name on any of the nominations forms unless the individual has consented to being nominated. It is the pastor's responsibility to convene and chair the Nominations and Leadership Development Committee. Take this responsibility seriously.** If you do not take an active role in the nominations process, you will regret it.
3. **There is one set of forms for which most of the forms will be used for both single-church charges and multiple-church charges.** However, there are a few forms, identified by the title of the form and instructions on the form which explain which charge (either single-church charge or multiple-church charge) is to complete the form.
4. **Please read the directions.** Read the instructions on this sheet and the instructions for individual forms. Don't overlook the tips which are provided right on the forms. If you have questions, look up the paragraphs in *The Book of Discipline* which are cited on the forms. If you still have questions, call your district superintendent.
5. **Please prepare at least 3 copies of each form**—one for the pastor, one for the charge conference secretary, and one for the district superintendent. You will need more than three copies of some forms. Please don't overlook the instructions which appear at the top of some of the forms. **(Only one set of forms needs to be submitted to the District Office. The other two are for your records.)**
6. **Please complete all forms except the Attendance Registration before the charge conference.**
7. **Please obtain the signatures before turning in your forms.**
8. **Please take seriously your superintendent's deadline for submitting forms.** It is important that the superintendent have the opportunity to review the forms so that if there are any problems they can still be solved before the charge conference. This will help to save you embarrassment at the charge conference.
9. **Please have essential information copied to distribute at your charge conference.** With all the work that goes into preparing for charge conference, it would be a shame for people who attend the meeting not to be able to understand the matters upon which they are voting.
 - a. **All nominations** (charge-level and local church): It would be better to type out a list of the officers you actually elect rather than copying the official forms with lots of blanks which are not filled in.
 - b. **The pastor's compensation package:** Here also you might want to give your people just the essential information rather than confusing them with items which do not apply in your situation. **Do not include your social security number in any item which you duplicate for distribution at charge conference.**
 - c. **The pastor's report:** Distribute a printed copy of your detailed report. (In order to be complete, this report will need to be several pages long.) Then, when you are called upon for an oral report, give a more condensed report, "hitting the highlights" and referring to the written report when that is helpful.

B. INSTRUCTIONS RELATING TO SPECIFIC FORMS

1. **2018-01 CHARGE CONFERENCE REPORT (Cover Sheet)** List any business other than the usual annual business of the charge conference. Examples would be approval of a building project or removal of members by charge conference action. (Any other changes in membership do not need to be listed here. The addition of members to the roll and the removal of members by any means other than charge conference action are a routine part of the pastor's report.)

On this form and a few others you will find some check boxes. We have not found a way to make these check boxes work as well as we would like them to work on the computer (or as slick as they did with the older versions of Microsoft Word), but it is possible to make an X appear in the box. In order to do this, double click the box in which you would like the X to appear. A dialogue box will appear. Under default value, choose "checked." Then click "OK."

2. **2018-02 PASTOR'S CHARGE CONFERENCE REPORT & REACHING & DISCIPLING: 2400+ & 2400:** Each pastor is to submit a narrative report. Use separate sheets for your report.

In addition, the church needs to complete the Reaching and Discipling 2400+ & 2400. The pastor and lay leader need to sign this report. It looks at the ministries, outreach, & vision of the church as well as the spiritual health of the church. Report on baptisms and changes in membership since the last regular charge conference, not just for the calendar year. **Include names and dates** for baptisms, members received, and members removed, not just numbers. Indicate the way in which members were received or removed.

3. **2018-03 RECOMMENDATIONS FOR MINISTRY** If you list anyone here for recommendation as a candidate for ministry, that person should have already been interviewed by the Committee on Pastor-Parish Relations. (See paragraph 310.1 in *The Book of Discipline of the United Methodist Church 2016*.)
4. **2018-04 REPORT OF THE LAY SERVANT** Every person seeking approval as a lay servant or lay speaker needs to submit a report. This is true whether the individual wishes to be approved for the first time or the individual is seeking renewal. If you are willing to give this person your recommendation, please sign the form before turning it in to the superintendent.
5. **2018-05 SERVICE SCHEDULE** The Multi-Church & the Single Church Charge versions of this form are quite different.
 - If you serve a multiple-church charge, please indicate the time of every service in every church. There is one place to put the time of each service at which the pastor ordinarily speaks and another place to put the time of each service at which the associate pastor, a lay speaker, or someone else ordinarily speaks. If you have more than one worship service in any church on the same Sunday, please list all of the times.
 - If you have a single-church charge, please list not only worship services but also other weekly activities.
6. **2018-06 2018 REPORT OF CLERGY SUPPORT** See the instructions from the Conference Treasurer and Dean of the Cabinet (2018-Instructions: Pastor's Compensation)
7. **2018-07 ACCOUNTABLE REIMBURSEMENT POLICY FORM** Every full-time pastor needs to submit this form, as does any part-time pastor who is to be provided with an Accountable Reimbursement Plan in the coming year. The form must be completed properly and acted upon by the charge conference if you are to receive tax-free reimbursements for your expenses in the coming year. The treasurer is to reimburse expenses which are documented by the pastor, up to the limit on this form.
8. **2018-08 MEDICAL REIMBURSEMENT POLICY FORM** This form is to be completed if the pastor and the Pastor-Parish Relations (or Staff-Parish Relations) Committee agree to establish a medical reimbursement plan for the pastor or another staff member. Max is \$2,500. (This is an optional plan which can help the

pastor to save money on taxes.) If no such plan is to be instituted for the coming year, do not complete the form.

9. **2018-09 REQUEST FOR EQUITABLE COMPENSATION.** If the charge is requesting equitable compensation funds, fill out all of the pages of this form. Please note that **this form needs to be completed every time that the charge requests equitable compensation funds**, not just the first time. Please note also that **these forms need to be submitted eight weeks before the beginning of the new calendar year**. If your charge conference is late in the season you may need to submit your equitable compensation form sooner than you are required to submit your other charge conference forms.

10. **2018-10 NOMINATIONS** For each church, you will be receiving twelve pages of nominations forms created in the conference treasurer's office. Some of these forms will already have on them the names and contact information for people who were elected last fall to serve during the current year.

* Offices identified with a single asterisk are 'Required' offices.

** Offices identified with a double asterisk indicate that everyone elected to this office must be a professing member, associate member, or affiliate member except that up to one third of the trustees may be non-members.

Pages 1 thru 5 are for 'Charge' Officers. All other pages are for 'Local Church' Officers.

Officers printed on the left are the ones that are currently in the Conference database. If the office is 'shared' or 'co-chaired' among more than one individual please list only one person who would receive communications for that office. The system will only merge in one name for the office.

Please make sure writing is legible as these forms are used for the data entry. The information we would like provided for the database is name, complete address, phone (identify whether home or cell) and email address.

Make necessary editorial changes/corrections in the right hand column. Leave right column blank if there are to be no changes to officer currently listed.

If the same person is being nominated, but he or she has a new address, change only the address. If a new person is being nominated, list the new name and all of the requested contact information

Mark 'VACANT' if position was filled this year but will not be filled next year. Otherwise we must assume that the individual listed on the left side is going to continue in that office in the New Year.

Add names/address/etc. to offices that were vacant in previous year but will be filled in the coming year. Provide emails as available for those who don't have one listed.

Please keep a copy of these forms for your records. Return all original forms to your District Office.

If you serve a multiple-church charge, submit a complete set of local church nominations forms for each church. Make sure that there is a nomination listed for every office which is designated with an asterisk.

Reminders:

The Book of Discipline states that the treasurer and the financial secretary must not be the same person. The treasurer and the financial secretary should not be from the same household, either. (§258.4).

Members of the Committee on Nominations and Leadership Development are elected to three-year terms and are not to succeed themselves. (§258.1d). (The church Lay Leader is an ex-officio member of this committee and is not subject to the three-year rule, however.) No two members of the committee should be from the same household. (§258.1d) If possible, the committee shall include at least one young adult. (§258.1c)

Trustees are also to be elected to three-year terms, but they may succeed themselves.

Do not nominate a chairperson for the Board of Trustees. The chairperson is elected by the trustees at their first meeting of the New Year. Once this election has taken place in each of your boards of trustees, please send the district office the name of the chairperson, along with contact information.

Unfortunately, this Nomination form cannot be provided in electronic format because all current recorded officer information is merged from the Annual Conference database into this form so you do not have to make changes to officers that are continuing to serve their office year after year. If you do not want to hand write this information on the form then you could type the new information on labels and place them on the form in the appropriate places.

11. **2018-11 PARSONAGE INSPECTION & NEEDS ASSESSMENT** This form should be submitted by any charge which owns a parsonage, even if the parsonage is not currently in use. **A parsonage inspection *must* be completed by the persons listed. The pastor is not to complete the form alone.** If you are serving a multiple-church charge, please answer question 38, regarding the ownership of the parsonage. Please give careful attention to this question. With regard to filling in the check boxes on the computer, see item 1 under section B.

12. **2018-12 REPORT OF CHARGE TRUSTEES** If you serve a multiple-church charge, you will receive a form for the charge Board of Trustees and a form for each local church Board of Trustees. *(If you serve a single-church charge, you should not receive this form and do not need to submit it.)* If you have a parsonage or some other property which is jointly owned by two or more churches, please fill out the report form for the charge Board of Trustees. If the parsonage is owned by only one church and there is no other jointly owned property, you probably do not have a Charge Board of Trustees and do not need to submit the report of the Charge Trustees. If you have a parsonage which is owned by a single church, put the information about the parsonage on the Annual Report of Local Church Trustees for that local church.

13. **2018-13 REPORT OF LOCAL CHURCH TRUSTEES** If you don't already have information on deeds from last year's forms, please go to the court house and do what is necessary to find the book and page where deeds are located.

14. **2018-14 ANNUAL REPORT OF THE COMMITTEE ON FINANCE** Even the smallest of churches should make a particular point of answering questions 13, 14, 15, 16 and 17. Please note the Discipline (§ 258.4d) requires an annual audit. Please refer to the Discipline and the Report Form for guidance on the audit.

15. **2018-15 GIFTS AND SERVICE TO MISSION** The mission opportunities listed on this form are based on the goals we set at annual conference for every church's mission involvement Every church should be able to commit to something on this form, but even if a church insists on leaving it blank, please put the church's name on the form and turn it in so that we will know that you did not overlook the report.

16. **2018-16 FAIR SHARE FORM – CONFERENCE APPORTIONMENT AND DISTRICT PROMOTIONAL FUND** All that you will need to do with this is have the appropriate persons sign it to show that they have received the information. Please obtain these signatures before turning in your forms.

17. **2018-17 CERTIFICATE OF ELECTION OF CHARGE TRUSTEES** (Usually applies to some multi-point charges, but not all)

and

2018-18 CERTIFICATE OF ELECTION OF LOCAL CHURCH TRUSTEES You do not need to complete any of these forms unless one or more new trustees are elected, or unless the present trustees have not been properly recorded at the county courthouse in the past few years. **If one or more new trustees are elected, list all of the trustees on the form**, not just the new ones. Complete the form and ask the secretary of the charge conference to take it to the county court house to be recorded. In most counties, there is a fee for recording trustees at the courthouse. These forms do not need to be returned to the district superintendent.

C. FINALLY:

1. **Announce the day, time, and place of Charge Conference early.** Put the information before your people several times.

2. **Make sure that your people understand who is entitled to vote** at charge conference. Every member of every church council (or administrative board) on the charge is a voting member of the charge conference. Every retired minister who holds charge conference membership on the charge is also a voting member of the charge conference. If you would like for every member of every church to be a voting member of your charge conference, you can make this possible by announcing your meeting as a **church conference** rather than a charge conference.
3. You might want to encourage key officers of the charge and each local church to submit written reports to be duplicated for the charge conference. Please **limit oral reports in number and in length**, however.
4. Please **provide a table** where the district superintendent and the charge conference secretary may sit.
5. **Please try to help to avoid surprising the district superintendent.** If you know of something out of the ordinary which is likely to come up at charge conference, please mention it ahead of time.
6. Once your work is complete, **put the pages of your reports in the order of the numbers at the top.** If you have a multiple church charge, put the reports of the individual churches in alphabetical order.
7. **Be sure to have your materials turned in by the deadline** which is provided by your district superintendent.