

Agenda and Minutes for 2016 Charge Conferences

Fillable Form (or print and write in)

Church/Charge _____ District _____

Pastor in charge _____ District Superintendent _____

If other Elder is presiding, name _____

Date _____ Time _____

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 (§§§ 120-125 of The Book of Discipline, 2012), 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, 2012).

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, 2012*, nominations may come from the committee itself or floor of charge conference. Use the following lines for use by the DS/presiding elder to record names of those elected to the class of 2019:

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 written ballot.)

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

Name of candidate(s) who are continued _____

Recommendation of Lay Speakers, the lay speaker form must be completed and included in charge conference materials before vote.

Name of lay speaker(s) approved for first time _____

Name of lay speaker(s) continued _____

Report on Apportionments for 2017 (Church Council Chair or Finance Chair)

NOTE: 2017 Apportionments are available online at the WNCC website, Admin. Services, Login, Church

	_____ Church _____	_____ Church _____
	Apportioned	Apportioned
District Apportionments Total		
Conference Apportionments Total		
Totals		

2017 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

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

	Senior Pastor Last Name: _____	Assoc / Asst Pastor Last Name: _____	Assoc / Asst Pastor Last Name: _____	Assoc / Asst Pastor 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 Educ						
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) purchasing 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 ¶358.5 of *The Book of Discipline, 2012* 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)

_____, Recording Secretary
 (Signature)

_____, Presiding Elder (if different than Pastor)
 Signature