

# Preparations BEFORE the Charge (or Church) Conference

2018 Charge Conference

Northwest District

Iowa Conference of the United Methodist Church

From the Book of Discipline:

¶ 247. *Powers and Duties*—1. The charge conference shall be the **connecting link between the local church and the general Church** and shall have general oversight of the church council(s).

3. The primary responsibilities of the charge conference in the annual meeting shall be to:

- **review and evaluate** the total mission and ministry of the church (¶¶ 120-124),
- **receive reports**, and
- **adopt objectives and goals** recommended by the church council that are in keeping with the objectives of The United Methodist Church.

Item	Pastors	Presiding Elders
<b>Set the time, date and place. Notify District Office.</b>	*Coordinate with presiding elder. *Give a 10 day notice via 2 methods. *Decide whether church or charge conference-notify the District Office and presiding elder if requesting a church conference	*Coordinate time and place with pastor.
<b>Charge Conference Secretary/Minutes</b>	*Inform council secretary ahead of time of charge conference responsibilities. If Council secretary is not able to be at the Charge Conf, invite someone else to be ready. *Prepare minutes template with as much information as is available. (2 copies)	
<b>Reports</b>	*Submit online forms one week prior to the charge conference. *Prepare a report to give to your Ad Council/Board *Have all reports that are not filed electronically in a folder to give to the presiding elder.	
<b>Form I</b>	*Email to District Office <a href="mailto:judi.calhoon@iaumc.org">judi.calhoon@iaumc.org</a> at least two weeks before Charge Conference. *Obtain signatures of SPRC Chair and Ad Board Chair prior to charge conference	
<b>Consultation</b>	*Talk to the presiding elder so that they are aware of any problems/issues/special circumstances that may arise during the charge conference.	Talk to the pastor so you will know what to expect at the charge conference