

# Instructions for use DURING the Charge (or Church) Conference

2018 Charge Conference

Northwest District

Iowa Conference of the United Methodist Church

<b>Agenda Item</b>	<b>Pastors</b>	<b>Presiding Elders</b>
<b>Welcome</b>	*Introduce Presiding Elder	
<b>Prayer</b>	*Either (by mutual agreement)	*Either (by mutual agreement)
<b>Reflection</b>		*Based on Matthew 28:19-20
<b>Election of Secretary</b>	*Inform Ad Board/Council secretary prior to Charge Conference	*Vote to elect
<b>Church Historian Report</b>	*Submitted online. Print as needed.	*Receive.
<b>Trustees Report</b>	*Submitted online. Print as needed. *If there are any bequests that need to be approved, inform the presiding elder ahead of time.	Vote to adopt.
<b>Membership Report</b>	*Acknowledge and remember the names of persons who are no longer members of the church since the last charge conference. *Present and celebrate the names of new members.	*Receive report of membership changes. *Vote on 1 <sup>st</sup> reading of inactive members. *Vote on 2 <sup>nd</sup> reading and removal from membership.
<b>Ministry Enlistment/Certified Lay Ministers/Lay Servants/Speakers</b>	*Candidates for licensed or ordained ministry *Application for Certification or Recertification as Certified Lay Minister *Lay Servant/Speaker Annual Reports	*First time candidates require 2/3 written vote. *CLM's and Lay Servants/Speakers may be done by regular vote
<b>Pastor's Report</b>	*Share as appropriate for your setting a report from the pastor. Can include progress on goals, vision casting for the future, expression of gratitude for serving together. Can be written or verbal, as creative as you feel appropriate.	*Allow pastor to present his/her report.
<b>Mission and Ministry Report</b>		*Adopt 2019 goals
<b>Pastoral Support</b>	*Have Form I prepared. *The motion comes from the Staff Parish Relations Committee, and/or the Church Council. *Motions and forms for housing exclusion and accountable reimbursement prepared and presented	*Share a brief explanation as needed of the line items and amounts on Form I. *The housing exclusion and accountable reimbursement motions allow the pastor to comply with tax filing regulations. *Allow for questions or clarification. *Vote to approve Form I. *Vote to approve Housing exclusion, if applicable. *Vote to approve Accountable reimbursement plan.

	<b>Election of Officers</b>	<p>*Nominating committee presents slate of officers.</p> <p>*An important election is the person who will be lay members of Annual Conference. Those persons must be elected by a Charge Conference. If do not have someone ready to commit but could possible go, they could be elected as an Alternate Member. If, at a later time, they decide to attend, they can be approved by the Council without having to have a Charge Conference. If no one is elected as an Alternate, then a special charge conference will need to be held.</p>	<p>*Allow for corrections and additional nominations.</p> <p>*Vote to approve officers.</p> <p>*Invite a motion to grant the Church Council authority to fill any vacancies left on the ballot or that may occur during the year.</p>
	<b>Budget</b>	<p>*Finance team to present financial goals for that will allow the ministry to happen.</p>	<p>*If a budget is ready and presented, allow time for questions or clarification.</p> <p>*Vote to approve the budget.</p>
	<b>Other Business</b>	<p>*Must be approved by District Superintendent prior to Charge Conference</p>	<p>*Only allow if it has been discussed prior to the charge conference.</p>
	<b>Closing Prayer or Benediction</b>	<p>*Either (by mutual agreement)</p>	<p>*Either (by mutual agreement.)</p>