

Zoom - Pastor's Charge Conference Responsibilities

1. Serve as the host (or Zoom screen sharer) for your virtual Charge Conference since the host will need the Church's password for your Church's Online Data Collection System (OLDCS). If the pastor is not able to serve in this capacity, it is the responsibility of the pastor to secure a host (or Zoom screen sharer) for the Charge Conference. The OLDCS password can be changed after the Charge Conference to limit future access. If this is a multi-point charge, passwords will need to be given to the host (or Zoom screen sharer) for all churches on the Charge.
2. The Church's Minutes Report will be shared through Zoom so it's imperative that ALL Charge Conference reports be completed 14 days prior to the date of the Charge Conference to enable your Administrative Assistant to the District Superintendent (AADS) ample time to check for completeness. If all reports are not 100% complete 14 days before your Charge Conference, your Charge Conference will have to be rescheduled since there will be no information to share with the congregation and voting members of the Charge Conference. Your DS will have a conversation if a new Charge Conference must be scheduled.
3. Reach out to all voting members of the Charge Conference to find out if they will be able to access the Charge Conference through the Zoom video connection. For all voting members or any other church members who wish to attend the Charge Conference who do not have access to the internet and will need to call into the Charge Conference - it is your responsibility to mail them a copy of the Charge Conference minutes report along with the Charge Conference outline found at nccumc.org/cc2020.

Who can vote at your Charge Conference?

¶246.2 (*Book of Discipline 2016*) states that the membership of the Charge Conference shall be all members of the Church Council or other appropriate body, together with retired ordained ministers and retired diaconal ministers who elect to hold their membership in said Charge Conference and any others as may be designated in the Book of Discipline. If more than one church is on the pastoral charge, all members of each church council shall be members of the Charge Conference.

If you serve a Charge, all the churches on the Charge make up the body of the Charge Conference and should be invited to attend the Charge Conference. When there is more than one church on a Charge, each of the Recording Secretaries of the church councils shall serve as a Charge Recording Secretary.

4. You must make your AADS aware of any first time dCom candidates that will require a vote at your Charge Conference. You will need to send a paper ballot to any voting members of the Charge Conference who will need to call into the Charge Conference. Instructions will be shared with you on how the voting will work through Zoom and mail-in ballots.
5. It's imperative that you make your AADS aware of any other business that may need to be presented at the Charge Conference, at least 14 days in advance of the date of the Charge Conference. Only items in the announcement of the Charge Conference, 14 days prior, will be considered as appropriate before the Charge Conference.
6. You and/or the person designated to be the host (or Zoom screen sharer) will be sent the link for the Zoom meeting no later than 21 days before the Charge Conference. You will then need to share this link with the congregation at least 10 days prior to the scheduled Charge Conference and you will need to advertise the date of Charge Conference in two ways for the church.
7. When you share the Zoom Charge Conference link with your congregation(s), please make the congregation aware that they will be asked to join in a discussion, led by the Lay Leader on two questions provided in the worship powerpoint:
 - a. What does it mean to love God in this time at our church?
 - b. What does it mean to love neighbor in this time at our church?

8. Make your Lay Leader(s) aware that they will be asked to read a gathering prayer and also lead the church in the discussion of two questions from the worship powerpoint:
 - a. What does it mean to love God in this time at our church?
 - b. What does it mean to love neighbor in this time at our church?
9. Make your Recording Secretary aware that they will be asked to write down the names of all who take part in the Zoom Charge Conference, both by video and by telephone. They will also be asked to take notes on any other business that is discussed during the Charge Conference or any corrections that need to be made to the Charge Conference Minutes report. Tell your Recording Secretary that they will need to remain on the Zoom call at the conclusion of the Charge Conference to give the Zoom screen sharer the names of all who attended the Charge Conference and any other business that needs to be entered into the Minutes report.
10. Should there be any errors found during the Charge Conference that necessitate the changing of the pastor's compensation figures, the host (or Zoom screen sharer) will need to note this in the "Other Business" text box and the pastor will need to correct their Clergy Compensation Worksheet immediately following the Charge Conference. The Zoom screen sharer will NOT be able to complete steps b & c in number 11 below, if there are changes that need to be made to the pastor's compensation. It will be the responsibility of the pastor to then finalize and submit the church Charge Conference reports as soon as the correction(s) are made.
11. At the close of your Charge Conference the host (or Zoom screen sharer), the Recording Secretary(s), the Pastor, and the District Superintendent will need to remain on the Zoom meeting for a few minutes, after the dismissal of the Charge Conference members, to make sure the following steps are completed:
 - a. The Charge Conference attendees are properly entered into the "Attendance" box on the Minutes report. If there are any corrections or additions
 - b. Once all data has been entered, the Zoom screen sharer will need to click the "Form Complete" box and then click the red "Save" button....see below:

Form complete



- c. Final step will be to go to the main page of the Charge Conference section of OLDCS for your church or each of the churches if you are part of a Charge and go to "Step Four" and click on the red "Finalize and Submit Your Charge Conference Reports" tab (for each of the churches on the charge).

Step Five: Finalize and Submit Your Charge Conference Reports

Click the finalize link below to complete the process of submitting your Charge Conference Reports. This step cannot be completed until after your Charge Conference date and all of your reports are completed.

[FINALIZE AND SUBMIT YOUR CHARGE CONFERENCE REPORTS](#)

- d. Please note, if there are any Charge Conference reports that have not been completed, including the Report of Pastoral Ministry, you will not be able to complete step C above and the Pastor will then be responsible for finalizing and submitting the Charge Conference reports within 7 days of the Charge Conference.
12. **Important note concerning contingency plans should internet access shut down:** If during the CC the DS loses connection or if the connection for ZOOM is lost, instruct your laity ahead of time in how to connect by using their phone. The CC will continue with phone participation.
 13. Your District Superintendent will officially end the Zoom meeting by clicking on the "End Meeting" icon.