

## **Responsibilities of the Recording Secretary during the Virtual Charge Conference**

- Join the Zoom Link for the Charge Conference 15 minutes prior to the start of your Charge Conference.
- Make a note of those in attendance. You will add this information into an “Attendance” Box on the Minutes Report at the end of the Charge Conference. This “Attendance” Box serves as your Roster for the Virtual Charge Conference.
- Voting members of the Charge Conference will be instructed to keep their hand up until the Recording Secretary signals the vote has been counted. Please record voting results for each item voted upon.
- If there are any discrepancies in the Pastoral Compensation, please make note of the correct information so it can be entered into “Other Business” on the Minutes Report at the end of the Charge Conference.
- If there is an individual coming before the Charge Conference as a First Time Candidate seeking a recommendation to the District Board of Ordained Ministry, you will record the outcome of the vote in the “Other Business” box on the Minutes Report.
- After the DS gives the Benediction, the DS will request you, your Pastor, and the Screen Sharer to remain on the Zoom Call. During this time, the attendance and any other business will be recorded into the Minutes of Charge Conference form.