

Zoom Screen Sharer Charge Conference Responsibilities:

1. The host (or Zoom screen sharer) for the virtual Charge Conference will need the Church's password (not the Pastor's password) for your Church's Online Data Collection System (OLDCS). The password can be changed after the Charge Conference to limit future access. If this is a multi-point charge, passwords will need to be obtained for all churches on the Charge.
2. The host (or Zoom screen sharer) will need to be on the Zoom call 15 - 20 minutes before the scheduled Charge Conference to assist those who may have trouble signing on to the meeting and to begin entering names of those attending the Charge Conference via internet or phone access in the space provided (serving as this year's roster) on the Minutes Report.
3. The host (or Zoom screen sharer) will need to be able to share the worship powerpoint which will be sent by the Administrative Assistant to the District Superintendent (AADS) when the Zoom invitation is sent. The powerpoint will also be available on the Charge Conference section of the Conference website.
4. The host (or Zoom screen sharer) will need to be able to share their screen with those on the Zoom meeting so that they can project the church's Minutes report. If this is a charge with multiple churches, the host (or Zoom screen sharer) will need the password for each church so they can display the Minutes report for each church on the charge.
5. If you have a first time ministry candidate, your AADS will be in contact with you to explain how the voting will occur.
6. Should there be any changes that need to be made to 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 after the Charge Conference. You will NOT be able to complete steps b & c in number 7 below, if there are changes that need to be made to the pastor's compensation.
7. 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 to the Minutes, that needs to be entered into the "Other Business" box on the Minutes report.
 - 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

SAVE

- 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, or if any changes need to be made to the pastor(s) compensation, you will not be able to complete step C above. The DS will still be on the Zoom meeting with you and will instruct you on how the finalizing and submitting of the Charge Conference reports will take place.

8. Your District Superintendent will officially end the Zoom meeting by clicking on the “End Meeting” icon.