

## Responsibilities of the Recording Secretary during the Charge Conference

- Please join Zoom 10 minutes prior to the start of the 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 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 assure/record voting results for each item voted upon.
- If there are any discrepancies in the Pastoral Compensation, please make note of the correct information. It will 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. The DS will conduct the vote using the “Poll” feature in Zoom. The Poll will have been created in advance by the AADS for the DS.
- After the DS gives the Benediction, the DS will request you, your Pastor, and the ScreenSharer (if someone other than the Pastor) to remain on Zoom. At this time, the attendance and any other business will be recorded into the Minutes of Charge Conference form.