

## **Pastor's Charge Conference Responsibilities – in person**

1. Your Charge Conference will be held in person at your church, or you may be invited to another church to participate in a Charge Conference gathering with other churches in your area in attendance.
2. The pastor of the church where the Charge Conference is held will need to be able to share the Order of Worship slides and Bishop Fairley's video (preferably through projection onto a wall or screen).
3. Please review the Order of Worship to be prepared for your responsibilities and those of your Lay Leader.
  - The pastor will
    - Read the scripture, Jeremiah 29:4-14
    - Offer the benediction
  - The Lay Leader will:
    1. Lead the Call to Worship
    2. Leading the prayer before Bishop Fairley's video
  - In cluster Charge Conferences, the Pastor and Lay Leader from the host church will be the ones to participate in the worship service
4. After the District Superintendent's sermon, the following questions will be asked so please make your laity aware so that they will be prepared with responses:
  - How have you experienced God's new creation in your life and church?
  - What is something you lament about the past year regarding your leadership and the church's ministry
  - What gives you hope for the future? Where do you sense God calling you to the future?
5. For the business portion of the Charge Conference:
  - For individual church Charge Conferences: if the church has the capacity to project the Charge Conference Minutes report, it will not be necessary to print copies to distribute to the members of the Charge Conference. If projection is not an option, you will need to print copies of the Charge Conference Minutes for distribution to the members of the Charge Conference – along with a copy for the DS.
  - For cluster Charge Conferences: the pastor will need to print copies of the Charge Conference Minutes for distribution to the members of the Charge Conference – along with a copy for the DS.
  - Please remember that it is imperative that ALL ChargeConference 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.

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.

6. You must make your AADS aware of any first time dCom candidates because they will require a vote at your Charge Conference. You will need to have a paper ballot for all voting members of the Charge Conference to use. Please remember the outcome of the vote needs to be recorded in the Minutes at the end of the Charge Conference.

7. 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.
8. It is also the Pastor's responsibility to announce the Charge Conference at least 10 days prior to the scheduled Charge Conference date, and to advertise the date of Charge Conference in two ways for the church.
9. Make your Recording Secretary aware that they will be asked to write down the names of everyone who attends the Charge Conference. The Recording Secretary will also be asked to take notes on any other business that is discussed during the Charge Conference and/or any corrections that need to be made to the Charge Conference Minutes report. Tell your Recording Secretary that they will need to remain at the conclusion of the Charge Conference to record the names of all who attended the Charge Conference and to record any other business that needs to be entered into the Minutes report in the Online Data Collection System (OLDCS). They will also need to remain with the pastor and DS so that the Charge Conference reports can be finalized and submitted through OLDCS. Please share with your Recording Secretary the document entitled "Responsibilities of the Recording Secretary." It can be found on the Conference website, in the Charge Conference tab on the home page. It might help relieve any anxiety they may be experiencing from doing a virtual Charge Conference.
10. Should there be any errors found during the Charge Conference that necessitate the changing of the pastor's compensation figures, note this in the "Other Business" text box and the pastor will need to correct their Clergy Compensation Worksheet immediately following the Charge Conference. You will NOT be able to complete steps b & c in number 12 below, if there are changes that need to be made to the pastor's compensation. It will be the responsibility of the pastor to contact their AADS the next day to finalize and submit the church Charge Conference report.
11. At the close of your Charge Conference, the Pastor, the Recording Secretary, and the District Superintendent will need to remain a few minutes after the dismissal of the Charge Conference members, to make sure the following steps are completed:
  - 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, it should be completed at this time and noted in the "Other Business" box.
  - Once all data has been entered in the OLDCS version of the Minutes, the Pastor or Recording Secretary will need to click the "Form Complete" box and then click the red "Save" button – shown below:

Form complete ☒



- The 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 in a multi-point Charge. With your DS present, 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).
  - Please be aware that the Report of Pastoral Ministry on the Pastor's OLDCS page is considered a Charge Conference report and it must be completed 14 days before the Charge Conference. Failure to do so would prevent the church from being able to "Finalize & Submit" your reports as indicated in 12c, while the DS and recording secretary are present.
12. If you realize changes need to be made after the Charge Conference reports have been finalized and submitted through OLDCS, you will need to contact your AADS who will facilitate getting those changes made for you.