

2022 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 (OLDACS). 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 the churches on the Charge.
2. The host (or Zoom screen-sharer) will need to be on the Zoom call 10 minutes before the scheduled Charge Conference to assist those who may have trouble signing on to the meeting. The host may also begin entering the names of those attending the Charge Conference (via internet or phone access) in the "Attendance" box on the Minutes Report. This serves as this year's Roster.
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 link is sent to the Pastor. The PowerPoint will also be available on the Charge Conference section of the Conference website. We recommend this be downloaded and saved to your computer prior to the Charge Conference. It will be helpful to look over the PowerPoint and be familiar with the slides so that the host (or Zoom screen-sharer) can help to lead those in attendance.
4. Bishop Fairley has recorded a video for charge conferences this year. There are two versions of the PowerPoint (or Keynote) available: one that has the Bishop's video included on a slide and one that does not. For the version that includes the video, the video slide comes after the "Proclamation" slide. The video will start on its own, although it can take a moment to start. If for some reason it does not automatically start for you, just hover towards the bottom of the screen. The tool bar and play button will be displayed so you may click on play. The video is finished when Bishop Fairley finishes speaking and a black screen with the Methodist cross and flame, North Carolina Conference, The United Methodist Church is displayed. At this time, you will move to the next slide in the PowerPoint.
5. When you come to the slide entitled "Charge Conference Business", you will select "New Share" to share the church's Charge Conference Minutes Report found in OLDACS. You will find the "New Share" at the top of your screen when you hover over where it says "You are screen sharing" which is in bright green. If this Charge Conference is for a Charge with multiple churches, the host (Zoom screen sharer) will need the password for each church on the Charge so they can display the Minutes Report for each church.
6. If you have a first-time ministry candidate, your AADS will be in contact with you to explain how the voting will occur.
7. Should there be any changes that need to be made to the Pastor's compensation figures, the host (Zoom screen sharer) will need to note these details 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 9 below if there are changes that need to be made to the pastor's compensation.

8. When all the business of the Charge Conference has been completed, you will return to the Worship PowerPoint. This is done by selecting “New Share” and returning to the PowerPoint, as described in number 5. You will move from the Business slide to the next slide – “Sending Forth.” This will be followed by the last PowerPoint slide – “Dismissal with Blessings.”
9. At the close of your Charge Conference the host (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 (by doing a “New Share” to display the Minutes Report again):
 - 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, they need 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 at the bottom of the Minutes Report - see below.

☐ Form complete

SAVE

- c. The final step is to go to the main page of the Charge Conference section of OLDACS for your church or each of the churches if you are 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) - as seen below

Step Four: Finalize and Submit Your Charge Conference Reports

You will finalize and submit your Charge Conference reports immediately following your Zoom Charge Conference with the pastor, recording secretary, Zoom screen sharer, and DS. Your DS will notify the Administrative Assistant to the DS (AADS) if your Charge Conference reports are not able to be finalized and submitted immediately following the Charge Conference. The AADS will work with you to get the reports completed within seven days.

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