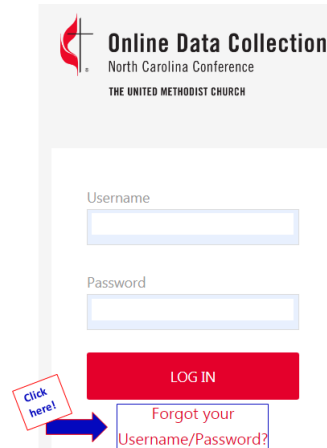# <u>2023 Charge Conference Checklist</u>

If you have forgotten your password for the church or the pastor's personal section of the Online Data Collection System (OLDCS), you can click on the "Forgot your Username/Password?" link and a temporary password will be sent to the Senior Pastor's email. The link will be live for 90 minutes. If this does not work for you, you can email <u>support@nccumc.org</u> **for assistance.**

Step 1: Review and Update Church Leadership. Completing the Leadership information here will automatically populate your Nominations Report and your Minutes. It is extremely important to *fully* complete contact information for your Leadership positions. Your existing Leadership Team has been carried forward for you. You can edit each individual to add or delete roles. Should the person no longer be serving in a leadership role, click "edit", scroll to the bottom, and click "delete this record." *Several Updates have been made to this Report. One is an accommodation made for churches utilizing an alternative leadership structure previously approved by the DS. For these churches, contact information is collected for all committee members. The other change affects the traditional leadership structure: Committee <u>members'</u> mailing addresses, email addresses, and telephone numbers will <u>not</u> be required. Email addresses and telephone numbers will only be required for Chairpersons, Lay Leaders, and Annual Conference Delegate(s).

Below is a list of the reports which must be completed in the OLDCS. A green checkmark signifies your completion of these reports. All reports must be completed at least 14 days prior to your assigned Charge Conference date. *Please note: OLDCS will be available for online data input on July 15, 2023.*

_____Anti-Racism Report (this is a new report)

_____Annual Report of the Finance Committee (for the current year 2023)

_____Annual Report of the Board of Trustees (for the current year 2023)

_____Camping/Retreat Ministries Report (Current 1st graders)

_____High School Seniors/College Students (for 2023-24 School Year) *Please note the UPDATE in this area. We will only be collecting info on college students going to a NC school with a Wesley Fellowship.

_____Lay members of Annual Conference (for 2024 Annual Conference)

_____Minutes of the Charge Conference
- ☐ *Pastor(s) salary will auto-populate to the Minutes when the Pastor has completed the Pastor's Compensation Worksheet. (found in the Pastor's Personnel section of OLDCS.)*

◻ *The Nominations information on the Minutes will be automatically populated from Step 1: Church Leadership.*

_____Nominations Report This report is automatically populated from the Church Leadership report. If any changes need to be made, click on the "Church Leadership" link to edit.

_____Parsonage Checklist Even if you do not have a parsonage, you must complete this report by clicking the appropriate responses. If you rent your parsonage, there is an option to upload the rental lease and skip completing the Parsonage Checklist.

_____Safe Sanctuaries Report

_____State of the Church Report (Completed by PPRC)

_____Report of Pastoral Ministry (F*ound in the Pastor's Personnel section of OLDCS, in the "CC" tab. C****ompleted by Pastor and shared with PPRC)*

Changes and Modifications in OLDCS from previous years:

1. **Charge Conference Roster -** The names of those in attendance will be typed into the Attendance box on the bottom of the Minutes Report at the conclusion of Charge Conference.

2. **The Minutes -** will be reviewed during the Charge Conference. Should any updates be required, they will be done at the end of the Charge Conference Meeting. The DS, Pastor, and Recording Secretary will stay on the Zoom or remain after (for an in-person charge conference) to review the minutes and then "Finalize and Submit" the Charge Conference forms online.
    PLEASE NOTE: You will not be able to make any changes to the Minutes once you "finalize and submit" the Minutes. For any changes that need to occur, you will need to contact your AADS to discuss the changes and they can facilitate this for you.

3. **Signatures -** Finalizing and Submitting your Charge Conference reports through the Conference Online Data Collection System, with the DS at the close of the Charge Conference, will serve as your electronic signatures.

4. **Printing reports for Charge Conference –**

    ◻ For cluster, in-person, Charge Conferences you are required to print enough copies of your church's Minutes report for distribution to the members of your Charge Conference.
    ◻ For in-person, Charge Conferences held for your church only – if your church has the capability of projecting the Minutes for the body to view – you will not be required to print copies for the members of the Charge Conference. If you do not have projection capabilities, you WILL need to print a copy of the Minutes for the members of your Charge Conference.
    ◻ For Zoom Charge Conferences, you will not be required to print copies of the Minutes since they will be displayed online.

5. **For all in-person Charge Conferences (whether cluster or individual for your church) – the pastor and recording secretary will need to remain after the close of the Charge Conference for finalizing and submitting the Minutes from each church in attendance through the Conference Online Data Collection System.**