2023 Charge Conference - Committee Meetings Advice

Please allow four to six weeks to prepare your Charge Conference reports. All reports MUST be completed 14 days before your scheduled Charge Conference so that the AADS can check for completeness.

Pastors: Please make time to adequately complete your *Report of Pastoral Ministry* prior to a meeting of your PPRC. This document will serve as part of your assessment and profile for the coming year and will be used in Cabinet conversations. As soon as your Council approves your compensation for 2024 please complete your Compensation Worksheet and UMPIP elections (if enrolled in the Pension Plan)

As soon as July 15, delegate members of your leadership team to complete/collect the information for the following reports found in the Conference Online Data Collection System (OLDCS).

  --*Safe Sanctuaries Report*

  --*Camping/Retreat Ministries*

  --*Current High School Seniors and College Students *Please note the UPDATE in this area. We will only be collecting information on college students going to a NC school with a Wesley Fellowship.*

S/PPRC (Staff/Pastor-Parish Relations Committee) will need to meet to complete the *State of the Church Report*, to review the *Report of Pastoral Ministry* once completed by the Pastor, and to recommend the Pastor's 2024 compensation to the Finance Committee. *Please note that the State of the Church Report functions as your congregation's charge conference report and church profile for the year.*

Anti-Racism report has been added this year. Your S/PPRC or Anti-Racism Team will need to complete this report on behalf of the church.

Lay Leadership (Nominations) will need to meet 1-3 times to *nominate leaders for 2024*. These nominations will need to be confirmed with the persons being nominated and then submitted to the Administrative/Church Council for approval prior to the Charge Conference.
OLDCS will bring forward the lay leadership from last year so edits will need to be made by opening the "Church Leadership page".
This will auto populate the Nominations Report and the Minutes of the Charge Conference. *Please note several updates have been made to this Report. Review the Charge Conference Checklist for more information.

Trustees will need to meet to complete the *Annual Report of the Board of Trustees* (for year 2023) and to complete the *Parsonage Checklist-review*. Please plan for a time with your parsonage family to have this walk-through**.** *If your church does not own a parsonage, you will still need to complete this report by checking the box on the online report that indicates you have no parsonage. If your parsonage is currently being rented, there is now an option to upload the rental lease and skip completing the Checklist.*

The Finance Team will need to meet to complete the *Annual Report of the Finance Committee* for the current year 2023, receive (for budgetary planning purposes) the pastoral compensation package for 2024 recommended by the PPRC, and review Connectional Apportionment Calculations for 2023 (emailed to your pastor in July 2023). *The 2024 church budget does not need to be COMPLETED prior to the Charge Conference, but these are your first steps in the budgeting process.*

The Administrative Council should meet three to four weeks out from your Charge Conference date. This meeting should include voting for your 2024 leadership nominations and pastoral compensation. An opportunity should be given for the pastor to share from their *Report of Pastoral Ministry*, and an opportunity for the PPRC to share their *State of the Church* Report and the *Anti-Racism* Report. If there are additional Charge Conference matters to be considered (Candidates for Ministry, Lay Servants, Members to Be Removed, Housing Exclusions, etc.) please name these in this Council meeting so that no one is surprised at the Charge Conference.

Timeline Guidance: Use your Forms Due Date and work backwards to schedule these meetings: Church Council Date, Finance Committee Date, Leadership/Nominations Date; PPRC Date; all of these meetings must take place a minimum of 15 days prior to CC. It will be necessary to coordinate your dates for meeting in a timely manner to meet the deadlines for consideration before all the other committees.

The Conference Online Data Collection System (OLDCS) will be available for data input on July 15, 2023.

Here is a link to a video made in 2020 by DS Mike Frese. It will walk you through the planning process of preparing for your Charge Conference: https://vimeo.com/447875826