

## **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 Bishop Shelton's video (preferably through projection onto a wall or screen).
3. For the worship portion of the Charge Conference:
  - Please review the Order of Worship.
  - The Host pastor should be prepared to
    - project Bishop Shelton's video, or have plans for a lay member to do so, and
    - lead the closing prayer.
  - Please advise the Lay Leader, in advance, of the responsibility for the Opening Prayer (extemporaneous).
  - Please advise your laity, in advance, of the 3 questions that they should be prepared to discuss:
    - What is something you celebrate from the former things you have experienced in the last year?
    - What is something you need to let go from the former things in your life and as a congregation?
    - Is there something new that God is already announcing in your life and congregation?
4. 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: each 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 Charge Conference 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.

5. 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.
6. 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.
7. 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.

8. 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 Charge Conference.
9. At the close of your Charge Conference, the Pastor and the Recording Secretary will need to remain with the DS to complete the Charge Conference Minutes on the DS's laptop. The following steps must be completed by the recording secretary:
  - The Charge Conference attendees are properly entered into the "Attendance" box on the Minutes report.
  - If there were any corrections or additions to the Minutes, this should be entered 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



- *Remember - 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 save the form. You will NOT be able to finalize and submit the Charge Conference reports with the DS. It will be the responsibility of the pastor to correct their Clergy Compensation Worksheet and then contact their AADS the following day to finalize and submit the church Charge Conference report.*
  - 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, while the DS and recording secretary are present.
10. 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.