Pastor's Charge Conference Responsibilities via Zoom

1. Your Charge Conference will be held by Zoom.

2. You will need to be able to share Bishop Shelton's video message using the Zoom platform.

3. For the worship portion of the Charge Conference:
   - Please review the Order of Worship.
   - The pastor should be prepared to
     - Serve as the host (or Zoom screen sharer) for your virtual Charge Conference since the host will need the Church's password for your Church's Online Data Collection System (OLDCS). If the pastor is not able to serve in the host capacity, it is the responsibility of the pastor to secure a host (or Zoom screen sharer) for the Charge Conference and share the document entitled "Zoom Screen Sharer CC Responsibilities" with this person.. It can be found on the Conference website, in the Charge Conference tab on the home page.
     - Play Bishop Shelton's video, or have plans for their Zoom Screensharer 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 alreading announcing in your life and congregation?

4. For the business portion of the Charge Conference:
   - Serve as the host (or Zoom screen sharer) for your virtual Charge Conference since the host will need the Church's password for your Church's Online Data Collection System (OLDCS). If the pastor is not able to serve in the host capacity, it is the responsibility of the pastor to secure a host (or Zoom screen sharer) for the Charge Conference and share the document entitled "Zoom Screen Sharer CC Responsiblities" with this person. It can be found on the Conference website, in the Charge Conference tab on the home page. The OLDCS password can be changed after the Charge Conference to limit future access. If this is a multi-point charge, passwords for each church will need to be given to the host (or Zoom screen sharer).

5. The Church's Minutes Report will be screen shared through Zoom and be provided a printed copy (for those calling in). 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.

6. Reach out to all voting members of the Charge Conference to find out if they will be able to access the Charge Conference through the Zoom video connection. For all voting members or any other church members who wish to attend the Charge Conference who do not have access to the internet and will need to call into the Charge Conference - it is your responsibility to mail them a copy of the Charge Conference minutes report along with the Order of Worship. The Zoom invitation provides a toll-free number for members calling from a land line.

   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.

7. 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 send a paper ballot to any voting members of the Charge Conference who will need to call into the Charge Conference. All other Charge Conference members will vote by using Zoom's Polling feature. The DS will open and close the Poll/Vote. Please remember the outcome of the vote needs to be recorded in the Minutes at the end of the Charge Conference.

8. 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.

9. You will be sent the link for the Zoom meeting closer to the date of your Charge Conference. It is the Pastor's responsibility to share the link with the congregation. 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.

10. Make your Recording Secretary aware that they will be asked to write down the names of everyone who attends the Charge Conference, whether by Zoom or by telephone call into Zoom. 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 on Zoom 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. 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.

11. 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 you, the pastor, will need to correct your 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 then finalize and submit the church Charge Conference reports in conjunction with the AADS the next day.

12. At the close of your Charge Conference, the Pastor, the Recording Secretary, the Host/Zoom screen sharer, 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:

    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, it should be completed at this time and noted in the "Other Business" box.

    b. Once all data has been entered, the Zoom screen sharer or Recording Secretary will need to click the "Form Complete" box and then click the red "Save" button….see below:

Form complete ☑

SAVE

c. 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. 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).

d. 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 online.

13. Important note concerning a contingency plan should the DS lose internet access during your Zoom Charge Conference: If during the Charge Conference the DS loses internet connection, instruct others on the Zoom meeting to stay online or on by phone and the DS will call into the Zoom meeting. The Pastor may need to read out the lay nominations, pastor's compensation and any other approved business so the DS can finish presiding over the Charge Conference.

14. Your District Superintendent will officially end the Zoom meeting by clicking on the "End Meeting" icon.

15. 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.