

## 2023 Zoom Screen Sharer Charge Conference Responsibilities

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 (OLDCS). 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.

1. 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.
2. 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.
3. During worship, after the Lay Leader's opening prayer, select Share Screen and play Bishop Shelton's video. The tool bar and play button will be displayed so you may click on play. End Screen Share when the Bishop's video ends.
4. When you come to the slide entitled "Charge Conference Business", you will Share Screen to share the church's Charge Conference Minutes Report found in OLDCS. 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.
5. If you have a first-time ministry candidate, your AADS will be in contact with you to explain how the voting will occur.
6. 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 finalize and submit the Charge Conference reports at the conclusion of the Charge Conferenc

7. 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



- c. The final step is to go to the main page of the Charge Conference section of OLDOS 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.
8. Your District Superintendent will officially end the Zoom meeting by clicking on the “End Meeting” icon.