

## Responsibilities of the Recording Secretary During the In-Person Charge Conference

- Please arrive at the Charge Conference at least 10 minutes prior to the start of the Charge Conference.
- Make a note of those in attendance. You will add this information into an “Attendance” Box on the Minutes Report at the end of the Charge Conference. This “Attendance” Box serves as your Roster for the Charge Conference.
- Voting members of the Charge Conference will be instructed to keep their hand up until the Recording Secretary signals the vote has been counted. Please assure/record voting results for each item voted upon.
- If there is an individual coming before the Charge Conference as a First Time Candidate seeking a recommendation to the District Board of Ordained Ministry, the pastor/church will need to distribute a paper ballot to all voting members of the Charge Conference. You will record the outcome of the vote in the “Other Business” box on the Minutes Report.
- If there are any changes to the Lay Leadership positions, you will enter that information in the “Other Business” box on the Minutes Report at the end of the Charge Conference.
- 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 report and the pastor will need to correct their Clergy Compensation Worksheet immediately following the Charge Conference. You will NOT be able to finalize and submit your Charge Conference reports, 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.
- At the close of the Charge Conference, you and the Pastor will need to remain a few minutes after the dismissal of the Charge Conference members, with the District Superintendent to make sure the following steps are completed:
  - The Charge Conference attendees are properly entered into the “Attendance” box on the Minutes report.
  - Enter in the “Other Business” box:
    - Any corrections or additions to the Minutes
    - The outcome of the vote for any first time Candidates seeking recommendation to the District Board of Ordained Ministry
  - Once all data has been entered, Recording Secretary or pastor will need to click the “Form Complete” box and then click the red “Save” button (see below):

Form complete

SAVE

- The Final step will be for the Recording Secretary or pastor 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).
- If you realize changes need to be made after the Charge Conference reports have been finalized and submitted through OLDCS, you or your pastor will need to contact your AADS who will facilitate getting those changes made for you.