

Charge Conference forms can be found on the conference website – www.arumc.org. If you can't print off a copy, call your district office, and the administrative assistant will be glad to print you a copy and mail it to you.

Charge Conference Forms

To Whom Do You Turn for Various Elements?

1. Agenda (p. 2) – should be filled out with names of those participating; include **all names** of candidates for ordained ministry, renewal of candidacy and certification of lay speakers. This is VIII on the agenda.
2. Minutes Check List (p. 4) – can serve as your minutes if completely and properly filled out. However you will need to add any motions that are made.
3. Membership Report (p. 5) – should be filled out by pastor, with assistance from administrative assistant or membership secretary. This would include a list of names of those who are to be removed, those who have joined, died, etc. A membership audit should be done every 5 years to keep your membership records clean. You can get information on how to do a membership audit from Cokesbury.
4. Trustees Report (p. 6) – should be filled out by Trustees Chair; it is **imperative that Part I. A. is completed. We need to know where your deeds are filed – and SO DO YOU! If the district office does not have a copy of your deed, it must be attached.**
5. Sexual Misconduct Statement (p. 7) – This must be completed every year and signed by all employees and volunteers.
6. Clergy Compensation (p. 9) – Completed by financial secretary in conjunction with SPR Chair. **This must be signed by the pastor and the SPR Chair. The original should come to the DS at Charge Conference. PLEASE, PLEASE, PLEASE do not add the housing allowance in with #6. It only goes in Part III.** Page 10 is completed only if you have more than 1 church.
7. Finance Report (p. 11) – Completed by financial secretary.

8. Ministry Plan (p. 12-15) – Should be completed by pastor and church council. This means a meeting to discuss the form and complete it.
9. Report of the Lay Speaker (p. 16) – Each lay speaker should complete a report and his/her name should be listed on the agenda, VIII.
10. Strategic Initiative Report Card (p. 18) – Pastor's responsibility (or yours).
11. Local Church Leadership Report – Your responsibility. Be sure your pastor sets the Committee on Lay Leadership meeting with plenty of time prior to your conference to complete the nominations process.

Make copies of each of these elements, and give the copies to the proper person **with a deadline for returning it to you**. Ultimately, you are responsible for completing the forms.

Utilizing the Minutes Checklist (p. 4)

Make yourself a copy of this with notations of persons you gave various pieces of the CC report with the date distributed. Be sure to include their deadline for returning the forms to you. As the pieces come back to you check them off, so you know at a glance what you're missing **AND WHO'S GOT THEM!**

Common Potholes on the Road to a Perfect Charge Conference

1. **Not turning everything in 2 weeks prior to your Charge Conference.**
2. **Not having everything completely filled out and SIGNED.**
3. Not having enough copies of everything for charge conference members. Remember **anything to be voted on**, such as Nominations, removal of members, you must have copies available for everyone.

4. Not having pastor's signature on everything – including Lay Speakers' forms.
5. Making the DS assistant call you for a copy of the minutes.
6. **NOT READING THE DIRECTIONS.** Pastors are the worst!
7. Remind your pastor if you are removing names from the membership, there should be a list of those names and **each name must be voted on individually.**

Providing the DS's Assistant with What She Needs and the DS with What He/She Needs

1. Make sure your forms are in the DS's office **2 weeks prior to your Charge Conference.** This isn't an arbitrary thing. The DS really reads and makes notes.
2. Make sure the Local Church Leadership List is included. More on this later.
3. Make sure the room is set up properly.
4. Make sure your pastor informs the DS of anything controversial.
5. Make sure there are enough copies of the Nominations Report for all members of the charge conference.
6. **DO NOT** put the Charge Conference forms in a binder. We just take it apart.

How to Keep Your Pastor on the DS's "Good Guy" List

1. Refer to the previous #1.
2. Refer to others above.
3. Remind your pastor that his oral report should be a summary of the written report that he turns in. Don't just read it!

Local Church Leadership List

1. **DO NOT USE WHITE-OUT.**
2. Use a red pen to cross out the old name and address and write in the new address.

3. Please include email addresses, preferably for all members. It is imperative that we have an email address for the pastor or someone who is willing to be responsible for receiving emails on behalf of the church/pastor.
4. One of the most time-consuming things we do is this list. We need for it to be turned in in a timely manner to meet our deadlines.

Things You Can Do to Help Your Pastor Avoid Problems

If you know that your pastor is a procrastinator, please keep reminding him/her of the deadline.

If you know of other areas where your pastor needs help, offer it. You know your pastor better than we do, if he has weaknesses please help him in those areas.

What Are the Most Common Problems?

1. Not following the directions.
2. Not turning the forms in 2 weeks prior to the charge conference.
3. Not having everything signed.
4. Not being prepared. You may think I'm joking, but I'm not! I'm pretty sure every DS assistant here can tell of at least one charge conference where the pastor wasn't prepared.