

## 2021 Charge Conference Instructions for Churches Pastored by Elders Agenda and Helpful Tips

- *If you have questions about presiding or anything else about charge conference, please contact the District Office.*
- *Remember that you must email the date your charge conference will be held to the District Office as soon as you set it, and your paperwork is due at **least two weeks prior to the meeting**.*
- *If you need to add to the charge conference agenda, you must alert the District Office **immediately** so I can authorize the change.*
- *It is suggested that you have your charge conference on a night that your church council is meeting anyway. That way, you can have your charge conference and switch to your regular council meeting without having to schedule an additional meeting.*
- *All charge conferences must be scheduled to occur no later than **November 15**.*

Welcome and opening prayer

Presiding Elder

Election of Charge Conference Secretary

*This can be the person who regularly serves as your church council/board secretary, but does not have to be. This person must be elected at the charge conference and is responsible for keeping a record of attendance at this meeting.*

Clergy Compensation Approvals (screen share form)

Presiding Elder

- A. Total Compensation (compensation form line 8)
- B. Accountable Reimbursement (if applicable, compensation form line 7b)
- C. Housing Allowance (if applicable, compensation form line 9)
- D. Housing Exclusion (if applicable, compensation form line 10)

*It may be helpful here to remind the charge conference that B, C, and D above do not affect the church budget but instead affect your tax situation).*

Optional Approval of Budget

Presiding Elder

*Some churches like to approve next year's budget at charge conference, others do not. Either is fine. The only financial element you must approve is clergy compensation. As a reminder, churches do not vote to "accept" their apportionments.*

Election of Leadership (provide copies of the list of names)

Presiding Elder

*This is straightforward. You should have your list of officers completed by charge conference. However, sometimes this is not possible. If this is the case, ad interim openings can be approved at a future church council/board meeting. When I presided at charge conferences, I always would offer a prayer for those just elected.*

Endorsement of Lay Servants/Lay Speaker (if applicable)

Presiding Elder

Optional opportunity for each Lay Servant to speak

Lay Servants

S/PPRC recommendations (if applicable)

Presiding Elder

Declaration or Renewal of Candidacy for Ministry (if applicable)

Presiding Elder

Membership Care (if applicable screen share list and vote)

Presiding Elder

Dismissal Prayer