

CHARGE/CHURCH CONFERENCE GUIDELINES FOR 2009
Illinois Great Rivers Conference

Please read these guidelines before filling out forms.
(All ¶ #'s refer to The 2008 Book of Discipline)

- I. Pastors serving more than one church should complete a set of Charge/Church Conference forms for each church on the charge. Please photocopy the original (on the color of paper specified on the top of each form, if possible) for number of copies needed for each report. (*See instructions at the top of each form.*)
- II. General Information
 - A. Provide a table large enough for the materials and seating of the Recording Secretary, the District Superintendent and the Pastor. Please arrange the table and chairs in ample time before the meeting begins. Please have paper for ballots, should a written ballot be needed.
 - B. The agenda for the Charge/Church Conference is enclosed. Notify the District Superintendent a week in advance if you have additional agenda items.
 - C. The pastor will distribute the report forms to the appropriate persons in sufficient time for them to be completed and duplicated **before** the Charge/Church Conference. All reports should be signed by the appropriate officers **before** the Charge/Church Conference begins, and **a photocopy of the completed and signed** reports are to be in the District Office **one week before the scheduled Charge/Church Conference**. **Original signed copies will be given to the District Superintendent at the Charge/Church Conference.**
 - D. Please make enough copies to hand out to Persons attending the church/charge conference of at minimum the Church Council form, the Church Roll, the Trustees Report, and the Cultivation Report. The other reports may be copied for those in attendance as you choose.
 - E. Ask the members of the **Church Council** (Administrative Board/Administrative Council/Leadership Team) to pray in preparation for our gathering.
- III. Committees to prepare for the Charge/Church Conference
 - A. Committee on Nominations and Leadership Development. The Pastor is the Chairperson and responsible to call this committee together to complete the Local Church Official Roll for 2010.
 1. Included in this packet is a copy of the Local Church Official Roll for 2010. If a congregation presently uses or plans to use an organizational structure other than the Church Council, the Pastor should consult with the District Superintendent **before** beginning the nomination process.
 2. **Each** church must have a Local Church Official Roll for 2010, including **all** addresses and telephone numbers (and e-mail addresses, if known), completed for election by the Charge/Church Conference. You may attach a copy of your entire list of officers, but this will not substitute for the Official Roll. If you have been given permission by the District Superintendent to use a different organizational structure, we still need to have this church roll completed, and you should fill in your people coordinating your structure to the applicable position listed on the church roll. Do not change the leadership positions on this form to fit your structure.
 3. Only persons who are members of the local United Methodist Church are eligible to be elected to the Church Council (Administrative Board/Administrative Council/Leadership Team).
 4. The 2012 Class (and vacancies in other classes) of the Nominations and Leadership Development may be nominated from the floor of the Charge/Church Conference or through the recommendation of the Committee on Lay Leadership. All persons on this committee must be full members of the church; one member must be a young adult (18-25). (¶258.1.d – please see further restrictions of this paragraph.)

5. Lay Member(s) and Alternate Lay Member(s) of Annual Conference are elected for the quadrennium which runs through December 31, 2012. Churches eligible for an Equalization Lay Member should list the person on the Local Church Official Roll for 2010. Equalization Lay members are elected on a year to year basis. Check with the District Office if you are not clear whether your church is eligible. **(People who are serving as a District At-Large Lay Member should not be listed on the local church roll as either Lay Member or Alternate Lay member.)**
 6. Secure consent of all persons being nominated.
 7. To save time and make the nominations clear and more meaningful, please **have the list of nominees available to distribute** to all present at the Charge/Church Conference.
 8. **The Book of Discipline** requires a multiple church charge to have a Charge Pastor-Parish Relations Committee with the membership including at least one representative from each congregation. (§258.2, The Book of Discipline 2008). All persons on the S/PPRC must be full or associate members of the church; one must be a young adult (18-25).
 9. The Trustees Committee is the only committee who elects their own Chairperson at their first meeting. All other Committee Chairs are chosen by the Nominations and Leadership Development Committee.
- B. **Committee on Staff/Pastor-Parish Relations** is to present to the Finance Committee the recommendation for financial support for the pastor(s). The Finance Committee will then present this to the Church Council in advance of the Annual Church/Charge Conference. The Pastoral Financial Support Worksheet for 2010 is the document to assist this process. A copy of this is to be attached to the Church Council Report Form for each pastor appointed to the church/charge.
 - C. **Church Council.** The Chairperson of the Church Council shall be ready to make the report to the Annual Charge/Church Conference regarding the salary and other remuneration for the pastor(s). A copy of the 2010 local church budget is to be attached to this form, along with a copy of the Pastoral Financial Support worksheet for 2010 for each pastor on the charge.
 - D. **Trustees Report** should be submitted at Charge Conference along with the other forms. It should not be held until after the first of the year to be submitted as was done previously.
- IV. The Lay Speaking Application form (for those people wanting to begin in Lay Speaking) or the Lay Speaking Renewal form (for those Local and Certified Lay Speakers who have already completed classes) should be completed and submitted along with the rest of the Charge Conference forms.
 - V. The Clergy Salary Redirection Agreement should be completed and sent to Teri Casson as has been done in the past. This should be mailed to Teri Casson before December 1, 2009. **Please include a copy of the Salary Redirection Agreement form with your Charge Conference Forms to the District Office.**
 - VI. The Annual Audit Report for the period of January 1, 2009 through December 31, 2009 is to be received in the District Office by March 1, 2010.
 - VII. All of the Charge Conference forms are designed to be completed on the computer. If you are not using a computer to complete them, and need more room, attach extra sheets of paper.