

# Peninsula-Delaware Conference

## Bishop Felton Edwin May Resource Center

The United Methodist Church  
139 N. State Street  
Dover, DE 19901-3834  
Toll Free: 877-736-3351

Telephone: 302-674-2626

Fax: 302-674-1573

---

## TIME LINE FOR 2018 CONFERENCE YEAR

---

### 2018 DEADLINES **Materials/requests due to Resource Center** (c/o Rev. Dr. Vicki Gordy-Stith: [vgordy-stith@pen-del.org](mailto:vgordy-stith@pen-del.org) unless otherwise noted)

---

**Friday, March 2** All Materials due for Pre-Conference Packets includes

1. Reports to Annual Conference, summary of activities, review of 2017 goals, updated/new 2018 Goals, Goals for 2019
2. Resolutions

---

**Friday, March 2** All approved flyers, brochures, etc. for inclusion in Annual Conference Packets that are not camera ready

---

**Friday, March 2** ***IF YOU HAVE A RESOLUTION TO SUBMIT***

- Resolutions are to be submitted to the Conference Secretary:  
The Rev. Jacqueline Ford, Marshallton United Methodist Church, 1105 Stanton Road, Wilmington, DE 19808
  - † Direct your questions to her at 302.345.7396 or email: [confsecford@gmail.com](mailto:confsecford@gmail.com). The name of the actual presenter **must** accompany each resolution.
- Details for how to provide resolutions:
  - † Resolutions, in portrait format in Microsoft Word must be emailed to The Rev. Jacqueline Ford at [confsecford@gmail.com](mailto:confsecford@gmail.com).
- Here is a sample of the format for setting up your document.
  - † **FORMAT FOR SETTING UP YOUR DOCUMENT**

---

Please use Microsoft Word and submit your resolution and/or report on a disk or CD, along with a printed copy. Please submit your report as requested, referring to the word processing format guide (below) when typing your report.

- |                            |                                |
|----------------------------|--------------------------------|
| 1. Paper Size: 8.5" by 11" | 2. Font: Arial 12pt            |
| 3. Justification: full     | 4. Left/Right Margins: 1.5"/1" |
| 5. Portrait                | Top/Bottom Margins: 1"/1"      |
| 6. Justification: Full     |                                |

Please send your information to and direct your questions to: The Rev. Jacqueline Ford, Marshallton United Methodist Church, 1105 Stanton Road, Wilmington, DE 19808; Phone 302.345.7396; email: [confsecford@gmail.com](mailto:confsecford@gmail.com).

† Please send Rev. Dr. Vicki Gordy-Stith a copy of the resolution also.

---

Rev. Dr. Vicki Gordy-Stith  
Rev. Lester Justice  
Mr. Carlos Reyes

Director of Connectional Ministries  
Director of STBC  
Coordinator of Hispanic/Latino Ministries

Mr. William Westbrook  
Mr. Doug Lanter  
Mrs. Terri Cleary

Director of Administrative Services  
Communications Coordinator  
Benefits Coordinator

---

## SAMPLE RESOLUTION FORMAT

(Sample only – Not an actual resolution that has been to the floor of the Annual Conference)

**RESOLUTION #** (We will fill in the number)

**RESOLUTION TO 2018 ANNUAL CONFERENCE SESSION**

**Presented** (Organization/group/agency)

### Title of Resolution (SAMPLE)

The religious denomination known as The United Methodist Church has and functions through Ministers of the Gospel who are duly ordained or licensed.

The practice of The United Methodist Church is to provide a parsonage or a housing allowance as part of the gross compensation for each of its active ordained or licensed ministers.

Pension paid to retired and disabled ordained or licensed ministers of The United Methodist Church is considered as deferred compensation and is paid to said retired and disabled ordained or licensed ministers in consideration of previous, active service.

The Internal Revenue Service has recognized that the Peninsula-Delaware Annual Conference is the appropriate organization to designate a housing/rental allowance for retired and disabled ordained or licensed ministers who are members of this Conference.

**We therefore ask that our community of the Peninsula-Delaware Annual Conference, etc., etc., etc.**

**Person Responsible for Presenting Resolution:** (Name of Presenter)

---

**Friday, March 2**

Resolutions submitted **after Friday, March 2** deadline will be referred to the Agenda Review Committee in accordance with the rules of the Annual conference. Copies cannot be made by the office staff at the Conference Office.

---

**Tuesday, March 20**

### ***THE AUDIOVISUAL DEADLINE:***

- *All presentations must be delivered to the Communications Office at 139 N. State St., Dover DE 19901 by this deadline. Presentation privileges will be **lost** if the date is missed. Bishop Johnson and the conference office are committed to providing quality presentations at annual conference. In order to achieve this goal, deadlines must be respected. **Please note: If you are using any audio visual material for any presentation, the AV materials MUST be submitted by this date also.***

---

**Tuesday, March 27**

All Worship Booklets - camera ready

---

**Tuesday, March 27**

All camera ready approved flyers, brochures, etc. for inclusion in Annual Conference Packets

---

***Thank you for your cooperation!***  
***We believe that this information will greatly assist the work of the Annual Conference 2018.***

# IMPORTANT DATES

Tuesday, May 8	<b>Board of Pension Retiree Luncheon</b> 11:00 AM to 3:00 PM Wild Quail Golf & Country Club in Wyoming, DE
Saturday, May 5	<b>Clergy Laity Banquet</b> 12:00 PM to 3:00 PM Location: Whatcoat UMC, Dover, DE
Tuesday, May 15	<b>Pre-Conference Orientation</b> 6:30 PM to 9:00 PM Easton: Centreville UMC, Centreville, MD
Thursday, May 17	<b>Pre-Conference Orientation</b> 6:30 PM to 9:00 PM Dover: Centennial UMC, Smyrna, DE
Monday, May 21	<b>Pre-Conference Orientation</b> 6:30 PM to 9:00 PM Wilmington: Cornerstone UMC, Bear, DE
Tuesday, May 22	<b>Pre-Conference Orientation</b> 6:30 PM to 9:00 PM Salisbury: Zion UMC and Salisbury Korean UMC, Salisbury, MD
Tuesday/Wednesday, May 29 & 30	<b>BMCR African-American Summit</b> University of Maryland Eastern Shore, Princess Anne, MD
Thursday/Friday/Saturday, May 31, June 1,2	<b>234<sup>th</sup> Session of the Peninsula-Delaware Conference</b> University of Maryland Eastern Shore, Princess Anne, MD