

## CHARGE (CHURCH) CONFERENCE

The Minutes of the Charge (Church) Conference shall serve as the guide for reporting. Please have one set of **Minutes of the Charge (Church) Conference** (available by download from [www.pen-del.org](http://www.pen-del.org)) prepared to serve as the official minutes for the Charge (Church) Conference. Please complete as many sections as possible prior to the Charge (Church) Conference. We will need a signed copy with any notations, actions, or decisions. Please provide a list of those attending by name. The Minutes are due in the District Office **no later than 30 days** following the Charge (Church) Conference.

In accordance with ¶1248 of *The Book of Discipline of The United Methodist Church 2016*, your Charge Conference may be convened as a Church Conference. (This encourages broader participation by members of the church, and extends the vote to all professing members of the local church who are present. There is no proxy vote for those unable to attend the meeting.)

**Please pay careful attention to the directions below:**

1. The **Official Charge (Church) Conference Packet (see the forms chart)** - Submit a copy of the packets **to the District Office 10 days prior** to your Charge/Church Conference. Please **DO NOT** send your packet to the Conference Office.
2. Please have copies of Packets (reports) prepared to distribute to those in attendance.
3. When making the copy of the Charge (Church) Conference Packet for the District Superintendent/District Office, **print only one-sided copies**. **DO NOT** copy in duplex.
4. In preparing your packet for the District Superintendent, please **clip, but do not staple the packet**. Please **DO NOT** use binders or put a spine on the packet. Please include a Table of Contents with page numbers.
5. If a form does not apply to you, please do not try to complete it!

Forms for reports can be downloaded from [www.pen-del.org/forms](http://www.pen-del.org/forms). Feel free to use your own format for reports not having official forms (e.g., Budget, Treasurer's Report or the Report of the Committee on Nominations and Leadership Development).

### **ALL CHARGE CONFERENCE PACKETS ARE TO BE SUBMITTED TO THE DISTRICT OFFICE:**

- **DELAWARE DISTRICT:** 900 N. Washington St, Wilmington, DE 19801; [delawaredistrictumc@gmail.com](mailto:delawaredistrictumc@gmail.com)
- **LOWER SHORE DISTRICT:** 517 Winder St, Salisbury, MD 21801; [lowershore2021@gmail.com](mailto:lowershore2021@gmail.com)
- **UPPER SHORE DISTRICT:** PO Box 547, Denton, MD 21629; [uppershoredistrictoffice@pen-del.org](mailto:uppershoredistrictoffice@pen-del.org)

### **PREFACE: CHARGE (CHURCH) CONFERENCE CHECKLIST**

At the end of this form is a checklist of the forms that you can use for Charge (Church) Conference. Reports available on the Peninsula-Delaware Conference website are noted as such. Other reports may be formatted as you see fit.

*SUBMIT ALL COMPLETED DOCUMENTS TO YOUR **DISTRICT OFFICE**.*

## CHARGE (CHURCH) CONFERENCE PACKET

### I. Disciple Ministry Reports

- A. Vision & Mission Statement for the church
- B. Updated Ministry Covenant, including its effective date

### II. REPORTS

#### A. REPORT OF THE PASTOR

1. All appointed pastors should provide a written narrative report on their work the past year.
2. Each pastor should list by name baptisms and all members received and removed. For transfers, list the church from which or to which the member was transferred.
3. Be sure to respond to the membership audit question.

#### B. REPORTS OF ADDITIONAL CLERGY

Please request a written report from these clergy (e.g., retired; serving in an Extension Ministry, etc.) who relate to your church. Invite them to attend the Charge (Church) Conference if possible.

#### C. REPORT OF THE DEACON IN FULL CONNECTION OR PROVISIONAL MEMBER IN THE DEACON TRACK

Complete this report if a Deacon is part of your congregation.

D. If there are any additional **ministry reports of any committees, teams, or groups**, you may include these in your packet. Chairs, leaders, and members will be encouraged to describe their efforts to “make disciples of Jesus Christ for the transformation of the world.”

#### E. LAY SERVANT REPORTS

In 2012, the General Conference of the United Methodist Church voted to change the title *Lay Speaker* to *Lay Servant*. The report covers the period since last Charge Conference.

#### F. Certified Lay Minister Narrative Report (if applicable)

#### G. REPORT OF THE COMMITTEE ON LAY LEADERSHIP (NOMINATIONS)

1. Please be certain that the Committee nominates chairs for committees **INCLUDING STAFF-PASTOR-PARISH RELATIONS COMMITTEE**. (Trustees, United Methodist Women, United Methodist Men, and United Methodist Youth Fellowship elect their own Chairs and Presidents).
2. Be sure to list those who constitute your **Church Council/ Administrative Council/ Administrative Board**.
3. Be sure to follow the guidelines of the *Book of Discipline 2016* regarding the composition of the administrative committees.
4. Please nominate a representative for: **Native American Ministries; Evangelism Chair; United Methodist Youth Fellowship Coordinator & Camp Pecometh Representative**.

5. List the Lay Servants who need to be elected as Local Church or Certified Lay Servants.
6. **Please note:** The new nominees for the Committee on Nominations and Leadership Development can now come from the Committee as well as from *the floor of the Charge (Church) Conference* (§249).

#### **H. KEY LEADERSHIP REPORT**

From your Committee on Lay Leadership Report (Nominations) enter the names, emails, addresses, telephone number for the requested officers. (effective as of 7/1/2022 or 1/1/2023)

#### **I. REPORT OF THE TRUSTEES (EACH CHURCH)**

1. Note date of election of officers. This must be accomplished in January each year.
2. Insurance should include coverage for:
  - a. Directors/Officers/Errors and Omissions/Crime
  - b. Professional Liability Coverage (including sexual misconduct)
3. Safe Sanctuaries – Answer should be **“Yes”**. Please refer to Item E, Safe Sanctuaries Local Charge/Church Self-Assessment and Statement of Compliance, listed below.
4. Accessibility Audit
  - a. Checking **“YES”** means the Trustees have accomplished the audit.
  - b. Checking **“NO”** indicates Trustees should accomplish this during 2023.
5. Funds: Memorial Funds, Trust/Investment Funds, and Endowments should be recorded by the Trustees.

#### **I(a) ACCESSIBILITY AUDIT FORM**

#### **I(b) PARSONAGE INSPECTION**

#### **J. SAFE SANCTUARIES**

In 2012, at the 228th Session of the Peninsula-Delaware Annual Conference, a resolution was passed to revise the Conference Safe Sanctuaries Policy. The new policy asks each church to do its own assessment and thereby see what it needs to do to be in compliance with the policy.

#### **K. LIMITED SERVICE CHURCH REPORT**

This report is only necessary if a Limited Service Church reports to your Charge (Church) Conference. A list of these churches is found at the end of *Section V: Appointments and Church Directory* (yellow pages) in the most recent Conference Journal.

#### **L. REPORT OF THE FINANCE COMMITTEE (EACH CHURCH)**

1. Audit: Checking **YES** indicates that the audit was completed for the previous year and is on file in your church office.
2. Bonding: Answer should be **YES**; if not, please care for this immediately.

#### **M. YEAR-TO-DATE REPORT OF ALL CHURCH FUNDS**

1. If your treasurer’s regular financial report to the Church Council/Administrative Council/Administrative Board includes all funds, the most recent copy of that report will suffice.
2. If there are separate treasurers and funds, then include Year-to-Date reports from each one.

*SUBMIT ALL COMPLETED DOCUMENTS TO YOUR **DISTRICT OFFICE.***

#### **N. PROPOSED BUDGET FOR 2024**

Please indicate to the District Superintendent whether or not this budget has been adopted, or is to be adopted at the Charge/Church Conference.

#### **O. PASTOR'S COMPENSATION & OTHER BENEFITS**

**This must be adopted at your Charge (Church) Conference for all appointed clergy.** Complete the appropriate 2024 Pastor's Compensation and Other Benefits form, following the recommendation from the SPRC, Finance, and Church Council/Administrative Council/ Administrative Board. Please refer to the Pastor's Compensation Form Instructions Sheet before completing the form. **This form must be submitted to the Conference Benefits Office and the District Office no later than November 1, 2023, regardless of your Charge (Church) Conference date.**

#### **P. HOUSING/ FURNITURE ALLOWANCE RESOLUTION**

Sample forms are linked for your reference. You must provide this form only if a housing or furniture allowance is designated on the compensation form.

### **III. MINUTES OF THE CHARGE (CHURCH) CONFERENCE**

*Many thanks to you and your church leadership for your diligent efforts to complete these required reports in a timely fashion. We praise God for the wonderful ways in which you and your church are engaged in fruitful ministry for the sake of the cause of Christ!*

## CHARGE (CHURCH) CONFERENCE CHECKLIST

<u><b>Reports Packet</b></u> <b>SUBMIT THE COMPLETED REPORTS PACKET TO THE DISTRICT OFFICE SEVEN (7) DAYS PRIOR TO CHARGE CONFERENCE.</b> <i>(Required Copies: 1 for District Office, 1 for Church Records and 1 for each attendee)</i>	<u><b>Completed</b></u>
Vision & Mission Statement of Church	
Updated Ministry Covenant <i>(include effective date)</i>	
Report of the Pastor <ul style="list-style-type: none"> <li>• Narrative</li> <li>• Report of the Pastor (2A) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span></li> <li>• Membership Audit Report (2A3) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span></li> </ul>	
Reports of Additional Clergy	
Report of Full Deacon/Provisional Deacon (2C) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Ministry Reports from Committees, Teams or Groups	
Lay Servants Report (2E) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Certified Lay Minister Narrative Report (2F) <i>(if applicable)</i> <span style="float: right;"><a href="#">PDF</a> <a href="#">WORD</a></span>	
Report of Committee on Lay Leadership (Nominations)	
Key Leadership Report (2H) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Report of the Trustees (2I) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Accessibility Audit (2I(a)) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Parsonage Inspection (2I(b)) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Safe Sanctuaries (2J) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Limited Service Report (2K) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Report of Finance Committee (2L) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Year-to-Date Report of All Church Funds <i>(attach Treasurer's Report)</i>	
2023 Budget	
2024 Pastor's Compensation and Other Benefits (2O) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
2024 Pastor's Housing/Furniture Allowance Resolution (2P) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Personnel (3A) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	
Fund Balance Report (2023) (3B) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span> <b>Due by 1/31/2024</b> for 2023 Year	
Minutes of the Charge Conference (4) <span style="float: right;"><i>(download format)</i> <a href="#">PDF</a> <a href="#">WORD</a></span>	

SUBMIT ALL COMPLETED DOCUMENTS TO YOUR **DISTRICT OFFICE.**