

2015 Charge Conference Instructions for Pastors & Churches

Required Forms to be completed online:

The Pastor or other designee must fully complete the following Charge Conference reports **at least 7 days prior to Charge Conference** using the Online Data Collection System (OLDCS), found on the Conference website. *(If you do not know how to access Online Data from the Conference website, call the District Office at 919-779-9435).*

These forms are found under the "Charge Conference" tab on the main page of Online Data Collection (OLDCS):

1. **Clergy Report** – To be completed by the pastor and also any Diaconals, Deacons & Retired Pastors who have their Charge Conference membership at your church
2. **Lay Member(s) of Annual Conference Report**
3. **Minutes/Agenda**
4. **Nominations Report**
5. **Roster/Attendance Sheet** - Print the Roster with the voting members of your Charge Conference. Come back to this report after Charge Conference and mark those that were in attendance.
6. **Safe Sanctuaries Report**

Every Pastor must also complete the following Ministerial Relations Reports **at least 7 days prior to Charge Conference** (also using the Online Data Collection System (OLDCS)).

These forms are found under the "Ministerial Relations" tab on the main page of Online Data Collection (OLDCS):

1. **Clergy Compensation Report** - Compensation figures entered into the Clergy Compensation Worksheet will populate the salary compensation portion of the Minutes/Agenda report and this must be voted on at Charge Conference.
2. **Contribution to Personal Investment Plan** *(If you qualify to participate in the Pension plan)*
3. **Report of Continuing Education Plan**

List of Hard Copy Forms You Need To Bring To Charge Conference:

You must bring the following forms as hard copy reports to your Charge Conference meeting:

1. Minutes/Agenda Form

- Bring enough copies to distribute to all voting members of the Charge Conference plus a copy to give to the Presiding Elder when you arrive at your Charge Conference.
- At the conclusion of your Charge Conference, the Recording Secretary and the Presiding Elder will need to sign two copies, noting any changes that may have occurred during the Charge Conference. The Presiding Elder will retain one copy and the other will need to be maintained by the church for their permanent 2015 Charge Conference records.

2. Roster/Attendance Sheet

- You will need to bring two copies of this report.
- At the conclusion of your Charge Conference, the Recording Secretary and the Presiding Elder will need to sign two copies, noting all church members present. The Presiding Elder will retain one copy and the other will need to be maintained by the church for their permanent 2015 Charge Conference records
- The Pastor or Recording Secretary will need to make sure the Roster/Attendance Sheet in Online Data is updated and adequately represents those present at the Charge Conference.

3. **Nominations Report** - To be signed and dated by Presiding Elder and the recording secretary (print from OLDOS)
 - Bring enough copies to distribute to all voting members of the Charge Conference plus a copy to give to the Presiding Elder when you arrive at your Charge Conference.
 - At the conclusion of your Charge Conference, the Recording Secretary and the Presiding Elder will need to sign two copies, noting any changes that may have occurred during the Charge Conference. The Presiding Elder will retain one copy and the other will need to be maintained by the church for their permanent 2015 Charge Conference records.
4. **Written Ballots**
 - For any first time Board of Ordained Ministry Candidates.
 - If ballots were used, you will give the ballots to the Presiding Elder at the conclusion of your Charge Conference.

Items Requiring A Vote At Charge Conference:

The following items **MUST be** voted on by all churches:

1. **Pastor(s) salary, utilities & travel allowances** (for all appointed pastors). Note: If a pastor receives a **housing allowance** this will be added to the compensation package presented.
2. **Nominations Report**
 - *Please make sure you enter the names of all the lay positions held within your church on the Nominations Report.*
 - As per ¶249, The Book of Discipline, 2012, **the following lay leadership MUST be approved at Charge Conference:**
 - ▷ Chairperson of the Church Council
 - ▷ Committee on Nominations and Leadership Development
 - ▷ S/PPRC Committee & Chairperson
 - ▷ Finance Committee & Chairperson
 - ▷ Financial Secretary (*if not paid employee of the local church*)
 - ▷ Church Treasurer (*if not paid employee of the local church*)
 - ▷ Board of Trustees
 - ▷ Lay Member(s) of the Annual Conference
 - ▷ Lay Leader
 - ▷ Recording Secretary
 - The Chairpersons for the above mentioned committees must be entered into the online data version of the Nominations Report.
 - The names of the members for the following committees should be entered into the “Minutes” Report: Nominations & Leadership Development, S/PPRC and Finance, as well as the Board of Trustees.
 - **It is imperative that we have accurate names, mailing addresses, phone numbers and email addresses.** *This provides the information needed for sending valuable information to the laity of your church by email and mail. Without this information, your key laity leaders do not receive the information they need to assist in ministry for their church.*

The following are other items requiring a vote, however not all churches will have all of these items:

3. **Names of those being recommended to the District Committee on Ordained Ministry** (first time Candidates as well as those seeking continuance by their church). If you have any first time Candidates you will need to bring paper ballots to the Charge Conference so that a written vote can be conducted.
4. **Certified Lay Ministers, Lay Servants, Certified Lay Servants & Lay Speakers.** Names must be read aloud and the Charge Conference will vote on recommendation and continuance of these persons.
Lay Servants, Certified Lay Servants & Lay Speakers are to fill out their own annual report online at: <http://nccumc.org/laity/lay-servant-ministries/forms-for-lay-servant-ministries/>.
5. **Lay Members to be removed from the church membership roll** under the designation of “Removed by Charge Conference Action,” as stipulated by ¶228.2.b(4) of The Book of Discipline, 2012. Names must be read aloud at two consecutive Charge Conferences, making the third reading of the names at Charge Conference the time they are removed from the church’s membership roll. (This does not include members being removed by transfer of membership or death.)
6. **Clergy Housing Exclusion** – if so chosen by pastor(s).

What To Do Following Your Charge Conference:

- Go back to Online Data Collection System (OLDCS) and put checkmarks by those in attendance on the online Roster form and click “Form Complete”.
- Look over all your Charge Conference reports and make sure any changes or corrections made at Charge Conference are entered in OLDCS on the proper Charge Conference reports.
- Make sure you have green check marks by all the reports on the main page of the Charge Conference tab & Ministerial Relations tab in OLDCS. *Note: you will not have a green check mark by the Clergy Report you completed since this is an online form not housed in Online Data.*
- PASTORS, once you have completed all Charge Conference reports in OLDCS and have all green checkmarks, **email your ADS to let them know that your forms are complete.** You must complete your Charge Conference reports and email your ADS **within seven days of your Charge Conference** date.
- Retain electronic or paper copies of all the Charge Conference Reports for 2015 for the church’s permanent records.

Other Required Reports to Be Completed During the Year:

- All reports listed in this section may be found under the “Annual Reports” tab of the Online Data Collection System.
- **The following reports are due by March 31, 2016.** Please email your ADS by April 1, 2016, to report that you have completed the above Required Annual Reports.
 - Report of the Finance Committee
 - Annual Report of the Board of the Trustees
 - Parsonage Checklist (for churches who own a parsonage)
- **The following report is due by August 1, 2016** (for the year 2015). Please email your ADS by August 2, 2016, to report that you have completed the above Required Annual Reports.
 - Fund Balance Report (Report of the Annual Audit) – for the year 2015
**Please note the Fund Balance Report for 2014 was due August 1, 2015*

Remember that you, the Pastor, are ultimately responsible for completing ALL Charge Conference reports and Required Annual Reports. You will be held accountable for the completion of ALL reports.