

## Tuck's Tips for Charge Conference

You will make my life (and I hope yours) much easier, if you'll do the following when completing your Charge Conference forms:

1. **Put everything you can on one page.** If you have to reduce font to make this happen, that's ok - as long as it can be read. I must scan every page from Charge Conference into the Conference database. Reducing the number of pages to scan is so helpful, and will cut your paper and ink demands down.
2. **PLEASE, no folders, booklets, or staples.** I appreciate so much your desire to make things attractive and presentable, however I will have to remove all these items before I scan. They will go into the trash. To keep your papers together, please just use paperclips.
3. It is critical that you **put your church's name on every page** of your charge conference forms. AND if you are a First church - please put the city!
4. **Only submit the requested forms.** Please note, the **ONLY hardcopies** that you need to bring to Charge Conference are:

**Minutes/Agenda Form** (one copy for every voting member plus the Presiding Elder)

**Roster/Attendance Sheet** (2 copies)

**Nominations Report** (one copy for every voting member plus the Presiding Elder)

**Written Ballots** for any first time Board of Ordained Ministry Candidates

**Any forms/reports submitted other than those listed above will be thrown away. Save paper and time - print and bring only what is required.**