

## **Planning and preparing for your 2020 Zoom Virtual Charge Conference:**

1. The host (or Zoom screen sharer) for your virtual Charge Conference will need the Church's password for your Church's Online Data Collection System (OLDCS). The password can be changed after the Charge Conference to limit future access. If this is a multi-point charge, passwords will need to be obtained for all churches on the Charge. The AADS will send pdf documents for each church to be displayed.
2. The Church's Minutes Report will be shared through Zoom so it's imperative that ALL Charge Conference reports be completed 14 days prior to the date of the Charge Conference to enable your Administrative Assistant to the District Superintendent (AADS) ample time to check for completeness. If all reports are not 100% complete 14 days before your Charge Conference, your Charge Conference will have to be rescheduled since there will be no information to share with the congregation and voting members of the Charge Conference.
3. Complete the Minutes with any and all business that is anticipated to be considered at your Charge Conference. At the end of the Charge Conference, the Minutes will be updated, finalized, and submitted.
4. One advantage of doing your Charge Conference by Zoom is that you will be able to enter the attendance of your church members and you will not be required to print and sign any Charge Conference paperwork this year.
5. It's imperative that you make your AADS aware of any other business that may need to be presented at the Charge Conference, at least 14 days in advance of the date of the Charge Conference. Only items in the announcement of the Charge Conference, 14 days prior, will be considered as appropriate before the Charge Conference.
6. Please make your AADS aware of any first time dCom candidates that will require a vote at your Charge Conference.
7. You and the person designated to be the host (or Zoom screen sharer) will be sent the link for the Zoom meeting no later than 21 days before the Charge Conference. You will then need to share this link with the congregation and reach out to any voting members of your church who have limited internet access to ensure that they can participate in the meeting through calling into the Zoom meeting.
8. Who can vote at your Charge Conference?

**¶246.2 (Book of Discipline 2016)** states that the membership of the Charge Conference shall be all members of the Church Council or other appropriate body, together with retired ordained ministers and retired diaconal ministers who elect to hold their membership in said Charge Conference and any others as may be designated in the Book of Discipline. If more than one church is on the pastoral charge, all members of each church council shall be members of the Charge Conference.
9. If you serve a Charge, all the churches on the Charge make up the body of the Charge Conference and should be invited to attend the Charge Conference. When there is more than one church on a Charge, each of the Recording Secretaries of the church councils shall serve as a Charge Recording Secretary.
10. You will be voting on at the Charge Conference:
  - a. Elect lay leadership for your church on the recommendation of the Committee on Nominations and Leadership.

- i. The following positions must be approved in accordance with *The Book of Discipline, 2016* (§249.1-6):
    1. Chairperson of the Church Council
    2. S/PPRC Chairperson
    3. Finance Committee Chairperson
    4. Financial Secretary
    5. Church Treasurer
    6. Recording Secretary
    7. Lay Leader
  - ii. The following committee members must be approved in accordance with *The Book of Discipline, 2016*:
    1. Committee on Nominations and Leadership Development (§258.1)
    2. Committee on Staff/Pastor Parish Relations (§258.2)
    3. Committee on Finance (§258.4)
    4. Board of Trustees (§258.3)
  - iii. Elect Lay Member(s) of the Annual Conference in accordance with *Book of Discipline, 2016*
- b. Set the pastor(s) compensation for 2021
  - c. Approve pastor's housing exclusion for 2021, if the pastor chooses to have one.
  - d. Recommend Candidates (first time candidates and continuing candidates) for Ministry to the District Committee of Ordained Ministry. **Make your AADS aware of any first time Candidates for Ministry so that provisions can be made for a vote on these candidates!**
  - e. Recommendation of person(s) to begin or renew status as Certified Lay Servant, Certified Lay Speaker & Certified Lay Ministers for the ensuing year.
  - f. Read the names of any members to be removed from the church membership record, in accordance with *The Book of Discipline, 2016* (§228.2-4)
  - g. Address any other Church Specific "Other Business" as noted on the Minutes, in keeping with what was advertised for this Charge Conference.
11. Should there be any changes that need to be made to the Pastor's compensation figures, this needs to be noted in the "Other Business" text box and the pastor will need to reach out to the AADS (if she is not already part of the Zoom meeting) to get this corrected since you must make those corrections on the Pastor's Compensation Worksheet. Only the pastor has access to that document.
  12. At the close of your Charge Conference the host (or Zoom screen sharer), the Recording Secretary(s) and the Pastor shall remain on the Zoom call, after the dismissal of the Charge Conference members, to make sure all names of those attending the Charge Conference via internet or phone access have been entered on the minutes in the space provided (serving as this year's roster) and that all other business is correctly entered into the Charge Conference Minutes report. There will be an indicator, that when checked by the Recording Secretary, serves as your virtual signature. The reports will be locked when you click on the Finalize and Submit button.
  13. The host (or Zoom screen sharer) will need to save the Zoom chat, if there was a vote taken for any first time dCom candidates that required a vote at your Charge Conference through the Zoom chat feature.
  14. Your District Superintendent will officially end the Zoom meeting by clicking on the "End Meeting" icon.

**15. If you have questions about any of the instructions, please reach out to your AADS. Thank you for your flexibility during this unprecedented season.**