

MINUTES AND SUMMARY OF THE CHARGE/CHURCH CONFERENCE

THE CHARGE/CHURCH CONFERENCE FOR THE _____ UNITED METHODIST CHURCH CHARGE/CHURCH OF THE _____ DISTRICT OF THE WEST MICHIGAN ANNUAL CONFERENCE

This form contains the Disciplinary Questions that must be answered, as well as, Reports most frequently called for at Charge or Church Conferences.

Copies of the Minutes of the Charge Conference should be filled with the Recording Secretary, Pastor, District Superintendent, and Chairperson of Witness of Evangelism Ministries.

Church's Street Address (*Not Mailing*):

Church's Telephone #:

Church's Fax #:

Church's E-Mail Address:

Church's Website Address:

Church Conference was held at: UMC at _____ a.m. or p.m.

Chaired By: _____, District Superintendent

Church Conference Secretary:

Devotion by:

Pastor in Charge:

Other Appointed Clergy:

Church Members Present:

Attach Attendance Record

REPORTS: PLEASE INCLUDE OR ATTACH AS SUPPLEMENTS TO YOUR MINUTES

- Mission Statement for the Church:** How does this Church/Charge define its Mission to its Parish, the Local Community, and beyond the Local Community (§§ 201-204, 247.3, 252)? (*Attach as a supplement.*)
- Apportioned Funds and Benevolence Giving:** What percentage of your total appointed funds did you pay last year? This year? Anticipate for next year? Strategies for making improvement? What goals have been set for General Advance, Conference Advance, and World Service?
- Clergy Support:** What amounts are set for Clergy Support for the New Year (§247.13)?
- Personnel:** Who are recommended by the SPRC Committee: (a) as Candidates for Licensed and Ordained Ministry (§247.8, 311.2b), for Continuation as Candidates for Licensed and Ordained Ministry (§ 247.9, 312), Recommended as Candidates for Church Related Vocations (§247.10), Recommended for Continuation as Candidates for the Office of Diaconal Minister under *The Book of Discipline of The United Methodist Church – 2008*, Recommended as Lay Speakers (§247.11, 267, 268, 269)?
- What is the report of the governing and program bodies of the Church or Charge including a report on the goals for the previous year and recommendations for goals for the coming year (§247, 252)? (*Attach as a supplement.*)
- What is the Report of the Pastor including plans for Continuing Education (§§340.3b2, 350, 351)? (*Attach as a supplement.*)
- What is (are) the report(s) of other Clergy including plans for Continuing Education (§351)? (*Attach as a supplement.*)
- What is (are) the report(s) of Diaconal Minister(s) including plans for Continuing Education (§314.5 – *The Book of Discipline of The United Methodist Church – 2008*)? (*Attach as a supplement.*)
- Trustees
 - What is the report of the Trustees (§§2527.1-3, 2549)? (*Attach as a supplement.*)
 - What conveyances, grants, gifts, donations, legacies, bequests, or devices have been offered to the Local Church, and what direction shall be given the Board of Trustees by this Charge Conference with respect to their acceptance, rejection, and administration (§2528.3, 2532.5)? (*Attach as a supplement.*)
- What is the Annual Report of the Committee on Membership Audit (§231)? (*Attach as a supplement.*)
- What is the Report of the Committee on Finance, including the Audit (§259.4)? (*Attach as a supplement.*)
- Lay Leadership:**
 - What is the Report of the Committee on Lay Leadership? Include gender, racial/ethnic designation, and class of election for each person listed. (§259.1; *Refer to Guidelines for Leading Your Congregation: Lay Leader/Lay Member*)? (*Attach as a supplement.*)
 - Who are the Members of the Committee on Lay Leadership elected at the Charge Conference including gender, racial/ethnic composition, and class of election (§259.1)?
- What is the Annual Report of the Lay Speaker(s) (§268.3 and 269.3b)? (*Attach as a supplement.*)
- What is the Report of the Church Historian on the care of Church Records and Historical Materials (§247.5)? (*Attach as a supplement.*)
- Are there any Reports from other groups and individuals within the Church?

OTHER ATTACHMENTS

- Attach a copy of the Minutes of any Special Session of the Charge/Church Conference since its last regular meeting (§246.7).
- What date is set, on recommendation of the Church Council/Administrative Council, for elected personnel of the Local Church to take office?
- What other actions are taken by this Charge/Church Conference?