

INSTRUCTIONS: 2010 Charge Conferences

1. **Please be in prayer for the churches that you will be with at charge conference.** Pray for God's blessings on them and for God to do a new thing within them and through them in their community. Know that they will also be praying for you.
2. **This year charge conference sessions will be arranged in clusters.** The churches have been grouped together by size, location and/or situation. The purpose of the clustered charge conferences is to bring about God's kingdom here on earth as it is in heaven, together. The *Schedule* has been included in this packet.
3. **Setup for churches who are hosting:** We will meet in the fellowship hall if possible. Please have at least 5 tables set up with chairs around them. There will be a power point presentation so please arrange the tables appropriately. The host church will please provide *hospitality of coffee/water/lemonade, the communion elements of one loaf and one cup, and any other hospitality you would like to offer.*
4. **Membership of Charge Conference:** The administrative council/board from each local church together with retired ordained ministers and diaconal ministers who elect to hold their membership in said charge conference are voting members. *All church members are welcome to come.*
5. **Agenda:** The Agenda for your charge conference session is enclosed. *(also available at the district website at www.easternshoredistrictumc.org >>2009 Charge Conferences)*
6. **Charge Conference Reports:** All the forms are found on the Virginia Conference website: www.vaumc.org. Click on the tab "Administrative Services", then click on "Policies and Forms"; select "Charge Conference Forms". They are available in PDF and MSWord formats. Only the forms listed on the E.S.D.'s agenda will be reported orally. All forms must be completed and copies in 3 files, 1 for pastor, 1 for DS and 1 for Recording Secretary.
7. **Your Attention to these CC Reports:**
 - *Report #2:* Each recording secretary will need to record the names of all their charge conference attendees.
 - *Report #4:* You must list the names along with the numbers of those you have received into membership, those who have been removed from membership and those you have baptized. (Note: new this year --pastor's report and pastor's statistical report are combined in Report #4.)
 - *Report #7 and #8:* These reports are to be completed. The 2-year moratorium on removal of members by charge conference action has been lifted. (See attached letter from Bishop Kammerer.) Please have a group of church members pray regularly for the folks who are missing from the pews and the active life of the church.

INSTRUCTIONS: 2010 Charge Conferences

- *Report #12:* If you have a retired elder or associate member in your congregation make sure they complete this form.
 - *Report #18:* Names listing local church and certified lay speakers must come with your S/PPRC vote of recommendation.
 - *Report #19:* You are responsible for getting this report to those lay speakers in your church –no report, no approval. (include the instructions with the report)
 - *Report #23:* The S/PPRC is responsible for setting the pastor's salary. Once the total salary is set, the salary package can then be divided into two parts for income tax purposes. The cash/base salary is the majority of the compensation. The second part is either accountable reimbursement or travel allowance. It is the pastor's choice how much of their salary is designated and which option is to be used. Accountable Reimbursement --pastor turns in receipts and mileage records for reimbursement. Once the accountable reimbursement is spent, no more can be received. If there are funds unspent in the account at the close of the calendar year, it can be carried over and added to the Accountable Reimbursement for the following year. Accountable Reimbursement is not taxable. Travel Allowance is a fixed amount given for travel and is taxable.
 - *Report of the Nominations and Leadership Development Committee:* As you prepare your report, please remember to nominate a local church representative to the Occohannock on the Bay Camp and Retreat Center's General Board; a charge representative for the District Steward and the member to Annual Conference 2011. Alternates are encouraged for each of these positions. Also, local churches please consider nominating a Hermitage Guild Representative.
8. **District Reports for CC: (enclosed in this packet)** *Supplement reports (also available at the district website at www.easternshoredistrictumc.org >>2010 Charge Conferences)*
- Instructions for Lay Speaker Report (supplement to CC Report #19)
 - Contact Information for Lay Leadership (supplement to the Report of the Nominations and Leadership Development Committee)
9. **10 days prior to your charge conference session, these completed reports must be in the District Office:** 2011 Clergy Compensation, Lay Leadership Report with the District Form that requires address/phone/email information, and Form #17 Congregational Goals
10. **Handouts at the CC session:** Please have one copy of your *Nominations and Leadership Development Committee*, the *Clergy Compensation Report #23*, *Pastor Statistical Report #4*, and *Congregational Goals Report #17* for every member of your church in attendance. (Note: on Report #17, please list the Bible/faith studies your church will engage in this coming year.

I look forward to our time together and the new thing God is going to do in our midst.

– Tammy L. Estep, August 16, 2010