

## INSTRUCTIONS: 2011 Charge Conferences

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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 again 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. **IMPORTANT- specific action and goal setting in preparation of your charge conference:**
  - I. Between now and Charge Conference, I am asking that the churches in the clusters for Charge Conference plan and do a mission project together in the community. This will take conversation, planning and praying together. I don't care what the mission is, just that you work together towards the kingdom of God on earth as it is in heaven. We are called to be one in Christ and in our outreach to the world. I would like a member from each congregation give some part of a report to the charge conference. This can be a video of the project, a written reflection, a witness, a piece of art, pictures, etc. I look forward to hearing AND participating with as many of you as I can in your mission project. Be creative, prayerful, and Christian in your work with each other!
  - II. Each local church in the Virginia Annual Conference is being asked to prayerfully set goals for its mission in the community and in the world around the following areas
    - a. Disciples in worship (increasing average worship attendance)
    - b. Disciples making new disciples (bringing people to profession of faith in Jesus Christ)
    - c. Disciples growing in their faith (small groups that meet together in order to support, encourage, and hold one another accountable in their relationship with Christ)
    - d. Disciples engaged in mission (how will you involve people in mission)
    - e. Disciples sharing their resources for mission (financial generosity to the work and mission of the Church)
4. **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.*
5. **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.*

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6. **Agenda:** The Agenda for your charge conference session is enclosed. *It also available at the district website at [www.easternshoredistrictumc.org](http://www.easternshoredistrictumc.org) >>2011 Charge Conferences.*
7. **Charge Conference Reports:** (Note: Cabinet will be reviewing the CC reports and will approve by mid-July. Pastors will receive e-mail from the District Office when they have been approved and ready for pastors to download.) All the forms are found on the Virginia Conference website: [www.vaumc.org](http://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.
8. **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: pastor’s report and pastor’s statistical report are combined in Report #4.)
  - *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

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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.

9. **District Reports for CC: (enclosed in this packet)** *Supplement reports (also available at the district website at [www.easternshoredistrictumc.org](http://www.easternshoredistrictumc.org) >>2011 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)
  
10. **10 days prior to your charge conference session, these completed reports must be in the District Office:** 2012 Clergy Compensation, Lay Leadership Report with the District Form that requires address/phone/email information, and Form #17 Congregational Goals
  
11. **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, *July 12, 2011*