

Addendum to 2020 Charge Conference (CC) INSTRUCTIONS
District Office Assistance
9/10/2020

The district office would like to assist you and your church leaders as you prepare for your October charge conference.

We are offering electronic signature service for those reports that require them. Just email easternshoredistrict@vaumc.org to let me know the reports below have been completed and in your CC Dashboard ready for electronic signatures. I will prepare the reports using Adobe Acrobat Pro DC and email them to the appropriate persons. If they can open pdf documents, they will be able to open the Signature document. It will prompt them where to sign. The signed report will be a pdf and can be uploaded in EVC and I can do that for you.

A. The CC reports that need signatures are:

- 1) **Minutes Report:**
CC Secretary, Pastor, DS
- 2) **Clergy Compensation:**
S/PPRC Chair, DS, Pastor, CC Secretary
- 3) **Accountable Reimbursement:**
S/PPRC Chair, Church/Charge Treasurer, CC Secretary, Pastor
- 4) **Housing/Parsonage Exclusion:**
DS and CC Secretary
- 5) **Finance Committee:**
Finance Chair's
Trustees Committee:
Trustee Chair's
- 6) **Lay Servant:**
DS and Pastor (Lay Servant's signature not required)

Charge Conference Reporting in EVC: I will be available to walk thru Charge Conference Reports on EVC with you or if you gather the reporting information; I will post it in EVC for you.

Questions? Call me at 757-710-8258/757-665-6295 for by email at easternshoredistrict@vaumc.org ---Connie Owens, District Admin. Assistant