

2020 Charge Conference Instructions

So what's going to be the same as last year?

- Churches will once again meet in clusters
- Same reports in EVC system (completed 10 days prior to CC date)
- Forms signed 10 days prior to CC date

What's going to be different?

- Clusters will be meeting in Zoom (online sessions)

1.) Reporting

A. Equipping Vital Congregations "EVC" System is still the place to go for all CC reports. It's located at <http://www.evc.vaumc.org/home/>. Pastors and Administrators can begin entering 2020 reports once you have **updated the 2020 Charge Conference date:**

1. All reports need to be entered **in the EVC system 10 days before** your Charge Conference
2. **What do I do first** after I log on to the EVC system? Remember **there is an order to completing the 2020 forms:** **1.** complete the Charge Conference Date (*all Reports use the CC date, so be sure you enter this first*); **2.** Complete the Nominations report (this report puts leadership data in many of the other CC forms). Note: For a "charge position" enter the person's name and check off the position in the church where they are a member. You do not have to enter the person and position in every church on the multi-church charge. Also, please review addresses, phone numbers and e-mail addresses and for positions that require a year before you check the appropriate box. REMEMBER: in order for the Nominations report to show up in your dashboard you need to check "create Nominations Report" at located at the top. *Use the "Guidelines" located in the PDF Blank Documents in EVC to assist your Committee on Nominations with certain membership on a committee, classes, etc;* **3.** Next, is the Lay Servant Report; **4.** then, Vital Signs entry/review regarding items for Pastor's Statistical report; and **5.** all remaining reports
3. **Do you need a blank CC report, such as** the Attendance or any of the CC reports. These are available in EVC under "PDF Report Blank Documents" located under "Charge Conference"
4. **Need to set up an Administrator, Lay Servant, S/PPRC Chair, Trustees or Finance chairs** so they can complete their report? At the home page click on "EVC Administration"; click "Security Management" and enter their name, phone number, a password and e-mail address. This allows them security access to that report/reports. An email will be sent to them from the system with a link.

5. **“Signature Documents”!** Reports that require signatures have a signature line/s located on the report itself. You will need to print these off from the “Dashboard” and be sure they are signed. District Office can scan them & upload them to EVC after your CC.
6. **Audit Report** can be completed at any time now. It is not required for your CC but it is REQUIRED every year before July 1. It is a separate component on EVC.
7. **Where is the Minutes report?** Once you enter your Charge Conference date, a Minutes report (a check list of the reports) will be generated in the “Dashboard”
8. **Additional reports that you may have** –other reports such as your budget, addendums to your Nominations Report, UMW, etc. will be scanned by the District Office and posted on your CC Dashboard

B. S/PPRC need help calculating CRSP/ CPP if you increase your pastor’s salary? Go to <http://www.vaumc.org/ChargeConference> The Clergy Retirement Security Program (“CRSP”) and Comprehensive Protection Plan (“CPP”) calculator available on the webpage.

C. If you are a new pastor or administrator and you need assistance with the EVC system, please call Connie at the District Office at 757-665-6295 or email easternshoredistrict@vaumc.org.

D. Conference and District Apportionments: The Conference Treasurer released the apportionments in September. The pastor has received them in an email from the District Office. For copies, contact easternshoredistrict@vaumc.org

2.) Charge Conference Sessions October-November

- A. **Cluster sessions:** We will once again be meeting together in clusters. Dates for the CC Zoom event are included on the last page of this document. It is also available at the district website at <http://www.easternshoredistrictumc.org/charge-conferences.html>.
- B. **Agenda** (The Charge Conference agenda will include the Business Session to approve reports and Worship Time). **Details to be announced by DS Joyner in September.**
- C. **Reports to send/bring to the DS:** All forms that require signatures by church leaders should be signed beforehand and sent with any additional reports (such as addendum to Nominations Report, UMM, UMW optional reports, etc.) to the **District Office 10 days prior to the CC.** The DS will sign any documents that require his signature at that time. The District Office will scan your signature documents and additional reports and post them to your "CC Dashboard".
- D. **Reports to send/mail to each church council member (voting members) prior to the Charge Conference:**
1. **"Clergy Compensation Report"** (all signatures completed)
 2. **"Committee on Nominations and Leadership Development Report"**
 3. **"Pastor Parish Report"** (if applicable) a list of names of Candidates for Ministry or Certified Candidates or Candidates for Church -Related vocations who need to be continued/recommended.
 4. **"List of your Local Church Lay Servants and/or Certified Lay Servants"** (This list is generated after all of your lay servants have completed/updated their annual report.)
 5. **"Pastor's Statistical Report"** (Pastors will be asked to lift up the deceased members.)
- E. **Don't forget the Attendance Report** It needs to be completed by Recording Secretary and copy sent to **District Superintendent after CC.** It will be posted on your CC Dashboard.
- F. **Charges that need additional time for other business:** requested **at least 10 days advance**
- G. **Begin announcing your CC date now!**

To recap deadlines:

- Reports entered in EVC System **-10 days before CC**
- Signed Reports, extra reports that need to be scanned **-to DS 10 days before CC**
- Request for additional business **-to DS at least 10 days before CC**

Charge Conference Schedule 2020 (October-November) **Zoom Online Events (Link has been emailed to pastors)**

Date/Time		Charges
Saturday, October 10	10-11 AM	Hallwood, Pittsville-Pocomoke-Wattsville, Woodberry, Calvary, Belle Haven-Bethel
Sunday, October 11	4-5 PM	St. John's, Adams-Bloxom Mission
Saturday, October 24	10-11 AM	Christ, Market Street, Onley, New Hope, Snead Memorial, New Mission
Saturday, October 24	11:30 -12:30 PM	Johnsons, Cashville Cluster, Seaside, New Beginnings, Cheriton, Ocean View
Sunday, October 25	4-5 PM	Guilford, Grace, Cape Charles-Capeville, Greenbackville, Melfa, Coastal
Sunday, November 8	12 N	Swain Memorial, Tangier
Sat., November 14	10-11:30 AM	District Conference
Sunday, November 15	12 N	Sanford-Saxis
Thurs., November 19	6:30 -7:30 AM	Epworth, Franktown, Craddockville, Drummondtown-Metropolitan

Zoom Look is the same for all charge conferences:

<https://zoom.us/j/96013010667>

Meeting ID: 960 1301 0667
Passcode: 802195

855 880 1246 US Toll-free