

# 2018 Charge Conference



Servant Leaders  
Making a Difference



## 2018 Charge Conference **Instructions**

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

- Churches will once again meet in regional clusters
- Agenda will be the same
- Same reports in EVC system (completed 15 days prior to CC date)
- No forms will be signed at the CC

### **What's going to be different?**

- DS will plan Worship
- Location will be in one of the churches designated by DS
- PowerPoint presentation

## 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 2018 reports **now**:

1. All reports need to be entered **in the EVC system 15 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 2018 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 the 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. *Use the attached “Guidelines” 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” –which allows them security access.
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 CC Dashboard

B. **S/PPRC need help calculating CRSP/PPP if you increase your pastor’s salary?** Go to <http://www.vaumc.org/ChargeConference>

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](mailto:easternshoredistrict@vaumc.org).

D. **Conference and District Apportionments:** Apportionments will be available at the Charge Conference Orientation on August 13. We will also send them via e-mail to the pastors.

## 2.) Charge Conference Sessions Oct. 7 – Nov. 5

- A. **Cluster sessions:** We will once again be meeting together in regional clusters. Dates and locations for these 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):
1. Worship (DS preaching –Sermon title: “What if We Live?”, Scripture: 1 Peter 4: 7-11)
  2. Testimonies (from each church)
  3. Nomination and election of each CC recording secretary
  4. Those reports that need to be verbally approved (*see F. on this page*)
  5. Update on General Conference 2019
  6. Holy Communion
- C. **Every church:** Needs to designate a church leader to give a testimony about how God is making a difference in the lives of their community through the church’s ministry.
- D. **Host church preparations:** We will meet in the church sanctuary with the exception of Evergreen UMC (fellowship hall). Please **provide the elements for communion**. We will serve by intinction. **Music:** TFWS 2208 Guide My Feet and TFWS #2222 The Servant Song. **Provide a musician** to play these two songs plus music during communion. (exception: Evergreen Church we will sing a cappella.) **Set up a table** for the DS’ laptop and a projector. A **screen/blank white wall** will also be required. Please **contact the District Office as soon as possible if we need to bring a screen and projector**. The church **may offer hospitality** of refreshments at the conclusion of charge conference.
- E. **Reports to send/bring to 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”. (Having your church leaders and the district superintendent sign reports during CC takes up a lot of time that can be spent in worship and witness.)
- F. **Reports to bring to CC for your attendees:** Have copies of the following *for each person from your charge* who is attending 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* who need to be continued; recommended *candidates -Church-Related vocations*
  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.)

- G. **Don't forget the Attendance Report** It needs to be completed by Recording Secretary and copy mailed to **District Superintendent after CC**. It will be posted on your CC Dashboard.
- H. **Charges that need additional time for other business:** requested **at least 10 days advance**
- I. **Begin announcing your CC date now!**

## To recap deadlines:

- Reports entered in EVC System **-15 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 2018 (revised 8/13/2019)

- **Sunday, October 7, 6 PM (Parksley Area)** Location: St. Thomas UMC  
[Adams-Bloxom Mission Cooperative Parish, Calvary, Guilford, Woodberry] (sanctuary)
- **Monday, October 8, 6 PM (Grace UMC)** Location: Grace UMC (sanctuary)
- **Monday, October 15, 7 PM (Swain Memorial, Tangier)** Location: Swain Memorial UMC (sanctuary)
- **Sunday, October 28, 6 pm (Onley and Central Areas)** Location: Painter-Garrisons UMC  
[Accomack Cooperative Parish, Cashville Cluster, Market Street, Melfa, Onley, New Hope, Ocean View, Seaside, Snead Memorial] (sanctuary)
- **Sunday, November 4, 4 pm (Upper Bayside and Wallops Areas)** Location: Christ UMC  
[Hallwood, Pittsville-Pocomoke-Wattsville, Sanford-Saxis, Christ, Coastal, Greenbackville, New Beginnings, St. John's] (sanctuary)
- **Monday, November 5, 6:30 pm - (Exmore and Lower Peninsula)** Location: Belle Haven UMC  
[Belle Haven-Bethel, Epworth, Craddockville, Franktown, Johnsons, New Mission, Cape Charles-Capeville, Cheriton, Travis Chapel] (sanctuary)