

## Notes for Charge Conference Preparation 2010-2011

1. Please review paragraphs 246-259 of the 2008 Book of Discipline
2. If you have special concerns that cannot be dealt with in the cluster format, please contact me immediately.
3. Please print Cokesbury forms for your charge conference from the district website [www.lubdistumc.com](http://www.lubdistumc.com) or use current Cokesbury forms. ***Do not use out of date forms.***
4. Complete ***all forms*** found on the district web page as required for your church. Each church shall complete pastor compensation forms, local church official forms with addresses, phone contact and emails, and forms for candidacy and lay speaking. Please include signed finance and trustee reports. All Safe Sanctuary Policies were to be adopted and a copy turned into the district office by December 31, 2008. If you have not already submitted your policy or have made changes to your policy, please include under Tab 8.

**Special note on pastor's report – For charge conference, you will submit section #5 of the Pastor's Report in writing, reporting “. . . the state of the church and to give an account of pastoral ministry as it relates to (Paragraph 340). . .”** Sections 1-4 will be submitted at the same time you turn in your end-of-the-year Statistical Table Reports. The numbers should all match.

5. Please send a copy of your lay leadership nominations, your compensation form, names of certified lay ministers and candidates for ministry to the district office no later than ***one week prior to your charge conference.*** Also, let me know if you have special items that need to be addressed at your charge conference. Call me if you have problems or issues that will affect your charge conference.
6. Prepare in advance for your charge conference. Do not wait until the last minute. With this format, it is imperative that we have our work done.
7. The *Audit/Fund Balance Report* for 2010 is to be mailed to me by **June 30, 2011**. If you cannot get this in by that date call me with more information.
8. I will collect the Treasurer's Bonding Fee for 2011 at your Charge Conference. Please make the check ***payable to the Lubbock District of the UMC*** in the amount of \$30.00 and include the check ***with the signed Treasurer's Bond Form*** in your folder.

9. Things to remember about the election of officers.

ELECTION OF OFFICERS (Report of the Committee on Lay Leadership (the pastor is the chairperson.)

1. **The Committee on Nominations and Leadership Development is described in 2008 Book of Discipline (Paragraph 258.1, pgs 178-180)**
2. Nominations for membership on the Committee on Nominations and Leadership Development will come from the committee itself.
3. Under the Discipline, retiring members of the Committee on Nominations and Leadership Development may not succeed themselves.
4. One elected member of the Committee on Nominations and Leadership Development must be a Young Adult (aged 18-30). One member may be a youth member (aged 12-18). All members of the committee must be Professing Members of the local church.
5. If there is a vacancy on the Committee on Nominations and Leadership Development, the Church Council may fill the vacancy with the permission of the District Superintendent.
6. The pastor is still the chairperson of the committee. A lay member shall be elected as vice-chair of the committee.