

## 2022 Charge Conferences - #5 NW District

***To be successful, every pastor must lead his or her church in the following process:***

### **August/September 2022**

The Pastor will be responsible for holding every meeting necessary to prepare the information presented to the Charge Conference, including:

- The Committee on Lay Leadership for the purpose of developing a complete list of church officials for 2022 including those in classes of 2022, 2023, 2024
- The Pastor/Staff Parish Relations Committee for the purpose of recommending the pastor's compensation for 2023. The "Clergy Compensation and Expenses worksheet" must be completed online and then emailed through Data Servicers to the SPRC Chair to approve. You will also need to complete the new forms online. They are Policy on Clergy Divorce and Clergy Information Reports (Profile, Self-Assessment, Service)
- All Lay Servants who desire to be re-certified must complete their Lay Servant's Annual Report online. *Both the Lay Servant and the Pastor must sign the report.* Lay Servants who file a report will be affirmed at the Charge Conference if approved. Each Lay Servant must have completed training required every three years. ***Be sure to send list of all names to be approved to the District Office no later than 10-6-22.***
- All candidates for ministry must be approved and listed on the Recommendation for Ministry form. Ballots must be used in the vote. *These are people who have attended the Summit Retreat.* Please be prepared. ***Be sure to send list of all names to be approved to the district office no later than 10-6-21.***
- **The Leadership Report**, which includes contact information, **shall** be completed and included in the Charge Conference file submitted to the District Office and ***must be completed online.*** ***Be sure to include their email address. Each person nominated must have an email address that is not the pastors.***

## **September/October 2022**

All information that will be presented to the Charge Conference (including the information above) **must** be approved by the Administrative Board/Council **prior** to the Charge Conference. You will need to submit those minutes of to confirm you actions. At the Charge Conference those leaders present will only be invited to **affirm** what has already been approved by the Administrative Board/Council. We want to make sure everyone is informed before the Charge Conference. ***If you have an urgent issue that will be coming up at Charge Conference it is very important that you inform the District Superintendent of this in advance.***

### **PLEASE REMEMBER:**

- 1) Be sure to put it the Checklist in the front of the folder with the required reports. Be sure to acquire the necessary signatures.***
  
- 2) Many have asked about the Declaration of Insurance. This should be one or two pages which is included in your insurance policy showing your amount of coverage. If you cannot locate it your agent should be able to send you one. DO NOT SEND US THE ENTIRE INSURANCE POLICY.***