

CHECKLIST FOR ANNUAL CHURCH CONFERENCES

HELPFUL PHYSICAL ARRANGEMENTS:

- Each congregation makes arrangements for a Recording Secretary.
- Microphone, if necessary.
- 3 x 5 cards or paper for ballot vote, if necessary.
- Name tags (provided by host church)
- A table for the District Superintendent/Elder and Recording Secretary.

WRITTEN COPIES OF THE FOLLOWING FOR THOSE PRESENT:

- Agenda
- Membership report, including names of persons to be recommended for removal by Charge Conference Action
- Year 2010 pastoral compensation form(s)
- Report of Committee on Lay Leadership (List all church officers, not just the ones being voted.) Remember that church organization is described in ¶243;244 (page 157-158) in the *2008 Book of Discipline*.

Please vote:

Committee on Lay Leadership (CLL)

- Retiring members may not succeed themselves
- Must be full members
- Up to nine persons in addition to the Pastor and Lay Leaders (at least one young adult ≤ 30 yrs. of age)

Committee on Staff Parish Relations (SPRC)

- Retiring members may not succeed themselves
- Must be full or associate members
- Not open to paid staff members or their immediate family
- Five to Nine members (at least one must be a young adult ≤ 30 yrs of age).

Board of Trustees (BOT)

- Three to Nine members (at least 1/3 female and 1/3 males)
- Must be ≥ 21 years of age.
- $\geq 2/3$ of number must be church members
- Chair must be a church member – elected by and from the Committee

FOR SUPERINTENDENT ONLY:

- Church officers address list (enclosed)
- Original** compensation form (s), signed by appropriate persons (Copy should have been mailed to superintendent one week prior to conference.) Be sure this is the 2010 version (see top right of form)
- 2008 Financial Audit (official form enclosed “Fund Balance Report”, though not mandatory that it be used)
- 2009 Annual Report of the Trustees official form (enclosed) - attach acopy of your Accessibility Audit, or if you completed that audit in a previous year, see instructions regarding Accessibility Audit
- Trustee Church Use Report Form (enclosed)

- Original and one copy of lay speaker report form(s). Each lay speaker will have received a form from the District Lay Speaking Committee. The superintendent will sign the original and mail it to our District Lay Speaking Director. The copy is for superintendent's file. Lay Speakers will not be Certified if the written report is not provided at the meeting.
- 2009 Recommendations for Ministerial Candidacy and Lay Speakers (enclosed)
- Current financial report
- 2010 Budget, if ready
- Written reports from retired pastors and other clergy relating to your church
- Your current church directory
- Please mail the minutes of your ACC to the district office in a timely fashion.**