

2009 ANNUAL CHURCH CONFERENCE AGENDA

The following agenda is to be used as a guideline for Annual Church Conferences.

Welcome Pastor, Circuit Leader or Lay Person

Opening Prayer (grace for meals) and Meditation DS, Circuit Leader or Elder

Church Conference Required Actions:

- * Membership Report
- * Pastoral Compensation for 2010
- * Election of Officers
- * If needed:
 - Candidates for Ordained Ministry: Recommendation and/or Renewal
 - Lay Speaker(s): Initial Recommendation and or Renewal (written report required)

Sending Forth DS, Circuit Leader or Elder

DETAILS CONCERNING AGENDA

Welcome Pastor, Circuit Leader or Lay Person

DS, Circuit Leader or Elder will lead the opening prayer and meditation and call the meeting to order

Reports and Recommendations

- Membership Report: Must be in written form, with copies for everyone. Include total members at the end of 2008, changes since that time, average worship attendance in 2008, average attendance to date in 2009, and recommendation for removing members by Charge Conference Action (Para. 228, *2008 Book of Discipline*).
- Pastor's Compensation for 2010: **To assure that all is in order, please send my office a copy of this form at least one week prior to your ACC. This helps avoid any last-minute problems at the time of the meeting. Failure to do so jeopardizes voting on the compensation at the conference.** This must be in written form, with copies for everyone, and is presented by the Chair of the SPRC or the Chair of the Administrative Board.

□ **Election of Officers**

A printed “Report of the Lay Leadership Committee” should be available for everyone present, listing all officers, not just the ones to be voted upon. All officers should be elected at this Church Conference.

In reference to Trustees, note that they elect their own chair. This is the only committee with the right to do so. The Board of Trustees is expected to be comprised of 1/3 clergy, 1/3 laywomen and 1/3 laymen, as recommended by the *2008 Book of Discipline, Paragraph 2512.1*. Unless a written ballot is taken, the motion electing the trustees must be done in these words in order to comply with the laws of the State of California:

I move that the secretary cast a ballot favoring the nominees for the Board of Trustees and that the secretary note in the minutes that the nominees were elected by ballot.

Please have a written copy of this motion for the Recording Secretary.

In reference to the Committee on Lay Leadership: There may be nine members maximum, in addition to the pastor and Lay Leader; the committee should include one young adult and one high school youth. The Committee on Lay Leadership may nominate its successors. Retiring members should not succeed themselves. Nominations may come from the floor of the Church Conference. You are invited to plan ahead. Ask persons before the meeting if they would be willing to serve. This will save time and awkward silences. The pastor chairs the Committee on Lay Leadership.

In reference to Sacramento United Methodist Union Representatives (northern Delta District churches only): You are entitled to one SUMU Representative for each 200 members or portion thereof. (For instance, if you have 202 members, you would be entitled to two SUMU Reps.)

In reference to Central Missionary & Extension Society Representatives (southern Delta District churches only): The assigned and appointed pastors of United Methodist Churches in the territory of the Society and one lay member from each church shall be considered full members of the Society.

In reference to Lay Members to Annual Conference: Paragraph 32 of the 2008 Book of Discipline states: “...Such persons must be professing members of The United Methodist Church and active participants at the time of election. Each charge served by more than one clergy shall be entitled to as many lay members as there are clergy members. The lay members shall have been for the two years next preceding their election members of The United Methodist Church and shall have been active participants in The United Methodist Church for at least four years next preceding their election.”

IF NEEDED:

□ ***Candidates for Ordained Ministry: Recommendation and/or Renewal**

SPRC Chair usually makes the motion and reports appropriately. The Discipline spells out procedures for those seeking to be candidates. Renewal of candidacy is also required annually. If you are recommending a candidate for the first time, I will appreciate a full month 's notice so that we can be sure all necessary requirements have been met. Please remember that Church Conference approval of Candidates for Ministry now follows their work with a guide or mentor.

- *Lay Speaker(s): Initial Recommendation and/or Renewal:**
New lay speakers need to be recommended and continuing lay speakers need to be re-recommended. Each lay speaker will have received a “Lay Speaker’s Annual Report and Request” form from the District Lay Speaking Committee. Please ask the lay speakers to be present at the meeting so that they may be introduced. The form should be completed, and the original and one copy given to the superintendent at the meeting. The district office will see that the original is mailed to the District Lay Speaking Director. Note: If the form is not provided to the superintendent at the meeting, the person CANNOT be recommended/voted by the church conference. Please share this requirement with your lay speakers.

Conversation with the District Superintendent, Circuit Leader or Elder:

This will be an informal conversation led by the Superintendent, Circuit Leader or Elder.

In addition, the following WRITTEN REPORTS will be provided to the Superintendent:

- Current Financial Report (latest monthly or quarterly treasurer’s report)**
- Proposed 2010 Budget (if you have it ready)**
- *2008 Financial Audit:** “Fund Balance Report” form enclosed. (Or you may submit the official audit as provided by your Auditor.) Superintendent should be given the original; copy should be retained in church file. Please remember that you must have your books audited each year by a qualified auditor, someone other than the person who keeps your books. Please do not simply fill in the front side of the form and call it an audit. The form must be signed by the auditor, or we will have to return it to you to obtain the signature.
- *Annual Report of Trustees:** Form enclosed. Attach an addendum to your Annual Report of Trustees each year stating what improvements you have made during that year to bring your facility up to the standards set in the “Americans with Disabilities Act of 1990.”
- *Trustee Church Use Report Form:** Form enclosed. Original to superintendent; retain copy for church files.
- *2009 Recommendations for Ministerial Candidacy and Lay Speakers Form:** Form enclosed. Original to superintendent; retain copy in church files.
- *Church Leaders Address List:** Form enclosed if needed. Try to keep this form to two pages should you reinvent it in your computer. These have to fit into one large binder, and if everyone sends 3, 4, 5, or 10 sheets...it won’t fit. Thanks for your consideration.
- Reports from retired ministers and ministers in other relationships:** Retired Clergy, Clergy on Leave of Absence, Family Leave or Honorable Location, or Clergy Appointed to Extension Ministries are required by the Discipline to report to the Charge Conference in which they hold membership. The pastor is to inform those persons of the date of their ACC so they may submit their written reports, which are to be provided to the superintendent.

*Available on line, cnumc.org, heading “Resources”, select Charge Conference forms.