**GUIDELINES AND COMMON QUESTIONS**

**For the 2020 Charge Conference Season**

**FOR ALL CHARGE CONFERENCES (Group and Individual)**

The expectation is that you and your lay leadership attend with all administrative matters approved by your Church Council/Administrative Board including: 2021 Clergy Compensation Reports, 2021 Leadership/Nominations Report, Lay Servant Ministries Applications, Declaration of Candidacy for Ministry Charge Conference Recommendation Forms, Report of Finance Committee, Report of Trustees, Report of Pastor, and Reports of other UM clergy with Charge Conference relationship to the church. Find forms and information regarding lay delegates to Annual Conference on the district website.

If you decide to attend one of the two group Charge Conferences meeting by Zoom, you will receive the Zoom invitation link from Jill Barre prior to the date of the conference. You are responsible for ensuring the link is given to church leaders, staff, and others attending the conference from your church.

**WHAT IF MY CHURCH HAS ADDITIONAL ITEMS THAT NEED TO BE ACTED ON?**

If there are action items specific to your church that you believe need to be included in the Fall Charge Conference agenda, contact Teresa at [twelborn@umcad.org](mailto:twelborn@umcad.org) as soon as possible. There is a possibility we can work something out so that those action items can be included in the group Charge Conference or such items can be handled at a separate called Charge Conference. If the action items are to be handled at a separate called Charge Conference, I will decide whether I will preside or have another elder preside.

NOTE: All first time candidates for ministry and all first time Certified Lay Ministers shall be voted on at a separate called Charge Conference and will not be voted on at a group Charge Conference. Again, contact Teresa at [twelborn@umcad.org](mailto:twelborn@umcad.org) to schedule an individual Charge/Church Conference for these important action items.

**WHAT IF IT IS A CUSTOM FOR OUR CHURCH TO HAVE A CHURCH CONFERENCE FOR BROADER PARTICIPATION?**

That is fine. Simply complete the necessary form on the district website.