

Church: _____

**The United Methodists of Greater New Jersey
Guidelines for Conducting 2019 Church Conferences
For Presiding Elders**

Please return **ALL** forms found in the church conference envelope to the registration desk. Ask attendees to sign the attendance sheet, and then return it in the envelope along with this completed agenda. Add the signed and approved **Clergy Compensation Report/Housing Exclusion Resolution** provided by the church into this envelope.

Opening prayer by presiding elder

Ask for a motion to open the church conference

- Declare the annual church conference open: *"I declare that the Annual Church Conference of (Church Name) UMC is now open."*
- Second and approve

- Approved**
 Not Approved

If church council secretary is not present, ask for a nomination for a Recording Secretary for this conference

- Recording Secretary Name: _____
- Second and approve

- Approved**
 Not Approved

Receive minutes from the previous church conference and other special charge conferences (if applicable)

- Second and approve

- Approved**
 Not Approved

Receive the Directory of Officials (Officials Elected at Church Conference)

- Give people a brief moment to review the report; note officers who are newly elected to positions and their term start date
- Ask if there are any additional nominations, amendments, or corrections
- Second the reports and vote to approve

- Approved**
 Not Approved

Receive the Report of the Pastor

- Note if any clergy in extension ministry or retired clergy are present. If so, call names and ask them to stand and be acknowledged.
- Vote for the renewal of candidates for ministry (if applicable)
Enter Name(s): _____
- Ask SPRC chair or pastor to introduce new candidates for ministry (if applicable). Ask candidates to stand and make a brief statement of call (2 minutes) seeking the support of the church; take a time of silent prayer; take a written ballot (written ballot required with $\frac{3}{4}$ affirmative vote). All written ballots must be submitted (place in the envelope).
Enter Name(s): _____

- Candidate Renewal:
 Approved
 Not Approved
 Not Applicable

- New Ministry Candidates:
 Approved
 Not Approved
 Not Applicable

- LS/CLM Reports:
 Approved
 Not Approved
 Not Applicable

- Entire Report of the Pastor:
 Approved
 Not Approved

- Call attention to the Membership Report & Second Year List; indicate that persons on the second-year list will be removed from the role once the pastor's report is approved.
- Ask the pastor to lift up the names of those who passed during the year.
- Certified Lay Servant Report & Certified Lay Minister Report (if applicable)
 - Vote to approve (only if reports were completed prior to this church conference)
- Move to receive the entire Report of the Pastor
 - Vote to approve

Review Clergy Compensation Report and Clergy Housing Exclusion Resolution

- Point to 3 specific lines on the Compensation Report that will be voted on:
 - Total Church Salary – Line 6
 - Housing Exclusion – Line 11
 - Total Reimbursable Expenses – Line 33
- Proposed by church council and does not require a second vote: "It is properly before you. Are there any questions? Are you ready to vote?"
 - Vote to approve
- **Ensure that all signatures are affixed and then place this report in the envelope.**

- Approved**
 Not Approved

