The following is the procedure for a charge conference after the church submits an application to their bank for the Paycheck Protection Program under the CARES Act.

**Scheduling & Conducting the Charge Conference**

Contact your Regional Administrator with a proposed date, time and method (ZOOM, email, conference call) for the special charge conference. The pastor, if an elder, may conduct the charge conference or may request an elder to conduct the charge conference. Pastors may find an elder to preside or may ask their Regional Administrator for help finding an elder. The charge conference may be conducted by conference call, email vote or Zoom meeting or other electronic method. The meeting is not to be held in person.

**Announcement**

The following announcement is to be sent to the members of the charge conference and/or announced during online worship.

There will be a special Charge Conference at \_\_\_\_\_ (time) on \_\_\_\_\_\_ (date) to sign off and approve pursuing funds available to local congregations as part of the CARES Act. The Charge Conference, open to all elected members of our Church Council/Administrative Board or Council will be held via ZOOM or \_\_\_\_\_\_\_\_\_.

**Motion**

Whereas our nation and world are under extreme spiritual, physical, and financial strain and the Federal Government has provided funds to assist church employees and, including church employees to stay in their jobs and continue earning their salary and benefits at least through June 30, 2020;

We approve receiving funding through the funding through the US -CARES Act Payroll Protection Program for all clergy and lay employees  of our congregation, including but not limited to pastoral, administrative, worship, childcare, maintenance and any other types of paid staff and the funds will be deposited through the church treasurer and overseen and administered by the finance committee according to the guidelines of the program.

**Recording the Vote and Sending the Minutes**

Votes may be roll call, text or emailed to the recording secretary and the minutes of the meeting and vote will be forwarded to the GNJ regional administrator. It is essential that the vote and minutes be sent within two days of the charge conference to the regional administrator.