



UNITED METHODISTS OF GREATER NEW JERSEY

Church: _____

The United Methodists of Greater New Jersey Guidelines for Conducting 2020 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): _____

- 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

- 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

<p>Review Clergy Compensation Report and Clergy Housing Exclusion Resolution</p> <ul style="list-style-type: none"> ▪ Point to 3 specific lines on the Compensation Report that will be voted on: <ul style="list-style-type: none"> ▪ 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?” <ul style="list-style-type: none"> ▪ Vote to approve ▪ Ensure that all signatures are affixed and then place this report in the envelope. <ul style="list-style-type: none"> ▪ Compensation Report – signed only by Church Council chair, SPRC chair, and Pastor; District Superintendent will sign after the conference – PE’s do not sign ▪ Housing Exclusion – signed only by Recording Secretary, Church Council Chair, and District Superintendent <p>Note: If there is a discrepancy with the salary or move to not approve it, please text the DS immediately so they can join the meeting at this point.</p>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<p>Vote to receive the Trustees Report (must have no less than 3 trustees listed and no more than 9 total)</p> <ul style="list-style-type: none"> ▪ Ask Trustees president/representative if there is anything NOT in the report that they would like to share ▪ Thank the Trustees for their work ▪ Motion to receive the report and vote to receive 	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<p>Receive the 2019 Fund Balance Report</p> <ul style="list-style-type: none"> ▪ Does not require a vote - for informational purposes only. This report is due at the district office on June 1st. If not submitted yet, please remind the church to do so. 	
<p>Motion to receive any Resolutions (DS must know and approve all resolutions ahead of time)</p> <ul style="list-style-type: none"> ▪ Motion: _____ ▪ Second and approve 	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<p>Celebrate one of the 2020 goals the church achieved and discuss at least one goal for 2021 based on the Vitality Goals and the Congregational Appraisal</p> <ul style="list-style-type: none"> ▪ Pastor or designated lay person will BRIEFLY share for 2 minutes at least one goal for 2020 affirmed by the Church Council 	
<p>Motion to Adjourn</p> <ul style="list-style-type: none"> ▪ Second and approve 	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<p>Closing prayer by the pastor of the church</p>	
<p>Presiding elder notes if needed (please write clearly):</p> 	