



UNITED METHODISTS

OF GREATER NEW JERSEY

Church: _____

The United Methodists of Greater New Jersey Guidelines for Conducting 2021 Church Conferences For Presiding Elders

Please make sure an electronic or paper copy of any forms are available for the Pastor, Recording Secretary, and all members of the Charge Conference. Ensure Recording Secretary does a virtual roll call of who is present and eligible to vote.

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

- 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 ¾ 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

