

Pastor's Planning Guide & Sample Church Conference Agenda

2014 Charge/Church Conferences Wisconsin Conference

The items to list on the agenda are numbered as a way to suggest the flow of an agenda. The explanation of the agenda item does not need to be printed on the agenda.

Name of Church/Location Date/Time Agenda

1. **Opening**
 - a. **Devotions**
 - b. **Appointing of Recording Secretary ¶247.4** (Make certain someone prepared to take minutes is present. Minutes should be sent to your superintendent's office within five days. Legible handwritten minutes are acceptable.)
 - c. **Reading of the Mission Statement for the Church** (Print with agenda or have available in some other format.)
2. **Required Reports (most forms are included in packet)**
 - a. **Review of Ministry Plan** (Written.)
 - b. **Report of the Pastor(s) of the Congregation ¶351.5** (Written. Continuing Education Report is the only required report in this category – additional reporting at your discretion. See ¶231, 235, 241, 247.15, & 340.3a(6) for additional Charge/Church Conference report responsibilities of the pastor.)
 - c. **Deacons in Full Connection** (Written. An oral presentation may also be included. Forms are not in packets.) Please use the official form found at www.gbhem.org
 - d. **Report of Trustees ¶2549** (Written. Use official form [*included in packet*].) Report is for current year.)
 - e. **Membership Audit ¶247.15, 231** (Written. Membership audit must include: 1) Names of persons received and method of reception; 2) Names of persons whose membership has been terminated and method of termination. (*Report those received and terminated since the last charge/church conference. This differs from the year-end statistical report which uses Jan. 1 – Dec. 31 data*). Use official form [*included in packet*].)
 - f. **2013 Fund Balance Report (Annual Audit) ¶259.4c** (Written. Use official form [*included in packet*]. The Discipline requires the presentation of the most recent audit [*2013 unless your fiscal year ends mid-year.*] Send completed 2014 Fund Balance Report to the regional office no later than April 15, 2015.)
 - g. **Committee on Finance ¶259.4C** (Written. Use official form [*included in packet*].)
 - h. **Retired Pastors ¶358.5** (Written. No forms for this, but remind any retired pastors affiliated with your charge/church conference that a report is required. The Discipline requires that retired

pastors “report to the Charge/Church Conference and to the pastor all marriages performed, baptisms administered, and other pastoral functions. . .”)

- i. **Pastors Appointed to Extension Ministries ¶344.3** (Written. No forms for this, but remind pastors affiliated with your charge/church conference and appointed to extension ministries of the need for their reports. The Discipline requires an “*Annual Report of pastoral duties and the fulfillment of their ordination through special appointment*” be presented to the charge/church conference.)

3. **Required Reports (Needing a Vote)**

- a. **Removal of Full Members ¶228.2b(4)** (Written. Copies for all at charge/church conference. A list of names to be removed from full membership and those on the inactive list should be presented. Use official form *[included in packet]*.)
- b. **Nominations and Election of Lay Leadership ¶258** (Written. Copies for all. *[Committee on Nominations and Leadership Development]*.)
- c. **2015 Support Worksheet and Report Form ¶247.13** (Written. Pastoral support items must be acted upon at charge/church conference. S/PPRC chair should be present. Pastoral support must be reported to the DS on official 2015 Support Worksheet and Report Form 10 days prior to your charge/church conference. Use official form *[included in packet]*.)
- d. **Resolution on Housing or Parsonage Allowance ¶247.19**
- e. **Resolution on Accountable Reimbursement**
- f. **Budget for 2015 ¶258.4(g)** (Written. Copies for all. The remainder of the budget may be acted upon by either the Charge/Church Conference or the Church Council. If the entire budget is not presented, send a copy to the regional office the day immediately after approval.)
- g. **Recommendation of Lay Servants ¶247.11, 268, 269** (Written. To retain their status, lay speakers must have their status renewed annually. Distribute official form *[included in packet – duplicate as needed]* to lay servants/speakers for presentation at the charge/church conference.)
- h. **S/PPRC Report on Persons Preparing for Church Related Vocations ¶247.8,9,10** (Written. This includes: 1) Recommendation of persons seeking candidacy for ordained ministry; 2) Reports on those previously approved and recommendations for renewal of candidacy; 3) Recommendations of persons for other church related vocations. ¶247.8,9,10 Reporting is a responsibility of the Staff/Pastor Parish Relations Committee. Material for written ballots should be available when voting is required by Discipline.)

- 4. **Adjournment (Do NOT include “other” on agenda.** Specify any additional items in your agenda that need charge/church conference action and that have been recommended for such action by church leaders and approved in advance by your District Superintendent. The charge/church conference is not an appropriate setting for bringing business that has not previously gone through appropriate channels.)