

North West District 2008 Charge Conference Guidelines

- ❖ Cluster groups will meet at their predetermined host church location.
- ❖ The North West District Charge Conference Schedule has been set and is available to you and your church in a variety of ways:
 - Posted on the conference website www.flumc.org under District specific charge conference forms.
 - Available via e-mail request from the District office flumc-nw@flumc.org
 - Available through US mail by calling the District Office 850-386-2154
 - Through the Conference website calendar
- ❖ The format of the cluster charge conference is changing this year. The directions and expectations are being sent to Cluster leaders, Pastors, and all church lay leaders. The goal is to have a Cluster Celebration that allows the churches to share “How is Our Church Living the Five Practices of the Methodist Way”.
- ❖ There will be time scheduled at the Charge Conference for the approval of reports and forms. All forms must be approved and signed by the appropriate church committees prior to your charge conference date. If your church expects any issues beyond the approval of forms and reports, you must contact the District Office. We will need to make arrangements to address these issues with the District Superintendent or with an assigned Presiding Elder at a separate time.
- ❖ **All charge conference forms are due to the district office one week prior to your conference date. The due dates for your church’s forms are included on the charge conference schedule.**
- ❖ The appointed local church pastor is responsible for making sure that all required forms are included in the file, filled out appropriately, with all required signatures and delivered to the District office by the assigned due date, (One week prior to your scheduled Charge conference).
- ❖ Your conference must be announced in accordance with the 2004 Book of Discipline paragraph 246.8 (Page 152-153) “... ten days in advance by two or more of the following: from the pulpit of the church, in the weekly bulletin, in a local church publication or by mail.”
- ❖ If you need assistance with any of the forms for Charge Conference please contact the NW District Office, we will be more than happy to help you. 850-386-2154 flumc-nw@flumc.org

Charge Conference Timeline for 2008

- ❖ **One to two months prior to charge conference:**
 - Staff Parish Relations committee works with the finance committee to present a recommendation to the church council for the Pastor’s 2009 salary, reimbursable account, and continuing education. The SPRC cannot recommend the Pastor’s salary directly to the Charge Conference; the council’s approval is required.
 - Download copies of the charge conference forms and distribute to those responsible for completion. Please be sure to include your completed checklist with your forms that are turned in to the District Office (Forms will be posted to the conference website- www.flumc.org – August 25th)
 - Advise the District Office of any special business items that need to be presented
 - The Committee on Lay Leadership (Nominations) should be meeting to discuss 2009 church Leadership
- ❖ **At Least One week prior to your Charge Conference date:**
 - The church council approves the Pastor’s 2009 salary. FAX the completed form (RUAH/Appointed Pastor’s Salary and Compensation) to the NW District Office 850-386-2155 (please call first)
 - The committee on lay leadership report (Nominations) must be completed.
 - All reports must be signed by the chairs as required on each form BEFORE being sent to the District Office

Directions: Please fill out this page and copy it as the cover sheet for your church's file to be sent to the District Office.

Church Name: _____ Charge Conference Date: _____

Pastor: _____ Recording Secretary: _____

Items to be approved by Charge Conference Actions:

- 2009 Clergy Compensation (Taken from the "2009 Appointed Pastor's Compensation and Benefits form")

Presented by: _____

1. Pastor: _____

Salary 2008: \$ _____ Salary 2009: \$ _____

Accountable Reimbursement Account 2009: \$ _____

Check One: Parsonage Housing Allowance \$ _____

2. Pastor: _____

Salary 2008: \$ _____ Salary 2009: \$ _____

Accountable Reimbursement Account 2009: \$ _____

Check One: Parsonage Housing Allowance \$ _____

*If your church has more than two pastors please include their salary information on a separate page

- Connectional Giving presented by : _____

Total Amount Apportioned for 2008: \$ _____

Total Amount Given as of last month: \$ _____

*If less than 50% of the total 2008 apportionments have been paid, how will this shortfall be addressed in the final months of the year?

Will 100% of the 2009 apportionments be included in the 2009 Budget? Yes No

- Recommendations of Candidates for ministry/ Recommendations for Continuing Candidates (if applicable)
