

## **Additional Instructions for Community Charge Conferences**

As we approach our Community Charge Conferences, I wanted to share with you a basic outline for the Conference along with some of the “needs” for our gathering. Each participating church should be proactive and call the host church with how they can assist with the Community Conference.

### **(Gathering) - Hospitality Team**

- Designate Greeters for both parking areas and gathering space (Try to have all participating churches provide one or two greeters, designate someone to be in charge.)
- Provide Sign-In Space (Blank name tags and a place where people can “sign-in”)
- Each church should bring their own attendance sheets, name tags & markers, voting matters packets for members attending
- Each church should designate one person to be at the table for their church to handle sign-in and distribution of your church “Voting Matters” material.

### **(Worship) – Music Team**

- Opening and Closing Music (10-12 minutes)  
[Contemporary, Traditional, or Combination of both]
- Make sure someone with a strong voice is leading the singing
- Will need two musical segments [Opening Worship and Closing Communing, 10-12 minutes @]
- Musicians could be combined from the participating churches or if that is not practical, simply from the host church

### **(Methodist Way) - Sharing Experiences of Transformational Grace**

- Designate one or two persons to share a story of transformation in your church
- Could be an audio visual presentation  
[Work that out in advance with the host church or bring your own set up.]
- Limit Presentation to 5-7 minutes [Remember there are multiple presentations.]

### **(Conference Business) – Voting Matters**

- Each Church provides packets with voting matters for each participant from their congregation [Membership Removal, Pastoral Compensation Summary, 2010 Leadership Roster]
- Inform DS in advance if there are any Candidates for Ministry (First Time or Renewal)
- Names of Certified Lay Speakers to be approved or continued

### **Closing Communion**

- Host Church provides Communion Elements and 2 Chalices/Patens [Intinction]
- Music Team should prepare for 10-15 Minutes of Music during Communion

### **Fellowship Time after Conference**

- *Each church* should bring finger foods to share (enough for participants from your church)
- Host church should provide coffee/drinks/napkins
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Call me if you have any questions or concerns! **Wayne** (407-403-4367)

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