

South East District **2009** Charge Conference Instructions

1. **Cluster Team Leaders** will work with the clergy of each cluster to schedule and plan the cluster charge conference event. Cluster leaders will select the date of their choice between October 1 and November 23, 2009 and let the District Office know of the date ASAP.
2. **All churches are asked to participate in the cluster charge conference format again this year – *there will be no individual charge conferences.*** Each church is responsible for asking an Elder (under appointment in the SE District) to preside for their church, then to call the District Office to say who that Elder will be. If you wish to ask a retired Elder to preside, you must first get the permission of the District Superintendent. The deadline for identifying a Presiding Elder is September 25.
3. **The Five Practices of the Methodist Way are:**
 - Passionate Worship
 - Salty Service
 - Extravagant Generosity
 - Intentional Discipleship
 - Radical Hospitality

Each church should share a report on their success or failure in one of these areas in 2009, and the goals you will set for 2010. Again, the report will include looking back on *one* of the Practices from 2009, and will present goals *for all five* for 2010.

This report (along with the election of leaders, clergy compensation, candidates for ministry, and removal of members) will be done in your church's separate meeting time.

4. **All Charge Conference Forms need to be submitted to the District Office one week in advance on your cluster charge conference event.** This allows the District Office to help you spot errors, fill omissions, etc., so that at the end of your charge conference event you can submit your packet and be done with it!

Something new being offered this year is the ability to fill out and submit charge conference documents online. They will not be in PDF form, rather in a new program being developed by the Conference. More information on the program will be sent out very soon for any tech-savvy church that wants to try it! If you use this new program, you must still have your documents ready for review a week in advance of your Charge Conference, though you do not need to submit them as the District Office personnel be able to access them online.

5. **I, Craig Nelson, am happy to attend or help preside at your cluster charge conference,** depending on my calendar. (Obviously I cannot be at 10 different clusters on the third Sunday in October). Please feel free to call and ask, if I can, I'll be there and will help in any way I am able.

6. **It is essential, when filling out **Form 11: Committee on Lay Leadership**, that every church submit a name for the following positions:**
 - 2010 SPR Chair
 - 2010 Trustee Chair
 - 2010 Church Council Chair
 - 2010 Finance Chair
 - 2010 Treasurer
 - 2010 Lay Leader
 - 2010 Lay Member to Annual Conference

7. **In addition to supplying the names of the above chairpersons, we also need their correct contact information.** Oftentimes during the year mailings go out to committee chairs and if we do not have correct addresses we spend a lot of time hunting them down. Please refer to **Form 20: Local Church Officers** for the best way to get us this information. We need a mailing address, email address and phone number for each committee chair, please!

8. **When your Cluster Charge Conference is over, each pastor is responsible for sending his/her church's charge forms to the District Office.** You may hand your packet to the District Superintendent if he is at your event. Otherwise please mail or bring it into the District Office no more than one week after your charge conference. Please do not fax your packet in, as faxes are notoriously hard to read. Please also remember to make a full copy of your packet before submitting it to the District Office to keep in your church records.

The District Staff will have a lot of information to process after each cluster charge conference. We greatly appreciate your help in sticking to the above directions and deadlines!!

The final deadline for all charge conference packets to be completed and in the District Office is November 23, 2009.