

GUIDELINES/REMINDERS FROM THE FARMVILLE DISTRICT

PASTOR/STAFF PARISH RELATIONS COMMITTEE

- This committee submits the total compensation and other monetary requests for their pastor and all paid staff to the Finance Committee. **(It is very important that the pastor be involved in forming the Reimbursement Policy Amount.)** Utilities, other than heat, must be part of the cash salary amount.
- You are to recommend an amount your church will provide for Continuing Education for your pastor. This amount will be above any amount set aside in the Salary/Account Reimbursement Plan. Report this amount to the Finance Committee.
- You are to recommend an amount your church will grant your pastor and lay member to attend Annual Conference. *Each charge is responsible for the expenses of both clergy and lay members, including diaconal members, from that charge to the annual conference. You must work out a plan for compensating the actual expenses.* Report this amount to the Finance Committee.
- The PPR Committee works out the vacation time allowed their pastor for the year. It is wise to have these terms in writing. All requests by the pastor and staff for time-off will need the approval of this committee. Any exceptions to the agreement must be approved by this committee. Vacation time is figured from July 1 to June 30.
- You are to list all lay speakers and make recommendations on all certified candidates using the conference form. **This is very important.** Lay Speakers - to be recognized must follow through in three areas: 1) the PPR recommendation, 2) the conference Annual Report Form must be completed by the Lay Speaker and entered to the charge conference so that the speaker can 3) seek approval of charge conference. These forms require the signature of the speaker, the pastor and the DS.
- We request that each parsonage be reviewed (district form # 108) and inventoried (district form # 109) as to what remains with the parsonage and copies be sent to the district office. If a Parsonage Committee does not exist the PPR Committee takes this responsibility. Reviews are to be completed by June 1st of each year.
- Please refer to the 2008 *Discipline* ¶258.2. There you will find details of this committee.
- Please make sure all forms being submitted have the name of the church and charge listed where it can be seen. **IF INDICATED ALL FORMS MUST BE SIGNED!!**

COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT (formerly LAY LEADERSHIP COMMITTEE)

- All persons who are being nominated should have previously agreed to serve if approved.
- Your nominations must be typed and duplicated so that everyone attending the conference will have a copy of the report. Place an * by those new to the position.
- You will need to make recommendations for those who are qualified, eligible and desire to serve as district or conference officers. They will need to fill out the form "Nominations Facilitation Committee Profile Blank" now found online at www.vaumc.org, Ministries, Common Table, Leadership Discovery and Development Team then Nomination Facilitation Profile Form. Copies of these forms should be sent to the District Office and a copy should be turned in at charge conference. We really are looking for and need a list of qualified and eligible people.
- Please refer to the 2008 *Discipline* ¶258 for more details of this committee.
- Please make sure all forms being submitted have the name of the church and charge listed where it can be seen. **IF INDICATED ALL FORMS MUST BE SIGNED!!**
- Either your committee or the pastor needs to make **sure that District forms #101 AND # 102 are completed and included** in the charge conference materials to be returned to the district office. These are VERY important to us and need to be accurate. Please update addresses and phone numbers. We are being asked for and need to use email addresses more often. Please make an effort to list all email addresses, where there is one, for your officers.

CHURCH COUNCIL

- If your church does not have a membership care person or committee, then you will need to deal with the Membership Care forms
- The Nominations and Budgets for the next year that are voted on at Charge Conference are there because of your recommendation which is completed before charge conference.
- Please make sure all forms being submitted have the name of the church and charge listed where it can be seen. **IF INDICATED ALL FORMS MUST BE SIGNED!!**
- You will also need to recommend the Accountable Reimbursement Policy and the IRS Housing/Parsonage Exclusion Allowance requested.
- Your committee will also need to make sure that all Trustees are registered at the local county Court House.

TRUSTEES

- You will need to complete the conference form for Trustees. Please make sure that it is filled in completely. When specific information is needed these forms can be very helpful to us.
- A Trustee Petition can be found on the District web page- Form #110. This is a draft petition to be used for guidance in registering your Trustees with your County Courthouse. Each county will have specific rules for registering the Trustees. Please check for their guidelines. All Trustees must be registered.
- Please make sure all forms being submitted have the name of the church and charge listed where it can be seen. **IF INDICATED ALL FORMS MUST BE SIGNED!!**

LAY LEADERS

- You will need to complete the conference form for Lay Leadership (State of the Church – Form 3).
- Please make sure all forms being submitted have the name of the church and charge listed where it can be seen. **IF INDICATED ALL FORMS MUST BE SIGNED!!**

HISTORY COMMITTEE

- *2008 Discipline 247 5a & b* states that it is strongly recommended that the charge conference elect a Church Historian in order to preserve the history of each local church. They will keep historical records up to date. They are to provide an annual report on the care of church records and historical materials to the charge conference. See District Form #107. There may be a local church committee on records and history chaired by the church historian.

FINANCE COMMITTEE

- All committees should have reported to you their requests for consideration. The Finance Committee must have their entire budget reviewed by the Church Council before charge conference.
- All conference and district apportionments must be listed as presented on your new budget. Along with the salary requirements, including Account Reimbursement and Housing Exclusion, you will need to allow in your budget for Pensions, Annual Conference attendance funds for pastor and lay, Continuing Education for your pastor and other items.
- **You MUST mail a copy of your church/charge budget to the district office so that we will have it in hand at least one week in advance of your charge conference.**
- Bonding insurance for all those that handle church funds is required by the local church. If there is any question please contact your insurance agent to see that this is in place.
- A completed calendar year Audit for the previous year must be on file in the District Office. These are to be completed by June 1st of each year. The form on the computer can be used for any year.
- Please see the 2008 *Discipline* ¶258.4 for details of this committee.
- You must complete the conference form "Report of the Finance Committee".
- Please make sure all forms being submitted have the name of the church and charge listed where it can be seen. **IF INDICATED ALL FORMS MUST BE SIGNED!!**

PASTORS

Getting ready for charge conference:

- **One week in advance of your conference a copy of all required conference forms must be in the district office. Please e-mail if possible. If you need to mail them, please make sure that they will arrive one week in advance. All presented budgets are to include a complete itemized list of apportionments.**
- **A Clergy Compensation Report (found on the Conference web-page under COLTS) must be completed also. Please make sure to place the correct effective date on the form. Once completed a copy will be forwarded to you. For your conference you will need to print this form, have it signed by all those listed and returned with your conference materials. This form will automatically enter some figures for you. This form must have all required signatures.**
- Early in the process you will want to distribute reports that require a written response. You must set a deadline for them to be returned to you. Remember that they will need to come to us one week prior to conference. It is your responsibility to see that these are completed on time.
- We are expecting written reports from the: Local Church Lay Leader/State of the Church, Pastor/ and Pastor's Report. All written reports do not need to be signed when sent in early but they do need signatures for the conference.
- Your charge conference forms will once again be found on web pages this year. The Conference forms can be found at www.vaumc.org under "Administrative Services, Policies and Forms, Charge Conference Forms". The district forms can be found at www.umcfarmville.org, Resources, Charge Conference Forms. The forms at this site are numbered # 101 – # 110. It is up to you as to how you handle getting the required information completed on all of these forms. Along with the forms for the D.S. you will need a paper copy for the charge conference secretary and for your files.
- Please check the boxes on the Minutes (front page) of those reports you will have included. If a form does not relate to your appointment, please place an N/A in that box. Remember – we need the name of the church and charge on all forms.
- Please review the Minutes and the agenda prepared by your D.S. This is the work of your conference. People will need to be prepared for this conference and you will be the one to advise them. **Any business that is not already listed that will come before the Conference must be entered on the Minutes under Other Business or it will not be considered official business. Any item to be listed here must be shared with the D.S. at least one week before conference and with your congregations also.** It is a good idea to share the Minutes with all those in attendance.
- Both the Charge Officer list (District Form # 101) and the Local Church Officer list (District Form # 102) must be filled in to reflect the correct officers for 2012. In some positions email addresses are especially helpful. It is very important that you double check all addresses of your officers. The D.S. and the secretary often have letters returned as not deliverable. We must have work numbers if available – especially for the PPR Chair. Please update this list with the district office throughout the year as changes occur.
- The Trustees Petition is on the district web page. It is not required that you use this petition but it is required that you have all trustees registered at the county court house. The Clerk of the Court will let you know what they require and they might have other forms for your use.
- If it applies (see form for details) pastors must complete the conference C.E.U. form.
- The PPR Chair or the pastor needs to share with the Finance Committee the amounts recommended by the PPR Committee for the Reimbursement Policy, all salary information, the amount for continuing education, and for annual conference allowance for both pastor and charge member.

- Equitable Compensation – Not to say that it can happen but if you have any questions about your church/charge needing to request Equitable Compensation please call our office immediately.
- The pastor must see that the proposed annual budget for your church or charge is typed and duplicated so that everyone attending conference will have a copy to review. The entire salary compensation amounts listed must be accurate when voted upon.
- In the work of a charge, it is very helpful if the budget is submitted spreadsheet fashion, showing all totals for the new year for each church and charge. Please try to list these on one side of one page with the totals for the charge also listed. This makes it a lot easier for everyone to read.
- An audit of all financial records of the church/charge for the previous year and a parsonage review for the current year is due in the district office no later than June 1, of each year (Farmville District guidelines).

CHARGE CONFERENCE GUIDELINES:

- **If you expect matters of considerable importance and/or debate to be brought to the Conference, inform our office as soon as possible - not at the time of your conference unless it has just been made known.**
- It will be helpful to the D.S. if you have those pages to be signed by him earmarked in some way.
- I would like this year's Charge Conference to be held in the Sanctuary. Please have a table with three chairs placed at the front of the sanctuary, facing the congregation, where the Pastor, the DS and the Recording Secretary will be seated. A lectern is recommended for use by those making reports.
- At the beginning of your Charge Conference you must have your people fill in the attendance sheet and return it to you to be handed in with your charge conference folder.
- Have a **Recording Secretary** ready to be nominated and a seat for them at the table so that they can see and hear what is going on. This person will need to be available at the conclusion of the conference for signing the conference Clergy Compensation form, The Trustee's Petition -if submitted (District Form # 110) and the conference Parsonage/Housing Exclusion form and other necessary forms.
- Handouts of the following are needed for those in attendance. Agenda (optional, but preferred), Committee on Nominations and Leadership Development (Local Church and Charge Officers), Local Church and Charge Budgets. Any other forms you would like to distribute.
- All charge conferences will follow the order of the Agenda. Arrange the forms to be returned according to the forms listed on the Minutes. **Please indicate by checking the blocks** which forms relate to your charge conference and will be returned.
- Because all reports are considered official (legal) documents of the conference please make sure that every report has the name of the charge, church and/or pastor on it. The designated person must sign all reports that require a signature or they will be returned.

IT IS EXPECTED THAT ALL CHARGE CONFERENCE FORMS WILL BE SUBMITTED ONE WEEK PRIOR TO CHARGE CONFERENCE AND ALL FORMS WILL BE SIGNED BY THE CONCLUSION OF THE CHARGE CONFERENCE.

Note: It is often more difficult to gather reports from clergy and laity after the conference is over - so please make every effort to have all reports completed and in hand for your conference.