**Annual Charge Conference Preparation for 2023**

**Website Address –** [**www.abilenedistrict.com**](http://www.abilenedistrict.com)

**Link Tab: “Forms”**

1. Please provide at least the following items (as they are applicable) to all those in attendance from your church(es) as these will be action items at the charge conference:
	* 1. Setting of Pastor’s Compensation (please provide those attending a copy of the Pastor Compensation Form)
		2. Membership Audit Report – Includes the First and Second readings, if any, for removal of persons from the membership rolls of the church by action of the charge conference.
		3. Candidates for Ordained Ministry
		4. Lay Servant/Minister Certification
		5. Committee on Nominations
		6. Pastor’s Report 2023 and Ministry Goals for 2024
2. **The Agenda** – A suggested agenda will be provided by the District Superintendent prior to the meeting.
3. **Charge Conference Published** – Please note: The charge conference must be announced *at least 10 days in advance by 2 or more ways as found in* **¶ 246.8** of *The 2016 Book of Discipline*.

1. Please use the charge conference forms for your charge conference that are found on the District website ([www.abilenedistrict.com](http://www.abilenedistrict.com)).
2. Complete ***all forms*** (and sign accordingly) found on the District website as required for your church. The checklist for Charge Conference 2023 should be used as a reference and a guide for those items that should be submitted.

Please note the following:

* + - A Pastor’s Compensation Form 2024 should be completed for each pastor. PLEASE USE ONLY THE APPROVED DOCUMENT.
		- The local church officials form and SPRC form should be completed with addresses, and phone contact (***cell phone number AND email address are required for SPRC Chairs****.)*
		- Forms for Ordained Candidacy, Certified Lay Servants, Certified Lay Ministers, Finance, and Trustees Boards if applicable, are to be *completed and signed.*
		- A report of the Committee on Nominations and Leadership Development should be included.
		- A copy of your original or a revised Safe Sanctuary Policy is also required.
		- All reports and forms need to be signed ***prior*** to the charge conference. Do not submit any forms to the District Office prior to the charge conference, except for the **Pastor’s Compensation Form** as outlined in #7 below. Email the compensation form to paula@abilenedistrict.com at least one week prior to your Charge Conference.
1. **Pastor’s Report** – You will submit **only Section 5** of the Report of the Pastor in writing, giving an account of the “state of the church” and an account of your pastoral ministry. You may also report on anything extra that speaks to the success of your ministry this year. Make sure to include your continuing education form.

**Sections 1-4 of the Pastor’s Report (statistical report)** will be submitted to the District Office at the same time you complete and submit your Year-End Statistical Reports on-line in **January 2024**. The numbers *should* all match.

1. **Pastor’s Compensation**
	* 1. **Pastor’s Compensation Form** **2024** – Thecurrent and most up to date form and instructions are found on the District website. It is **only** available in an Excel file. (Each *church must submit an Excel version)* that now calculates **and** enters the appropriate CPP and CRSP amounts depending on whether the church provides a housing allowance or a parsonage, as well as continuing to automatically calculate other entries on the form for you.
		2. **Resolutions and Policies Document** – Please fill out and complete this document as it pertains to your compensation form. Your SPRC and Church Council are to have a meeting to vote on the pastor’s compensation and the supporting resolutions and policies **before** the charge conference day.
		3. Please email a copy of the Pastor’s Form 2024 Compensation (excel file) and the supporting Resolutions and Policies document (word file) to paula@abilenedistrict.com at the District office. **ALL** clergy and supply pastors must complete a compensation form and send by email ***at least one week prior*** to the charge conference for review.
2. Please begin to convene your committees NOW (if you haven’t already) to prepare for the charge conference. All action items need to be discussed **prior t**o the charge conference and a vote taken by the church council to recommend each item for acceptance. The reports will be adopted in one vote at the Charge Conference. All forms should be properly completed, and work done in advance, signed by all parties. *Please do not wait until the last minute.*

1. **Special Items** **and Verbal Reports** – Please let the District Superintendent know if you have special items which need to be addressed at your charge conference. Verbal reports will be held to a minimum and are limited to those action items on the agenda. Reports not on the agenda can be submitted in writing.
2. I will collect the Treasurer’s Bonding Fee for 2024 at your charge conference or you may mail the check with the form to the office. Please make the check payable to the **Abilene District Office UMC** in the amount of $30.00 and include the check with the signed Treasurer’s Bond Form. ***Do not staple or tape the check to the form!***

1. **ELECTION OF OFFICERS** – See *the Committee on Nominations and Leadership Development is described in The 2016 Book of Discipline (¶ 258.1, pp. 195-196)*

1. **Pastor’s Report**
	1. **Report on Ministry Goals for 2023 –** Please give a report on each of the ministry goals that were adopted by the church for 2023. How successful were you? What could have gone better? What did you learn?
	2. **Celebrating Ministry –** This is an opportunity for **each church** to celebrate the ministries of their church during the past year (be creative). You can have testimonies, drama, charts, stories, get others involved and or sing; inform about the **singular** most important thing that has happened. Each church should limit this to 3-5 minutes.
2. **Ministry Goals for 2024 – This is an action item.** *The charge conference “shall adopt objectives and goals recommended by the church council that are in keeping with the objectives of The United* *Methodist Church” (¶247.3, The BOD).* Report on your top two StrategicMissional Goals for 2024. Ask what missional outcomes will we see next year?