

**Preparations BEFORE the Charge (or Church) Conference
2019 Charge Conference
North Central District
Iowa Conference of the United Methodist Church**

From the Book of Discipline:

¶247. Powers and Duties – 1. The charge conference shall be the **connecting link between the local church and the general Church** and shall have general oversight of the church council(s).

3. The primary responsibilities of the charge conference in the annual meeting shall be to:

- **Review and evaluate** the total mission and ministry of the church (¶¶ 120-124)
- **Receive reports**, and
- **Adopt objectives and goals** recommended by the church council that are in keeping with the objectives of The United Methodist Church.

	Item	Pastors	Presiding Elders
	Set the time, date and place. Notify the District Office	<ul style="list-style-type: none"> ✚ Coordinate with presiding elder. ✚ Give a 10-day notice via 2 methods. ✚ Decide whether church or charge conference – notify the District Office and presiding elder if requesting a church conference. 	<ul style="list-style-type: none"> ✚ Coordinate time and place with pastor.
	Charge Conference Secretary/minutes	<ul style="list-style-type: none"> ✚ Inform council secretary ahead of time of charge conference responsibilities. If council secretary is not able to be at the Charge Conf, invite someone else to be ready. ✚ Prepare minutes template with as much information as is available (2 copies). 	
	Reports	<ul style="list-style-type: none"> ✚ Submit online forms one week prior to the charge conference. ✚ Prepare a report to give to your Ad Council/Board. ✚ Have all reports ready (including required signatures) in a folder to give to Presiding Elder. 	
	Form I	<ul style="list-style-type: none"> ✚ Email to District Office (alanna.warren@iaumc.org) at least two week prior to Charge Conference. ✚ Obtain signatures of SPRC Chair(s) and Ad Board Chair prior to Charge Conference. 	
	Consultation	<ul style="list-style-type: none"> ✚ Talk to the presiding elder so that they are aware of any problems/issues/special circumstances that may arise during the Charge Conference. 	<ul style="list-style-type: none"> ✚ Talk to the pastor so you will know what to expect at the Charge Conference.