

# THE CHURCH/ CHARGE CONFERENCE REPORT PACKAGE

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A FAMILY OF CHURCHES IN TEXAS, LOUISIANA, AND ARKANSAS

## PRELIMINARIES

- Name of Church
- City and State
- Date/Time of Church/Charge Conference
- Date/Medium of Church/Charge Conference promotions
- Meeting Place
- Area Presiding Elder
- Elder Presiding at this Meeting
- Name of Recording Secretary
- Meeting convened as Charge or Church conference?

## AGENDA<sup>1</sup>

- Call to Order | Opening Prayer
- Opening Hymn
- Elect Recording Secretary – Elder presiding
- Short Devo – Elder presiding or designee
- Call to be Connectional – Elder presiding

Speaks into these three values:

1. Doctrinal Standards and General Rules (Par 339.16; 322)

*Encourage the church to connect with these doctrinal standards and rules. I.E. Catechism classes, etc.*

2. Expectation of Members (Par 322)

*Encourage the members of the church to share a partnership in the gospel (witness); participate in a discipleship process; hold one another lovingly accountable; remove inactive members or renew membership vows (see Membership Report below).*

3. Connectional Support (Par 339.12)

*Encourage participation in our system of denominational and conference support, as well as our appeal for (voluntary) support for new church plants and missions.*

4. Other talking points as the Presiding Elder suggests.

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<sup>1</sup> PART TIME CHURCHES MAY MODIFY AGENDA

- Call for Connectional Reports

AT A GLANCE SUMMARY OF BODD REPORTS FOR CHURCH/CHARGE CONFERENCES				
Report	BODD Paragraph	May also include	Report format (presented or submitted)	Is a vote required?
Nominations & Leadership Development	340, 344	Lay Leadership Report of officers and chairs of committees with contact information (phone and email)	Church generated	YES
Board of Trustee	346.6a-j		Church generated or recommended format from website	NO
Finance	347.6-7	Policies Audit Budget	Church generated or recommended format from website Church generated	NO YES
SPRC	345	In addition to below (if any)	Church generated	NO
	339.11, 343.4.d	Clergy Compensation Report (required for each appointed/assigned clergy/minister)	<b>Required</b> electronic format from website, attach hard copy <a href="https://form.jotform.com/242203137576049">https://form.jotform.com/242203137576049</a> (open hyperlink or copy and paste into your browser)	NO
	339.7-8, 345.8h	Candidacy Report (if any)	<b>Required</b> electronic format from website, attach hard copy <a href="https://form.jotform.com/241343829803054">https://form.jotform.com/241343829803054</a> (open hyperlink or copy and paste into your browser)	YES
	339.9, 345.8h	CLM Report (if any)	Church generated	YES
Missions Team	339.10		Church generated	NO

Other				MAYBE
Membership (if in doubt, vote)	330, 339.13	Received into membership	Church generated	NO (330) YES (339)
	330, 322.4-5	Removed from membership	Church generated	NO (330) YES (322)
	330, 339.13	Membership audit	Church generated	NO (330) YES (339)
Pastor's Report; State of the Church; Goals	345.8c- d		Church generated or recommended format from website	NO

(You are encouraged as the Spirit leads, to pause, pray, and celebrate the movement of God in your church as reports are submitted or presented.)

- **Closing Song or Hymn**
- **Closing Prayer, Benediction, Blessing**
- **Signatures:**
  - Senior Pastor
  - Recording Secretary
  - Elder Presiding Over Conference

## Distribution instructions (Church or Elder Presiding):

### CC: Presiding Elder

#### Church

##### a. Electronic Submission

- i. receives the completed Church/Charge Conference Report Package including the minutes and reports
- ii. scans this into one pdf file as soon as possible
  1. Names file: Year/State/City/Church Name
- iii. opens the Church/Charge Conference Report jotform hyperlink <https://form.jotform.com/241694202539054> and completes uploading the ONE pdf file into the electronic report.
  1. Submits one church report at a time.
    - a. If this is a multiple-point charge, submit an electronic form for each charge.

##### b. Paper Submission

- i. receives the completed Church/Charge Conference Report Package including the minutes and reports
- ii. clips report together and mails them to the Trinity Conference office: 6363 Research Forest Dr., The Woodlands, Texas 77381 where they will be electronically submitted.