

CHURCH/CHARGE CONFERENCE BASIC FILE

SAMPLE AGENDA & MINUTES



A FAMILY OF CHURCHES IN TEXAS, LOUISIANA, AND ARKANSAS

In the Trinity Conference, our desire is for each annual Church/Charge Conference to primarily be a worshipful, prayer-filled evaluation and celebration of the ministry in that local church. Church/Charge Conferences are not intended to be drab, boring business meetings to rubber-stamp decisions that have already been made so the paperwork can be forwarded to the Conference Office. Instead, we see the Church/Charge Conference as a way for the church to be accountable to themselves while proclaiming all the amazing things God is doing in their midst!

This Sample Agenda & Minutes may be utilized for planning purposes by Presiding Elders and other Elders designated to facilitate the Church/Charge Conference at a local church. Not all churches will have reports for every section, but even if they don't, we encourage the Elder facilitating the Church/Charge Conference to talk about each section and pray for God to raise up men and women who will be included in that section next year.

CHURCH/CHARGE CONFERENCE INFORMATION:

Name of Church _____

City and State _____

Date & Time _____

Meeting Place _____

Recording Secretary _____

Elder Facilitating the Meeting _____ Convened as Charge or Church Conference?

(Please include an attendance roll as an attachment — a Supplemental Form is available)

AGENDA

Call to Order/Introduction

Presiding Elder or Facilitator

The Presiding Elder or Designee will introduce themselves, then describe the purpose of the Church/Charge Conference listed above.

Opening Prayer

Local Church Pastor

Opening Hymn

Chosen by the local church

Devotional

Presiding Elder or Facilitator

Annual Conference Update

Presiding Elder or Facilitator

This will include emphases and announcements from the Trinity Conference that will be provided separately to the Presiding Elders.

Elect Recording Secretary

If the Secretary of the Church Council is present, they shall automatically be the Recording Secretary (§ 439.4). If not, the members of the Church/Charge Conference shall elect a Recording Secretary from the membership.

Connectional Reports & Prayer

- Digital or physical copies of each form and report shall be made available to all attendees. If copies were not distributed ahead of time, copies must be made available during the meeting.
- We encourage the author of each report to not read every word verbatim, but to give a summary to the participants, making note of each action item that must be voted upon.
- After each report is given, we encourage the participants to ask questions.
- After voting and/or before moving to the next report, we encourage the church to utilize the prayer prompts listed below.

Nominations Report (Supplemental Form available)

Presented by: _____

Vote: _____

(Anyone listed on the report stands to be prayed over)

Compensation Report & Housing Allowance Resolution (Supplemental Forms available)

Presented by: _____

Vote: _____

(Pastor stands and others can lay hands on during prayer)

Candidacy Report (the Candidacy Team from the Board of Ministry can provide a checklist for those seeking to become Certified Candidates as needed)

Presented by: _____

Vote: _____

(If candidates are present – have them stand to be prayed over. If none – pray that God will raise up men and women for ordained ministry.)

Certified Lay Minister (CLM) Report (the CLM Registrar can provide forms for new and continuing CLMs as needed)

Presented by: _____

Vote: _____

(If new or continuing CLMs are present – have them stand to be prayed over. If none – pray that God will raise up men and women for lay ministry.)

Trustee Report & Parsonage Inspection – no vote required (Supplemental Forms available)

Presented by: _____

(Pray over the facilities)

Finance Report – no vote required (Supplemental Form available)

Presented by: _____

(Pray over the finances of the church)

Membership report – no vote required unless the church is involuntarily removing people or placing them on the Inactive Roll (no form, but churches must follow the provisions in ¶ 422 of the Book of Doctrines and Discipline.)

Presented by: _____

(Pray over the finances of the church)

Mission Report – no vote required (no form)

Presented by: _____

Any other Committee/Group Reports – no vote required

Presented by: _____

Pastor's Report – no vote required (Supplemental Form available)

(Pray over all the missions and ministries of the church)

Closing Song or Hymn

Chosen by the local church

Closing Prayer, Benediction, Blessing

Presiding Elder or Facilitator

Signatures:

Senior Pastor

Recording Secretary

Presiding Elder or Facilitator
