

Instructions for Church Conference Forms – 2011

The following five forms are to be completed and returned 10 working days prior to your Church Conference.

- Form 1 Discipleship Plan** Follow the instructions on the printed material to prepare your plan.
- Form 2 Disciple-Making & Membership** - Be sure to include the list of names for Items B,C,E,F & G, (pg 1 instruction box). List Affiliate and/or Associate Members and the church in which their membership is held, (Discipline ¶¶ 227, 230). Reminder: Retired pastors are not included in the membership count.
- Form 3 Trustees Report:** The Quadrennial information page is for the District File. Only the Stewardship of Assets is reported at Church Conference.
- Form 4 2012 Lay Leadership Information:** The Leadership Information is the source for both District and Conference mailings for your local church leadership. Be sure to include email addresses. NOTE CHANGE!!! Please return with the Church Conference forms.

Compensation Worksheets

- NOTE: Financial Commitments** - The two items requiring a vote by the Church Conference are:
1. Itemized pastoral compensation (including non-monetary benefits such as providing vehicle, club memberships, etc.). The completed form is to be sent to the District Office at least two weeks in advance of the Church Conference in order for the Administrative Assistant to process the **final form**.
 2. Mission Share form is posted on UMDashboard under Church Documents.

Other Church Conference Business

Ordained Ministers Retired, in Extension Ministries, or On Leave, Ordained Deacons under Appointment, and Honorably Located Elders Report: These persons will receive the designated report from the District Office. The completed report needs to be returned to the church for the pastor's signature. The original should be submitted to the District Office with other completed Church Conference forms.

Lay Speaker's Annual Report: This report is completed by the Lay Speaker. Questions should be directed to Bob Aderholt, Conference Director of Lay Speaking, 402-460-7976 or bobmary@windstream.net. The lay speaker should mail the original to Bob Aderholt and a copy to the District Office after signatures are obtained at the Church Conference.

Other: Some churches may choose to project Church Conference materials on a screen and send necessary information to the congregation electronically. If a Charge Conference Booklet is created, do not copy the Compensation Worksheet, Lay Leadership Information, or the Trustees' Quadrennial Information page. A local church may create its own Lay leadership and Pastoral Compensation information for the congregation.