

# 2018 Charge Conference Instruction Form



## District Wide Charge Conference

One District-Wide Charge Conference will be held this year. The date, time and location will be provided once details are finalized. All completed forms (with attachments) are due to the district office **ONE MONTH** prior to the District-Wide Charge Conference date.

This year, all reports must be approved by the congregation's governing board (Church Council or Administrative Board) in the form of a recommendation to the Charge Conference so that your congregation's submitted materials will be properly before the District-wide charge Conference. Be sure to submit the *2018 Board Recommendations and Charge Conference Approval Receipt* along with your Charge Conference documents to indicate board approval of the entire packet and to recommend it to the Charge Conference.

## Charge Conference Packet

- Charge Conference packets/forms may be found online at [www.arumc.org](http://www.arumc.org) under the "forms" tab. ***These forms MUST be downloaded first.*** Upon downloading and saving the PDF version of the forms to your computer, you must use Adobe Acrobat or Adobe Reader to open the file in order to enter your data. The Windows 10 version of a pdf reader will not allow you to fill in the forms. Adobe Reader is free and can be downloaded from [www.adobe.com](http://www.adobe.com). If downloading Adobe Reader is not possible, the Word version of the forms should be downloaded.
- Each district office will also be sending forms via mail and/or email.
- The *Pastor's Membership Report* and the *Pastor's Compensation Form* (available in both Word and PDF versions) are set up to calculate totals. ***Navigation Tip:*** Use the "TAB" key to navigate through the forms. If you hit "Enter/Return" by accident, just backspace or "UNDO." The calculations are executed by tabbing to the next field.
- Materials should not be presented in a binder, as this must be taken apart and placed in the permanent file. Please do not staple any forms together as all staples have to be removed for scanning.
- Mail, email, or deliver **ONE (1) copy** of the Charge Conference packet for each church to your District Superintendent. Remember to print a copy for the church files.
- *The Safe Sanctuary Policy, Financial Policy, Accountable Reimbursement Policy, and Accessibility Audit/Plan are to be reviewed, signed and dated annually by the chairperson and pastor. A copy of each should be placed on file in the church office and submitted to the district office annually as part of the charge conference records.*