Church:	
The United Methodist Church of Greater New Jersey Guidelines for Conducting 2018 Church Conferences For Presiding Elders	
Please return ALL forms found in the church conference envelope to the registration desk.	
Ask attendees to sign the attendance sheet, and then return it in the envelope along with this completed agenda.	
Opening prayer by presiding elder	
Ask for a motion to open the church conference	☐ Approved
<ul> <li>Declare the annual church conference open: "I declare that the Annual Church Conference of (Church Name) UMC is now open."</li> <li>Second and approve</li> </ul>	☐ Not Approved
If church council secretary is not present, ask for a nomination for a Recording Secretary for	☐ Approved
this conference	□ Not Approved
Recording Secretary Name:	
Second and approve	
Receive minutes from the previous church conference and other special charge conferences (if applicable)	☐ Approved ☐ Not Approved
<ul> <li>Second and approve</li> <li>Receive the Nominations Report and the Officials Elected at Church Conference Report</li> </ul>	☐ Approved
(Directory of Officials)	□ Not Approved
<ul> <li>Give people a brief moment to review the report; note officers who are newly elected to</li> </ul>	
positions and their term start date	
<ul> <li>Ask if there are any additional nominations, amendments, or corrections</li> </ul>	
<ul> <li>Second the reports and vote to approve</li> </ul>	
Receive the Report of the Pastor	Candidate Renewal:
<ul> <li>Note if any clergy in extension ministry or retired clergy are present. If so, call names and</li> </ul>	☐ Approved
ask them to stand and be acknowledged.	☐ Not Approved
<ul> <li>Vote for the renewal of candidates for ministry (if applicable)</li> </ul>	☐ Not Applicable
Enter Name(s):	Nav. Ministra
<ul> <li>Ask SPRC chair or pastor to introduce new candidates for ministry (if applicable). Ask</li> </ul>	New Ministry Candidates:
candidates to stand and make a brief statement of call (2 minutes) seeking the support	☐ Approved
of the church; take a time of silent prayer; take a written ballot (written ballot required	☐ Not Approved
with ¾ affirmative vote). All written ballots must be submitted (place in the envelope).	☐ Not Applicable
Enter Name(s):	
<ul> <li>Call attention to the Membership Report &amp; Second Year List; indicate that persons on the</li> </ul>	LS/LM Reports:
second year list will be removed from the role once the pastor's report is approved.	<ul><li>☐ Approved</li><li>☐ Not Approved</li></ul>
<ul> <li>Ask the pastor to lift up the names of those who passed during the year.</li> </ul>	□ Not Apploved □ Not Applicable
<ul> <li>Certified Lay Servant Report &amp; Certified Lay Minister Report (if applicable)</li> </ul>	- Not Applicable
<ul><li>Vote to approve (need completed CLS and CLM reports present)</li></ul>	Entire Report of the
<ul> <li>Move to receive the entire Report of the Pastor</li> </ul>	Pastor:
<ul><li>Vote to approve</li></ul>	☐ Approved
Paviant Claum Componentian Panart and Claum Hausing Fuelvaion Paralutian	☐ Not Approved
Review Clergy Compensation Report and Clergy Housing Exclusion Resolution	☐ Approved
<ul> <li>Point to 3 specific lines on the Compensation Report that will be voted on:</li> <li>Total Church Salary – Line 6</li> </ul>	☐ Not Approved
<ul> <li>Housing Exclusion (if applicable) – Line 11</li> </ul>	
<ul> <li>Total Reimbursable Expenses – Line 33</li> </ul>	
<ul> <li>Proposed by church council and does not require a second vote: "It is properly before</li> </ul>	
you. Are there any questions? Are you ready to vote?"	
Vote to approve	

Ensure that all signatures are affixed		
<ul> <li><u>Compensation Report</u> – signed only by Church Council chair, SPRC chair, and</li> </ul>		
Pastor; District Superintendent will sign after the conference – PE's do not sign		
<ul> <li>Housing Exclusion – signed only by Recording Secretary, Church Council Chair,</li> </ul>		
and District Superintendent		
<b>Note:</b> If there is a discrepancy with the salary or move to not approve it, please text the DS		
immediately so they can join the meeting at this point.		
Vote to receive the Trustees Report (must have no less than 3 trustees listed and no more	☐ Approved	
than 9 total)	☐ Not Approved	
<ul> <li>Ask Trustees president/representative if there is anything NOT in the narrative report or</li> </ul>		
on the form that they would like to share		
<ul> <li>Thank the Trustees for their work</li> </ul>		
<ul> <li>Motion to receive the report and vote to receive</li> </ul>		
Receive the 2017 Fund Balance Report (if submitted)		
<ul> <li>Does not require a vote - for informational purposes only. This report is due at the district office on June 1<sup>st</sup>.</li> </ul>		
If not submitted yet, please remind the church to do so.		
Motion to receive any Resolutions (DS must know and approve all resolutions ahead of time)	☐ Approved	
■ Motion:	☐ Not Approved	
Second and approve		
Celebrate one of the 2018 goals the church achieved and discuss at least one goal for 2019 based on the Vitality		
Goals and the Congregational Evaluation		
<ul> <li>Pastor or designated lay person will BRIEFLY share for (2) minutes at least 1 goal for 2019</li> </ul>	affirmed by the	
church council	,	
Motion to Adjourn	☐ Approved	
<ul> <li>Second and approve</li> </ul>	• •	
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