

Local Church Conference Forms, Instructions, Recording Secretary

Official CC Minutes Guidelines:

Our website: crossroads.michiganumc.org has updated schedules, forms, and instructions for use in preparation for the 2017 Fall Church Conferences with the District Superintendent/Presiding Elder.

1. Only email the **four “early forms 2 weeks” prior** to your scheduled Church Conference.
2. Signed originals will be collected by District Superintendent/Presiding Elder at your Church Conference scheduled time. (originals need to have original signatures, no staples/or binding and placed in an **envelope** for District Superintendent/Presiding Elder marked “**Originals**”)
3. A separate set of “bound/stapled” church conference documents booklet should be given to the DS/Presiding Elder, for his “use” during the CC meeting.

Also here are SOME DETAILS as to what the **OFFICIAL CHURCH CONFERENCE MINUTES** should include and be sent to the District Office within 10 days after your Church Conference, please.

*Church Clergy Opens with Prayer at start of Business Meeting

*DS/Assigned Elder Calls meeting to order

******REGARDING THE OFFICIAL CHURCH CONFERENCE MINUTES******

*Take attendance and put the names in the minutes, OR attach the sign-in sheet to the completed minutes.

*The official church minutes should reflect the church conference activities, as much as possible, if not a little more, so someone reading the minutes can get a taste of the reports and their details:

*Reflect the election of the elected person to do minutes, (recording secretary name)

*Presentation of the Reports Booklet" . The Presentation could be led by the Church Council Chair or another member/leader selected by the pastor. The Presentation is to briefly familiarize the members of the Church Conference with the contents of the Reports Booklet, **noting the reports it contains**. (secretary should list the reports found in the booklet, only a few will be verbalized, the rest are in the booklet for members to read.

*Reflect the approval of the previous years Church Conference minutes and if any changes were made or were approved as presented.

*Reflect a brief couple of sentences on the pastors s “State of the Church” report (should also be written in CC packet)

*The elected person(s) nominated on the floor for the upcoming year, 2018 lay leadership/nomination (names of at least one person from the floor),

*Membership report numbers should be reported and approved, the “numbers” LISTED of members (action on: new, removed, death, prayers for the deceased) ,

*Detail the numbers of the clergy compensation approved for 2018 yr sheet (ie \$ salary, \$ continuing ed, \$ travel, \$ housing allowance, parsonage, \$Medical Reimbursement Account (FSA), accountable reimbursement plan, and if household furnishings \$ amount was approved), and any discussion and votes needed, results presented by the Staff/Pastor-Parish Committee

*The recommendation and approval of the elected lay servants (names),

*Elected candidates to ministry (new or to be continued names,) {candidates for Ministry, Lay Servants, Certified Lay ministers} presented by the Staff/Pastor-Parish Committee.

* Other notes and results on any special/unique items voted on.

*Reference general comments from the end of the CC, and then how and when CC adjourned (ie with prayer or song at 00:00 am/pm)

*Recording Secretary should sign the last page of the minutes with name and title.

******OFFICIAL CC MINUTES** should be detailed enough, that by reading the official business meeting minutes, a person would have details without having to read/have the entire Church Conference report Booklet with them., MINUTES SHOULD BE ABLE TO STAND ALONE.

Please do not reference page numbers, for the church conference packet, for the Church/Charge Conference minutes.

Detail the information, don't refer to the CC booklet in the official minutes of the CC.

It is ALSO the time of year to change your password in the **www.EZRA.gcfa.org** website. An Email is usually by Rev. Ron Iris explaining how to update your passwords so as to start completing your 2017 year end Statistical Reports for the Detroit Annual Conference.

Also remember to place your key 2018 leadership positions of the local church into the www.ezra.gcfa.org soon. We need to keep our contact lists current for the treasurers, donor directs, lay leaders, ad board chairperson, finance chairs, finance secretaries, youth workers, Christian education workers, missions, church staff positions and ministry positions. Thanks in advance for working on those updates soon. REV.9/18/2017