

CHARGE CONFERENCE INFORMATION For Pastors, Chairpersons and Church Offices

The Charge Conference season is almost upon us! What a great time to celebrate what the Lord has done through your ministries. All information is being emailed to Pastors and Church offices. This information is also available on the Delaware District website (delawaredistrictumc.org).

FORMS: All forms needed for your Charge Conference packet are available on the District website (delawaredistrictumc.org) on the left side under Charge Conference, then Forms and also the Pen-Del website (pen-del.org) on the home page under the Banner click **Forms**.

#1 Charge/Church Conference Instructions: These will guide you through the entire process of putting your packets together. The last page of this document is the checklist, but please use the checklist I have attached. Our ever-important checklist will guide you in collecting the documents. **These are the only forms you need in your Charge Conference Packet, although you may add others if you wish. Please assemble your packet in the correct order, per the checklist** and submit it at least 10 days prior to your Charge Conference.

Helpful Reminders and Tips

Print out the forms and distribute them well in advance of your Charge Conference so the people completing them have time to gather the information.

#2O, 2022 Pastors Compensation Form: This must be completed on-line due to the calculations that are done. Enter all the data in the worksheet (pages 1 and 2 **at the bottom of your screen**), but **print out tab 2** (Compensation Form page 3). This form **must be signed and dated by both** the Pastor and the SPRC chair. Please be sure you are using the form for 2022, the calculations are different for each year.

#2H, 2022 Key Leadership List: The left column (2021) **must** be completed every year for each filled position in your church, even if you have previously given the information to your District Office. The right column (2022) **must** be completed in one of the ways listed below:

- If there is a new person in the position, the right column must be filled out completely.
- If the person from the prior year is remaining in the position but they have a change in their contact information, the right column must be filled out completely.
- If there are no changes to the position from the previous year, you will only need to enter the person's name in the right column (filling out the left column is still required).

Please send the original packet to the District Office **10 days** prior to your Charge Conference. **All forms must be signed and dated.** Email the completed packet to our office at **DelawareDistrictUMC@gmail.com**. Charge Conference packets should not be delivered to the Conference Office in Dover. If you would like to hand deliver the packet, please deliver to 900 N. Washington St., Wilmington, DE 19801. **Packets should be single sided, pages numbered and a binder or paper clip used to fasten, please do not staple. A table of contents is helpful.**

If you have any questions, please feel free call the District Office at 302-655-8873. Office hours are Monday-Thursday, 8:00 am – 2:00 pm.