

2023 CHARGE CONFERENCE ORIENTATION

#### Zoom Housekeeping

- Remain muted. If needed, we will unmute you. This will reduce feedback.
- Questions will be saved until the end of the Orientation.
- Wait until the end to use the chat feature to ask your questions.



## UNITY IS YOUR FRIEND

# CHARGE CONFERENCE DATE: **NOVEMBER 18**

#### DISAFFLIATION

IF THE ANNUAL CONFERENCE HAS VOTED AND APPROVED YOUR CHURCH'S DISAFFLIATION FROM THE UNITED METHODIST CHURCH, YOU DO NOT NEED TO PREPARE FOR CHARGE CONFERENCE.

#### Who is on Charge Conference?

Elected leaders (those who are on Church Council or Leadership Board (SAS)



# UNITY -- where all reporting happens

UNITY Password (District Office can ask for reset)

http://www.UNITY.vaumc.org

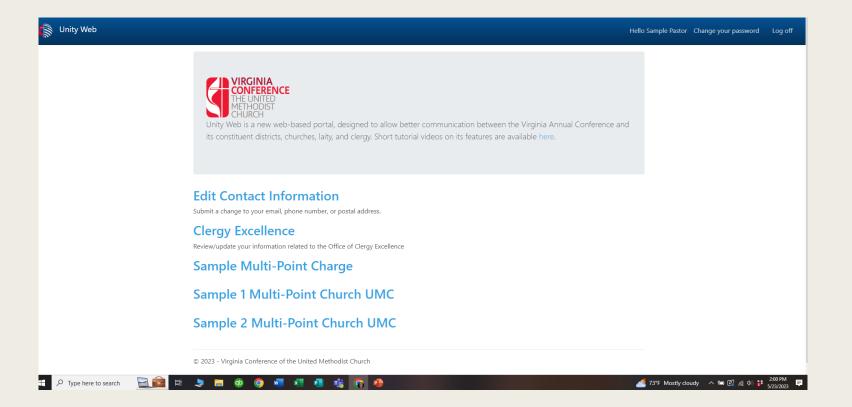
Training videos are available on the UNITY site—Use them.

They will be very helpful.

Call the District office if you need help.

## CHRIS MALAK AT CHRISMALAK@VAUMC.ORG

#### Welcome Page (user ID and Password)



#### **UNITY Highlights**

- Changing Password (must be 6 digits)
- Changing Email away from vaumc.org will not be approved
- Leadership should be entered first, then assign security
- Make sure your leadership contact info is correct
- Weekly statistics can be entered by you or someone you give permission to by changing their security status
- You will enter Year-End Statistics in UNITY. Some of your weekly stats will migrate over to yearend statistics. Be sure to check the statistics entries, especially lines 39-47. This data directly affects your church's apportionment calculation.

Charge Conference Date Charge Date:

First, Click "Charge Conference," Enter the Date, then use the links: **Charge/Church Conference Committee Reports Pastor's Reports Clergy Compensation Report** Lay Servant Report Extension, Deacon, Diaconal, Non-Appointed Reports Annual Audit-Fund Balance Report

#### **CHARGE/CHURCH CONFERENCE COMMITTEE REPORTS**

**Nominations Leadership Development (DO FIRST)** 

**Finance Committee** 

Trustees

**Staff/Parish Relations** 

**Declaration OR Renewal of Candidacy** 

#### **PASTOR'S REPORTS**

#### **Continuing Education**

**Pastor's Narrative** 

**Pastor's Statistical Report** 

## Need to set up a UNITY User?

- Administrator
- Lay Servant
- S/PPR Chair
- Trustee Chair
- Finance Chair
- Click "Security" and enter their name, phone number, a password, and e-mail address. This will allow this person to enter their respected reports.



## Signature Documents

- If a form requires a signature from someone who is not attending CC, get that signature ahead of time.
- All other signatures will be done at the conclusion of your CC.
- Print from UNITY
- Bring 3 copies to be signed by the presiding elder.
- Upload as PDF to UNITY after CC

## Audit Report

- Can be completed at any time
- REQUIRED every year before July 1
- Be sure it is signed by auditor



#### Minutes Report

- Once Charge Conference date is entered, a Minutes report will be generated in the CC Dashboard
- Use as a check list for reports
- MUST ENTER CHARGE CONFERENCE DATE FIRST.

#### **Staff Parish Relations Report**

- Complete even if all answers are N/A
- Candidacy Reports & Renewals
- Lay Servants/Ministers (complete on UNITY)

## Clergy Compensation Report

- Includes Accountable
  Reimbursement and
  Housing Exclusion
- Approve the same for
  Associate pastor's
  and/or deacons serving
  in Extension Ministries
- These are all completed in UNITY.
- Requires signatures
- Vaumc.org/ChargeConference

## **Additional Reports**

# Contact the office for assistance



## Other Reports

- Non-Appointed/Retired
  Clergy, completed in
  UNITY
- Extension Ministers
  (Elder or Deacon),
  completed in UNITY

# DISTRICT PALOOZA NOVEMBER 18

#### Locations:

Oak Grove United Methodist 472 Battlefield Blvd N. Chesapeake

Christ United Methodist 6253 Church St. Chincoteague

#### **Tentative Schedule**

- 10 am Worship
- 11 am District Conference
- 11:30 am Group 1: Charge Conferences/Group 2: Workshops
- 12:30 pm Lunch
- 1:30 pm Group 1: Workshops/Group 2: Charge Conferences
- 2:30 pm Departure

#### **District Conference**

- Receive Reports from District Teams
- Affirm Nominations of District Leadership
- Election of District At-Large Members to 2024 Annual Conference

## **Charge Conferences**

- Groups of 5-6
- In-person
- Presiding Elder will be with each group
- Bring all forms that require signature so that Presiding Elder can sign (3 copies)

## Agenda

- Welcome & Opening Prayer
- Business
- Dismissal with Blessing

#### **Business Agenda**

- Election of Charge Conference Secretary
- Clergy Compensation Report
- Pastor's Statistical Report (including prayers for those who have died since last CC)
- Staff/Pastor Parish Relations Committee Report
- Lay Servant Report
- Declaration of Candidacy
- Nominations & Leadership Development Committee Report
- Other Items for Approval (Requires 10 days notice to DS & congregation prior to CC)

## **10 Days Prior to Charge Conference**

All reports that require a signature by church leaders should be signed and uploaded to CC Dashboard

The PE will sign any documents that require signature at the CC

Additional items to the agenda

# DON'T FORGET THE ATTENDANCE REPORT

#### Leadership Workshops

- Finance
- Trustees
- SPRC
- Ministry areas

# QUESTIONS?