



Coastal Virginia
DISTRICT

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.



ITS NEW FOR
EVERYBODY!

UNITY IS YOUR FRIEND



CHARGE
CONFERENCE
DATE:
NOVEMBER 18



DISAFFILIATION

- IF THE ANNUAL CONFERENCE HAS VOTED AND APPROVED YOUR CHURCH'S DISAFFILIATION 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)

The screenshot shows the Unity Web interface. At the top, a dark blue header contains the 'Unity Web' logo on the left and user options 'Hello Sample Pastor', 'Change your password', and 'Log off' on the right. The main content area features the Virginia Conference logo (a red cross with a white 'V' inside) and the text 'VIRGINIA CONFERENCE THE UNITED METHODIST CHURCH'. Below the logo, a paragraph states: 'Unity Web is a new web-based portal, designed to allow better communication between the Virginia Annual Conference and its constituent districts, churches, laity, and clergy. Short tutorial videos on its features are available [here](#).' A list of links follows: 'Edit Contact Information' (with subtext 'Submit a change to your email, phone number, or postal address.'), 'Clergy Excellence' (with subtext 'Review/update your information related to the Office of Clergy Excellence'), 'Sample Multi-Point Charge', 'Sample 1 Multi-Point Church UMC', and 'Sample 2 Multi-Point Church UMC'. At the bottom, a footer contains the copyright notice '© 2023 - Virginia Conference of the United Methodist Church'. The Windows taskbar is visible at the very bottom, showing the search bar, taskbar icons, and system tray with weather and time information.

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 year-end 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

A grid of colorful stars on a white background. The stars are arranged in a grid pattern and are colored in shades of red, green, yellow, and blue. The text "DON'T FORGET THE ATTENDANCE REPORT" is overlaid in the center of the grid.

DON'T FORGET THE
ATTENDANCE REPORT

Leadership Workshops

- Finance
- Trustees
- SPRC
- Ministry areas



QUESTIONS?