

2022 East Central District Church Conference Local Church Instructions

Where will the Church Conference be held?

Each church will have their individual church conference at a host church location. The church conference will last no longer than one hour. Dr. Bob Bushong will preside over each church conference.

Who should be there?

Appointed **provisional and full connection elders and deacons, licensed local pastors**, elected lay leadership, retired clergy, certified lay speakers, certified lay servants, **certified lay ministers, lay supply pastors**, exploring and certified candidates for ministry, and any lay folks and staff whom you want to encourage to attend and/or who just want to be there. As you know, a Church Conference is open to all church members, constituents and staff who want to be there. Voting members of the Church Conference are those present who are members of the church.

What will the format be?

1. We will begin with a devotional and prayer.
2. We will vote on the church conference business items that are on the ECD Church Conference Voting Matters Agenda. If you feel that there is a potentially controversial topic or if you have an additional item to be voted on, please contact Claudia Sava well in advance of your conference.
3. When we get to the voting section on candidates for ministry the D.S. will ask any who are present to stand.
4. When we get to the voting section on lay servant ministry the DS. will ask any who are present to stand.

What does the local church need to have prepared for the Church Conference?

1. **One week before CC** – Email Claudia Sava (flumc-ec@flumc.org) the following: (signatures not required at this time.)
 - a. ECD Voting Matters Agenda
 - b. 2023 Clergy Compensation form
 - c. Clergy Housing Resolution
 - d. Clergy Accountable Reimbursement Policy
2. **All items to be voted on at the Church Conference need to have been discussed thoroughly and voted on at a meeting of your Church Council that is held sometime prior to the Church Conference.**
3. Prepare Church Conference packets for as many people from the church as you think will attend. Be sure to bring them with you. Identify one or two people who will arrive early. They will have everyone sign in and pass out voting packets to attendees as they arrive. Remember, one church will be exiting as another church is entering.

When do we turn in the completed Church Conference forms to the District Office?

The FINAL signed packet must be turned in at the Church Conference.

- Do NOT turn in originals. The district scans all documents and then shreds them.
- The packet should have the Preparation Checklist on top and all other documents in the order of the checklist. Attendance will get clipped to the top at the CC.
- Single-sided copies
- Do NOT staple. Please do not staple/clip individual reports together. Please use one binder clip and/or put in a sealed envelope once you add the attendance sheet.
- Do not spend money on fancy covers or bindings.

Following your Church Conference

- Update your church dashboard with the approved leadership within seven days. Please provide all information. [Click HERE](#) for the church dashboard tutorials.