

# 2021 Charge Conference **Instructions**

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- Churches will meet in clusters (in-person)
- Same reports in EVC system (completed 10 days prior to CC date)
- Forms signed 10 days prior to CC date

## What's going to be different?

-Presentation in art forms provided by churches or a charge to celebrate God's blessings in personal life or congregational life!  
*5 minutes per church or 10 minutes per charge!*

## 1.) Reporting

**A. Equipping Vital Congregations "EVC" System** is still the place to go for all CC reports. It's located at <http://www.evc.vaumc.org/home/>. Pastors and EVC Administrators (logon & password) can begin entering 2021 reports once you have **updated the 2021 Charge Conference date:**

1. All reports need to be entered **in the EVC system 10 days before** your Charge Conference
2. **What do I do first** after I log on to the EVC system? Remember **there is an order to completing the 2021 forms:** **1.** complete the Charge Conference Date (*all Reports use the CC date, so be sure you enter this first*); **2.** Complete the Nominations report. This report puts leadership data in many of the other CC reports (**Remember to include a Charge District Steward in your nominating process**) Note: For a "charge position" enter the person's name and check off the position in the church where they are a member. You do not have to enter the person and position in every church on the multi-church charge. Also, please review addresses, phone numbers and e-mail addresses and for positions that require a year before you check the appropriate box. REMEMBER: in order for the Nominations report to show up in your dashboard you need to check "create Nominations Report" located at the top. *Use the "Guidelines" located in the PDF Blank Documents in EVC to assist your Committee on Nominations with certain membership on a committee, classes, etc.* **3.** Next, is the Lay Servant Report; **4.** then, Vital Signs entry/review regarding items for Pastor's Statistical report; and **5.** all remaining reports
3. **Do you need a blank CC report, such as** the Attendance or any of the CC reports? These are available in EVC under "PDF Report Blank Documents" located under "Charge Conference". If you want to provide a hard copy to your (e.g. Finance or Trustee Chair) it would be better to print last year's report from the CC Dashboard (orange tab).

4. **Need to set up an EVC Administrator, Lay Servant, S/PPRC Chair, Trustees or Finance chairs** so they can complete their report on EVC? At the home page click on "EVC Administration"; click "Security Management" and enter their name, phone number, a password and e-mail address. This allows them security access to that report/reports. An email will be sent to them from the system with a link.
5. **"Signature Documents"!** Reports that require signatures have a signature line/s located on the report itself. You will need to print these completed reports from the "CC Dashboard" and be sure they are signed. Electronic signatures are acceptable. You can scan them in one document "Signed documents" & upload as a pdf to the "CC Dashboard" if you have that capability. If not bring them to the District Office
6. **Audit Report** can be completed at any time now. It is not required for your CC but it is REQUIRED every year before July 1. It is a separate component on EVC. After the information is completed a pdf document will show up on the CC Dashboard. *Be sure it is signed by the auditor!*
7. **Where is the Minutes report?** Once you enter your Charge Conference date, a Minutes report (a check list of the reports) will be generated in the "CC Dashboard"
8. **Additional reports that you may have** –other reports such as your budget, addendums to your Nominations Report, UMW, etc. can be uploaded on your CC Dashboard. If you need assistance, contact the District Office.

**B. S/PPRC need help calculating CRSP/ CPP if you increase your pastor's salary?** Go to <http://www.vaumc.org/ChargeConference> The Clergy Retirement Security Program ("CRSP") and Comprehensive Protection Plan ("CPP") calculator available on the webpage.

**C. If you are a new pastor or EVC administrator and you need assistance** with the EVC system, please call Connie at 757-710-8258 or email [elizabethriverdistrict@vaumc.org](mailto:elizabethriverdistrict@vaumc.org).

**D. Conference and District Apportionments:** The Conference Treasurer will be releasing the apportionments soon. Pastors will receive them in an email from the District Office, [elizabethriverdistrict@vaumc.org](mailto:elizabethriverdistrict@vaumc.org)

## **2.) Charge Conference Sessions in October**

**A. Cluster sessions:** We will once again be meeting together in area clusters. Dates for the CC sessions are included on the last page of this document.

**B. Agenda:** The Charge Conference agenda will include (Part 1) Business Session to approve reports and (Part 2) Celebration Time. *The Agenda is included in this document.*

**C. Reports to send/bring to the DS:** All reports that require signatures by church leaders should be signed beforehand and sent to the **District Office 10 days prior to the CC. Or you can scan the signed documents as one pdf document "Signed Reports" and upload them to the CC Dashboard.** The DS will sign any documents that require her signature at that time.

**D. Reports to send/mail to each church council member (voting members) prior to the Charge Conference:**

1. **"Clergy Compensation Report"** (all signatures completed)
2. **"Committee on Nominations and Leadership Development Report"**
3. **Local Church 2022 Budget Report**
4. **List of your Lay Servants and/or Lay Speakers** (who have completed their report on EVC)
5. **CC Agenda provided in this document**

**E. Don't forget the Attendance Report,** it needs to be completed by the Recording Secretary and uploaded as a pdf on your CC Dashboard. Contact the District Office if you need assistance –send a copy to our office after CC session.

**F. Charges that have other items for approval:** Requires at least 10 days in advance to DS and Congregation prior to CC session

**G. Begin announcing your Charge Conference date now!**

## To recap deadlines and Celebration in Ministry:

- **Begin now working** with your congregation to make CC this year a great celebration!
- Reports entered in EVC System **-10 days before CC**
- Signed Reports, extra reports that need to be scanned **-to DS 10 days before CC**
- Other items for approval **-to Congregation & DS at least 10 days before CC**



# 2021 Charge Conference Agenda

Theme: United as One

## Order of Charge Conference Session

Welcome and Opening Prayer

Opening Song – “The Church’s One Foundation” - UMH 545 (vs. 1-3)

Scripture - John 17:20-23

“I ask not only on behalf of these, but also on behalf of those who will believe in me through their word, that they may all be one. As you, Father, are in me and I am in you, may they also be in us, so that the world may believe that you have sent me. The glory that you have given me I have given them, so that they may be one, as we are one, I in them and you in me, that they may become completely one, so that the world may know that you have sent me and have loved them even as you have loved me.” (NRSV)

Reflection – United as One in Christ Jesus

### Part 1 - Business

Matters for Approval or Reporting

- Election of Charge Conference Secretary
- Clergy Compensation Report
- Pastor’s Statistical Report (and Prayers for those who have died since the last CC session, if any)
- Staff/Pastor Parish Relations Committee Report
- Lay Servant Report
- Declaration of Candidacy
- Nominations and Leadership Development Committee Report
- Church Budget
- Other Item(s) for Approval (Requires 10 days’ notice to DS and congregation prior to CC session)

Adjournment of Part 1

## **Part 2 – Celebration**

Focus: Presentation in art forms by each church or charge to celebrate God's blessings in the personal life or the congregational life. (Time: 5 minutes per church or 10 minutes per charge)

Closing Song – “The Church’s One Foundation” – UMH 545 (vs. 4-5)

Dismissal with Blessing