

Changes in Charge Conference Documents 2018

Form 3 – Officers, Leaders, and Employed Staff for 2018 – We have eliminated the separate NOW sheet. After much conversation about how to encourage use of this structure or some hybrid of it, we decided that it was best to let the nominations all come through one form. We have strengthened our emphasis in the instructions in multiple places that **all** nominations are to be presented at charge conference, not just the chairpersons and committees requested on form 3. We are trying to foster creativity and intentionality to use the nominations process and church structure options to support vital ministry.

In addition, we are proposing that this document become a web-based entry. We will have some clarification work to do together as a cabinet to determine what is desired in this process.

Form 3A – This is a new resource sheet that leads our folks to the online versions of the Guidelines and some additional free supplemental resources.

Form 4 – Pastor Support Worksheet – We added the word recommended to line 13 referring to the 3% contribution for UMPIP. We also removed line 19 and some references in the instructions to W-2 completion. This allows us to provide information in lines 15-18 to assist with W-2 preparation without potentially overreaching into assuming responsibility for preparation of income tax information. There is a change in the instructions for the Housing Allowance Resolution that recommends setting the housing allowance resolution equal to or greater than lines 10 or 11.

Form 8 – Lay Servant/Lay Speaker/Lay Ministers Recommendations and Reports – This has been expanded to provide the denominational resources for reports from persons in each of these three groups by using forms labelled as 8A. Forms labelled as 8B are flow charts for information purposes only that tell the processes for each of these three positions.

Form 9 – Behold! You will receive an additional piece that provides anticipated uses of this form that is to be prepared and shared by the pastor and congregation.

Form 11 – Trustees Report – This form has been revised in consultation with the Conference Board of Trustees. It provides samples of the information (Forms 11A and 11B) requested to provide proof of insurance and workers compensation coverage. It also provides a statement of reference to the GCFA statement regarding insurance coverage for local churches. These standards are for the local congregation to use to compare their coverage as they determine the amounts appropriate to their individual settings.

Form 14 – Safe Sanctuaries Report – This is a consolidated report that covers what in the past has been a summary review sheet and a policy review checklist. Laura McLean will be serving as the resource person for Safe Sanctuaries on the conference staff and she provided this revision.

All other changes in the forms reflect updating references to the 2016 Book of Discipline and its paragraph numbers and contents.