

# Agenda for Church Conference 2017

**PLEASE NOTE: If your church conference directly follows worship on a Sunday morning, go directly into the \*BUSINESS SESSION AGENDA\* (below)**

**Worship Celebration (use the format below for Sunday afternoon or weeknight church conferences)**

- **Opening Prayer** – Pastor or Layperson
  - **Offering** – (Africa University Student Scholarships)
  - **Devotion** – District Superintendent (guest Elders are **not** required to prepare a devotion)
- (Proceed to Business Session Agenda)**

**\*BUSINESS SESSION AGENDA\*** (Start here for Church Conferences that directly follow worship)

**1. Elect a Secretary:**

Have someone ready to do this, with a vote of the conference to confirm it. Minutes need to be typed, signed by the (elected) secretary and sent (via scan/email or snail mail) to the District Office. A copy of the minutes also should remain at the church.

**2. Lay Leadership Committee Report (Nominating Committee):**

After the pastor gives the report and any changes are made, as needed, a motion to accept the report should be made. This includes empowering the committee to continue filling any openings remaining, with the Church Ad. Board/Council confirming these persons.

**3. Membership Report:**

The *2016 Book of Discipline* allows persons to be removed after their names have been read two years. Any names read last year can be read this year as names to be removed. Any new “first year” names need not be literally read if they are handed out in printed form.

**4. Staff Parish Relations Committee - Motions to Be Presented:**

The following motions are on the church conference form “Motions at Church Conference,” which is on the Resources.MichiganUMC.org under forms or follow this link → [2017 Church Conference forms](#).

- a. Clergy Salary Support: A motion needs to be made to set each Appointed Clergy Salary (this includes permanent Deacons whose primary appointment is at the church).
- b. Furnishings Allowance: A motion is needed to set the “Furnishings Allowance.” A suggested amount is \$5,000 or less. This is designating part of the salary and is not in addition to salary.
- c. Housing Allowance (if applicable): The Housing Allowance needs to be voted on annually even if there is no change in the amount. The Housing Allowance Form must be filled out and signed by the appropriate persons.
- d. Special Recommendations:
  - Lay Servants, Lay Speakers, Certified Lay Ministers: Individual motions needed for each to be renewed.
  - Candidates for Ministry: This motion is to recommend a person to the District Committee on Ordained Ministry for Candidacy. The initial vote needs to be a paper ballot with a 2/3 majority. Report the vote. Save the ballots. The person should have a chance to say a word to the conference prior to the vote. Continuing certified candidates need to be approved every year.
- e. Ministry Share Report: What percentage of ministry shares have been paid to date?

**5. Audit Report by the Chair of the Finance Committee:**

An annual audit of the financial statements of the local church and all its organizations and accounts shall be made. (¶258.4.c 2016 Book of Discipline)

**Additional Reports:** You may wish to have other reports received, and they can be heard at this time. Written reports may be turned in by various program persons rather than having them give verbal reports. It saves time.

**6. A Time of Celebration and Hope**

**Pastor's Report:**

**Closing Prayer and Benediction:**