



2018 Purchase District Charge Conference Instructions

1. Use the Charge Conference Minutes as your guide to preparing Charge Conference Reports paying attention to the instructions as provided below.
2. Provide all information on the top of page one of Minutes. There will be no devotional you may leave that blank.

I. Mission Statement for the Church

Answer all questions in this section.

II. Reports

Question 3: Provide a review of the goals of 2018 and/or make recommendations for goals for 2019. This will be reviewed to determine fruitfulness.

Question 4: Include a narrative report of the pastor which includes the **true** state of the church. See the conference website for: Report of the Pastor and Continuing Formation Report and include them.

Question 5: No added instruction.

Question 6: If applicable, no added instruction.

Question 7a: Complete form from conference website in its *entirety!!* Pay particular attention to ALL the questions on the report and the details they require. Fill out all the information accurately and completely. Be Specific on the deeds, insurance, important document location, etc. If they are kept at a residence, give the complete contact information of the person who has them.

Question 7b: No added instruction.

Question 8: See conference website for form.

Question 9: See conference website for form.

Question 10a: This information must be entered in Brick River. However, a copy of all the officers and their specific classes shall be provided for those in attendance at the Charge Conference. This can be in the form of a spreadsheet. No exceptions.

Question 10b: This may be included in the previous question.

Question 11: See conference website for Form. Lay Servants seeking recertification shall have completed an Advanced Course within three years of their initial certification. Exemptions may be granted upon approval of the District Superintendent.

Question 12: Answer if applicable. However, church history is very important at this time.

Question 13: Please email contact information to applicable to Wesley Foundation Directors.

Question 14: If applicable.

III. Apportioned Funds and Benevolence Giving

Question 15: Adapt the form to show your 2017 Apportionment Payment Percentage; your 2018 Annual Income; and your 2018 Tithe Amount to date.

Question 16: If applicable.

Question 17: Form on conference website.

Question 18: Form on conference website.

Question 20: If applicable.

Question 21: No additional instruction.

Question 22: If applicable on date of Charge Conference.