

## The Nuts and Bolts of Church Conference

1. The district superintendent shall preside at the meetings of the church conference or may designate an elder to preside, ¶246.5.
2. The members present and voting at any duly announced meeting shall constitute a quorum, ¶246.6. There is no absentee voting.
3. Primary responsibility of the church conference shall be to review and evaluate the total mission and ministry of the church, receive reports, and adopt objectives and goals recommended by the church council that are in keeping with the objectives of The United Methodist Church, ¶247.3.
4. The secretary of the church council shall be the recording secretary of the church conference. When there is more than one church on a charge, one of the secretaries of the church councils shall be elected by the charge conference to serve as its secretary, ¶247.4.
5. The church conference may establish a limit to the consecutive terms of office for any or all of the elected or appointed officers of the local church, except where otherwise mandated. It is recommended that no officer serve more than three consecutive years in the same office, ¶247.7.
6. The report of the committee on lay leadership is a nomination list only. It is always appropriate to receive additional nominations from the floor for any and all elected leader positions. Nominees to the committee on lay leadership are to be printed along with all other nominees for elected positions. Between sessions of the church conference, the church council has the responsibility to fill interim vacancies occurring among the elected leaders of the church.
7. The church conference shall examine and recommend to the district committee on ordained ministry candidates for ordained, licensed, and certified ministries, following the provisions of ¶311.2b. Candidates must have been members in The United Methodist Church at least two years.
8. The church conference shall examine and recommend renewal of candidacy for candidates for ordained and licensed ministry, following the provisions of ¶312.
9. The church conference shall inquire annually into the gifts, labors, and usefulness of the lay speakers related to the church and recommend to the district committee on lay speaking those persons who have met the standards set forth for a local church lay speaker and/or for certified lay speaker and/or certified lay minister, ¶s 267-272 + 247.11. Recommendations for lay speaker recognition and certification comes from the pastor and the church council, not the pastor parish relations committee, ¶s 268, 269, 272.

10. The church conference, in consultation with the district superintendent, shall set the compensation of the pastor and other staff appointed by the bishop, ¶246.13. The process for this is identified in ¶252.4d, the church council shall recommend to the church conference the salary and other remuneration of the pastor(s) and staff members appointed by the bishop after receiving recommendations from the committee on pastor parish relations. In other words, when the committee on pastor parish relations agrees upon a recommendation, the committee submits the recommendation to the church council for approval. This gives opportunity for the recommendation to be considered in the context of the entire church budget, rather than in isolation. The church council has the responsibility and the authority to modify the recommendation.
11. In preparation for and at the church conference, it shall be the responsibility of the district superintendent. The pastor, and the lay member(s) of the annual conference and or the church lay leader(s) to interpret to each church conference the importance of apportionments. The World Service Fund represents the minimum needs for the mission and ministry of The United Methodist Church. Conference benevolences represent the minimum needs for mission and ministry in the annual conference. Payment in full of these apportionments by local churches is the first benevolent responsibility of the church, ¶246.14, and ¶812.
12. The pastor shall report to each church conference the names of persons received into membership of the church or churches of the pastoral charge and the names of persons removed since the last church conference, indicating how each was received or removed, ¶231. The church conference shall receive and act on this annual report. The church council shall appoint a committee to audit the membership rolls, submitting the report annually to the church conference.
13. Church members who have been inactive for two years may be removed from membership by action of the church conference, ¶228.4.
14. The committee on finance shall compile annually a complete budget for the local church and submit it to the church council for review and adoption, ¶259.4. The budget is NOT brought to the church conference for approval and adoption.
15. When a standing committee brings a motion before the church conference, it does not require a second. The committee, which the presenter of the motion represents, constitutes the second.