



The Pensacola District

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July 30, 2010

Dear Senior Pastor:

Greetings in the name of Christ! I am excited to begin the charge conference season. You will find a schedule of the charge conferences enclosed in this letter, with the date and time for your conference. This is an opportunity for us to celebrate ministry in the previous year, to look toward the future, and to give thanks for all of God's blessings in our life together.

I would ask that you begin to publicize the date for your conference. We have enclosed a checklist for charge conference that should serve as your guide in your preparation for the conference. Please use the instructions found on the Pensacola District Office website under the section "CC Forms." You can download and print the forms from our website. Please remember that all pastors under appointment must submit a report of their ministry as well as plans for continuing education. Follow the checklist! If you do need assistance getting the forms, please contact the District Office.

IMPORTANT: Your charge conference forms are due in the District Office one week prior to your scheduled charge conference. This will allow me to review all forms to ensure they are in order and prepare for our time together. If there is a need to correct some item, we have a week to make necessary changes.

It is my prayer that we can conduct the business of the conference within the context of a worshipful experience. Please communicate with me, prior to your charge conference, should you believe there may be issues that will arise during the conference. There may be ways to resolve potential situations before our meeting. I anticipate, however, these gatherings will offer occasion to reflect and to vision as the body of Christ.

I will speak with you prior to your conference date to review any special preparation that may be necessary. Thank you for all that you do for the cause of Christ! You are making an eternal difference in the lives of people.

Blessings and peace,

Jeremy

/mh

2010 Charge Conference Schedule

(Revisions through 8-16-10)

September 19:

2:00 Mt. Carmel
7:00 Christ / Pineview @ Christ

September 20:

6:00 Ferry Pass / Ensley @ Ferry Pass

September 21:

6:00 St. Andrew / Bellview @ St. Andrew

September 22:

6:00 Warrington / St. Paul @ Warrington

September 26:

9:00 Farm Hill
12:00 Clear Springs
2:30 New Hope
4:30 Lathram Chapel
6:30 Aldersgate / Cottage Hill @ Aldersgate

September 27:

6:00 St. Mark - Pensacola

September 28:

6:00 Richards Memorial

October 3:

5:00 Mary Esther

October 4:

6:00 Woodbine

October 6:

6:00 Cokesbury

October 10:

10:30 Annie Jones
12:00 Byrneville
2:00 Century
3:30 McDavid
5:00 Allen Memorial
7:00 Gonzalez

October 17:

3:00 St. Paul - Gulf Breeze

October 24:

12:00 St. Mark - Crestview
2:30 New Bethel
4:30 Baker
6:30 Bagdad

October 25:

6:00 . . . Pine Forest

October 27:

6:00 . . . Gadsden Street

October 31:

12:00 . . . Jay
3:00 . . . Wesley Memorial

November 1:

6:00 . . . First UMC - Pace

November 2:

6:00 . . . Perdido

November 3:

6:00 . . . St. Luke

November 7:

12:00 . . . First UMC - Ft. Walton Beach
DISTRICT CONFERENCE @ Navarre UMC 4 p.m.
7:00 . . . Trinity UMC - Ft. Walton Beach

November 21:

11:00 . . . Lillian
4:00 . . . Mae Edwards
6:00 . . . First UMC - Milton

November 22:

6:00 . . . Navarre

November 28:

3:00 . . . Chumuckla Community Church
6:00 . . . Gulf Breeze

November 29:

6:00 . . . First UMC - Crestview

November 30:

6:00 . . . Destin

December 1:

6:00 . . . Shalimar

December 5:

5:00 . . . First UMC - Niceville

December 6:

6:00 . . . Myrtle Grove

December 8:

6:00 . . . First UMC - Pensacola

2010 Charge Conference Check List

(*indicates forms that can be accessed on-line at www.awfumc.org)

- _____ Welcome
- _____ Appointment of the Secretary
- _____ *Registration of Attendance
- _____ Devotion
- _____ *Minutes of the Charge/Church Conference (four page document filled out in its entirety)
- _____ Mission Statement
 - _____ Explanation of how the local church's mission helps to fulfill the stated mission of The United Methodist Church "to make disciples of Jesus Christ for the transformation of the World."
- _____ Discussion of Accomplished Goals _____ Discussion of Future Goals
- _____ *Report of the Pastor (Elders/Deacons/Local Pastors/Diaconal)
 - _____ Discussion of Continuing Education plans
- _____ *Report of the Trustees
- _____ *Safe Sanctuaries Charge Conference Form
- _____ *Report of the Committee on Finance
 - _____ Copy of the most recent Financial Statement reflecting income, expenditures, and correct balance on ALL funds in the Local Church.
 - The Local Church Audit Guide may be found at: <http://www.gcfa.org/audit.html>
(*The Fund Balance Report (Annual Audit Form) may be found online and should be completed in January, accounting for the previous year's financial records.)
- _____ *Report of the Committee on Nominations and Leadership Development
- _____ *Application to begin as a Lay Speaker
- _____ *Lay Speaker Annual Report/Request for Renewal
- _____ *Report of the Church Historian on the care of church records and historical materials
- _____ *Report of names and contact information for High School youth - 9th-12th grades.
- _____ Report on Apportioned Funds and Benevolent Giving (See page 2 of Minutes, #15)
- _____ *Pastor Compensation Report Form (include reports for all clergy serving under appointment)
- _____ *Annual Parsonage Review Report (if applicable)
- _____ Report of persons recommended by the Pastor/Staff Parish Relations Committee:
 - _____ as a candidate for ordained ministry (See page 3 of Minutes, #18a)
 - _____ as a continuing candidate for ordained ministry (See page 3 of Minutes, #18b)
 - _____ as a candidate for a Church-Related vocation (See page 3 of Minutes, #19)
- _____ *Report of the Committee on Membership Audit (if required by District Superintendent)
- _____ *Mission Activities Reporting Form
- _____ Vote on persons to be removed from the Church Roll by action of the Charge Conference.
- _____ Copies of the minutes of any special session of the Charge/Church Conference held since its last regular meeting.
- _____ Date set for elected personnel of the local church to take office. (See page 4 of Minutes, #21)
- _____ Other reports, information, actions.

Please turn in all reports to the Pensacola District Office
one week prior to your charge conference.