

2018 Charge Conference – Quick Notes

Charge Conference Season has begun!

Here are a few quick thoughts to assist you in preparing your charge conference packets.

Forms: All the forms needed for your charge conference packet are now available on the Pen-Del website (www.pen-del.org) – click on *Forms* under *Quick Links* on the right side of the screen. In the middle of the screen you will see *Form Type* – click on *Charge Conference* and you will see the list of forms needed for your charge conference. Print out the forms needed.

Instructions: The first form listed is *Charge/Church Conference Instructions* – please print this document – it will guide you through the entire process of putting your packets together. The last page of this document is the checklist – please assemble your packet in this order.

Helpful reminders:

Print out the forms and distribute to those who will fill them in well in advance of your charge conference so folks have time to gather the info.

There is only one packet this year (no longer a master packet and participant packet).

Pastor's Compensation Form – must be completed on-line because of calculations that need to be done. Enter the data in the worksheet (tab 1) but print out the one-page comp form (tab 2). (I will be happy to prepare this for you if needed – just come in the District Office with the compensation information.)

Please deliver your packet to District Office 7 days prior to your charge conference – this packet should not be stapled, bound or in folders - just put a binder clip or big paper clip on it.

If you have any questions at all, please call me at the District Office (410-749-3331). It is exciting to see so many wonderful things that have happened in our District.

Thanks and Blessings!!

Charlotte