

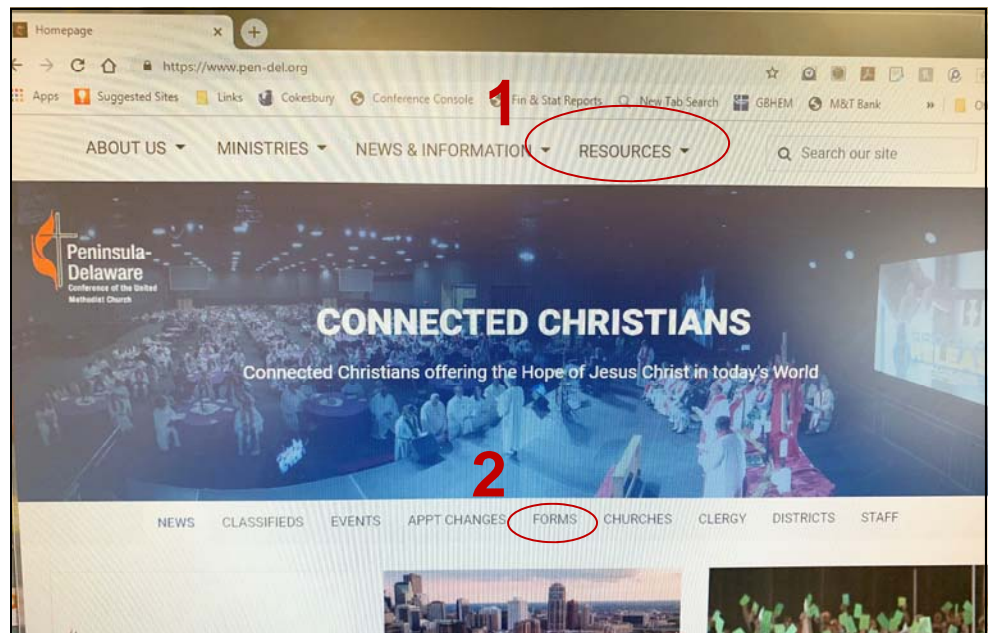
## 2019 Charge Conference – Preparation Notes

Charge Conference Season has begun!

Here are a few quick thoughts to assist you in preparing your charge conference packets. The process remains the same as we did last year!

Forms: All the forms needed for your charge conference packet are now available on the Pen-Del website ([www.pen-del.org](http://www.pen-del.org)). There are 2 ways to obtain the documents needed on the website:

1. Click on Resources at top of the screen, then click on Forms in the drop-down menu. Click on Charge Conference in the center of the screen under Form Type. All charge conference documents will appear.
2. Click on Forms in the center of the screen. All documents will appear (charge conference docs are not grouped together).



[www.pen-del.org](http://www.pen-del.org)

Print out the forms needed. (You may not need all forms.)

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 (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. We do have a drop box if you wish to drop off your packet when the office is not open.

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*