

**SOUTH GEORGIA ANNUAL CONFERENCE—THE UNITED METHODIST CHURCH**  
**Charge Conference Online Forms**  
**2009**

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**Fewer Forms in 2009**

The Connectional Ministries Staff and District Superintendents have decided to remove several forms from the 2009 Online Charge Conference Forms menu. Removed forms include:

- a. Benchmarks Report
- b. Action Plan
- c. Safe Sanctuaries Certificate of Adoption
- d. Three-Star Churches

**SECTION A:** Remaining reports in section A include:

- a. Charge Conference Minutes  
We have a PDF and WORD version available for you to use as per instructions of your District Superintendent.
- b. Trustees Report
- c. Local Church Leadership Report (see below for more information)
- d. Higher Education (Current High School Students) Link to Higher Education website.
- e. Lay Speaker Reports

**SECTION B:** Select the clergy's name in section B. for access to the following reports:

- a. Pastor's Report
- b. Annual Parsonage Review Report
- c. Continuing Education Report
- d. Pastor's Compensation Worksheet
- e. Pastor's Final Compensation Form Report
- f. Housing Allowance Resolution

**SECTION C:** Includes occasional forms for use on an ongoing basis.

**LEADERSHIP LIST: Only 15 Leaders Needed For Online Form**

Additionally, we have made significant changes to the Local Church Leadership List by reducing the number of leaders you are to report using the Online Form. We have reduced the number of leaders needed based on the Conference's and District's need to communicate with the persons.

**NOTE: EACH PASTOR WILL PRESENT A FULL PRINTED SLATE OF NOMINATIONS TO THE CHARGE CONFERENCE FOR ELECTION. A COPY OF THIS DOCUMENT SHOULD BE SUBMITTED TO THE DISTRICT SUPERINTENDENT FOR DISTRICT RECORDS.**

**NOTE: SINCE SO MUCH COMMUNICATION IS DONE BY E-MAIL, WE ASK EVERY LOCAL CHURCH TO PROVIDE A CURRENT EMAIL ADDRESS FOR THESE LEADERS IN ADDITION TO THE OTHER REQUESTED CONTACT INFORMATION.**

The 15 leadership positions to be entered on the Online Form include the following (in alphabetical order). Retain this list of positions for use with the drop-down menu. Use the position title as it appears on this list.

**•Charge-wide Lay Member to Annual Conference (Officer Code: Member)**

- For a single church charge, this will be one person per appointed pastor who will represent the church at Annual Conference.
- For a multiple church charge, this will be the one person for the whole charge who will be the primary lay member (delegate). Do not list this person but once and only list them on their local church form (not with the other churches on the charge).

**•Charge-wide Staff Parish Chairperson (Officer Code: Chair)**

- For a single church charge, this is your local church chairperson with whom the District Superintendent will be in contact for his/her relationship to your Pastor Parish Relations Committee.
- For a multiple church charge, this will be the one person for the whole charge who will be the Charge-wide Chair. Do not list this person but once and only list them on their local church form (not with the other churches on the charge).

**•LC-Administrative Board/Council Chairperson (Officer Code: Chair)**

**•LC-Children's Ministry Contact (Officer Code: Coordinator)**

**•LC-Finance Chair (Officer Code: Chair)**

**•LC-Financial Secretary/Treasurer [Paid or Volunteer] (Officer Code: Treasurer)**

**•LC-Historian (Officer Code: Historian)**

**•LC-Lay Leader (Officer Code: Lay Leader)**

**•LC-Older Adult Contact (Officer Code: Coordinator)**

**•LC-Secretary (Officer Code: Secretary)**

**•LC-Singles/Young Adults Ministry Contacts (Officer Code: Coordinator)**

**•LC-Trustees Chairperson (Officer Code: Chair)**

**•LC-United Methodist Men's President (Officer Code: President)**

**•LC-United Methodist Women's President (Officer Code: President)**

**•LC-Youth Ministry Contact (Officer Code: Coordinator)**

Here are some simple reminders about using the online forms:

--Contact your District Secretary if you have misplaced your username and password for the Online Forms.

--Please check the list of names at the bottom to see if a leader is already in the database before adding them again. If contact information has changed, simply update the information and save. If a leader's ending date is being extended, just change the ending date. There is no need to start over completing all the information on a leader.

--When completing the Leadership List, make sure you include a starting and ending date for the leader's term of service; and include the Officer position. You will note in parenthesis next to the leadership position on this document the officer code to be used for that position.

--Please provide email addresses for all the leaders you enter onto the Online Form. So much communication at the District and Conference level is email generated—we want your 15 key leaders to know what is going on!

--Remember, you must have a printer connected to your computer and powered-up in order to print the reports. (Really, this was one of our trouble-shooting calls!)

--For assistance you may contact Cathy Crawford at the Office of Connectional Ministries at 1-888-266-7642.