

# HOPE UNITED METHODIST CHURCH 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

Dear Brothers and Sisters in Christ, preparation for our annual Charge Conference is an important undertaking deserving of your immediate attention. We encourage you and your ministry members to work cooperatively in determining your future plans.

This Guide Book contains instructions for the Charge Conference Fill-In Form. Throughout this Guide Book, space as been provided for you to record your notes on each topic. Once your ministry has agreed on all components, complete the Charge Conference Fill-In Form. **Each ministry is required to submit its 2009 Charge Conference Information Fill-In Form by Tuesday, August 18, 2009 to your clergy advisor and to [chargeconference@hopeumc.org](mailto:chargeconference@hopeumc.org)**

- Your data must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Be sure to format the home and mobile phone numbers as indicated in the example. **Please save and submit your Charge Conference Fill-In Form as a Microsoft Word 97-2003 document.**
- For your convenience, you may download the Charge Conference Fill-In Form from Hope's web site.

As you prepare for the Charge Conference and look ahead to a new year, please keep in mind the following:

- The mission of the church is to make disciples of Jesus Christ. Evangelism, mission & outreach, stewardship and spiritual formation are priorities. You are encouraged to set goals centered on these practices.
- Ministry leaders should have ongoing spiritual nourishment. Participation in Sunday School, Bible Study and Christian Training Academy classes is essential.
- An individual may be nominated to serve as chairperson for up to, but not exceeding three ministry areas.
- All nominations will be ratified by Hope's clergy team prior to the Annual Charge Conference, and are subject to modifications.

Lastly, remember to seek the Lord's guidance in all that you do. Be steadfast with your prayers, never ceasing to commune with our heavenly Father.

If you have any questions regarding the Charge Conference Information Fill-In Form, please contact:

Evelyn L. Summerville, Director of Christian Education and Leadership Development  
Charge Conference E-mail: [chargeconference@hopeumc.org](mailto:chargeconference@hopeumc.org)  
Phone: 248-356-1020 ext. 114

Thank you and God bless you!

## 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

### SECTION 1: LEADERSHIP AND COMMITTEE APPOINTMENT RECOMMENDATIONS FOR 2010

#### 2009 OUTGOING MINISTRY LEADERS AND OFFICERS

*Instructions: Provide the names of the ministry leaders and officers who are completing their leadership term effective December 31, 2009. Your data must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Be sure to format the home and mobile phone numbers as indicated in the example. Transfer your finalized information to the Charge Conference Information Fill-In Form.*

Position	Term Start Year	Term End Year	First Name	Last Name	Home Phone	Mobile Phone	Email Address
<i>Example: CoChair</i>	<i>2006</i>	<i>2009</i>	<i>Van</i>	<i>Wealth</i>	<i>248 555-1212</i>	<i>248 999-9999</i>	<a href="mailto:vwealth@hopeumc.org"><i>vwealth@hopeumc.org</i></a>
<i>Example: CoChair</i>	<i>2005</i>	<i>2009</i>	<i>John</i>	<i>Christ</i>	<i>248 245-1212</i>	<i>586 999-1234</i>	<a href="mailto:jchrist@hopeumc.org"><i>jchrist@hopeumc.org</i></a>

# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 1: LEADERSHIP AND COMMITTEE APPOINTMENT RECOMMENDATIONS FOR 2010

### 2010 MINISTRY LEADERS AND OFFICERS

“Brothers, choose several among you who are known to be full of the Spirit and wisdom.” Acts 6:3

At Hope UMC, we believe that “persons are called to serve on the basis of their faith, their openness to the leadership guidance of the Holy Spirit, their commitment and willingness to serve as servant leaders in the ministry of Hope United Methodist Church. They have been chosen by the Senior Pastor, Associate Pastors and the Leadership Support and Evaluation ministry because they will faithfully serve the congregation, follow the Pastor’s leadership and support the mission and objectives of the local church.” (A Covenant Between Ministry Area Leaders, Ministry Team Members, The Pastor and The People of Hope United Methodist Church).

As leaders, “we have been given a special responsibility to serve the Kingdom of God through the use of the spiritual gifts that God has given to each of us as well as our finances, treasures, and talents” (A Charge to the Leaders of Hope United Methodist Church). Each leader is a spiritual leader and has the opportunity to model spiritual maturity and discipline; to hold in view both what is and what is hoped for so that you can build bridges to the future; and to serve as facilitators and catalysts for church growth and spiritual empowerment.

Therefore, leaders should be knowledgeable of their responsibilities and expectations which include spiritual formation and leadership training as well as organizational management and planning. You may learn more about spiritual leadership by referring to 1) The Book of Disciplines of the United Methodist Church, 2) Guidelines for Leading Your Congregation, and 3) The Pastor’s and People’s Vision Plan for the Leaders and Ministry Areas of Hope.

<b>Qualities of Church Leaders</b>	<b>Expectations of Church Leaders</b>
<ul style="list-style-type: none"><li>• Be a Christian that strives to develop their faith and character</li><li>• Live Right</li><li>• Know the Bible</li><li>• Work in Love</li><li>• Faith in God’s Word</li><li>• Use Wisdom</li><li>• Rely upon the Holy Spirit for success and guidance</li></ul>	<ul style="list-style-type: none"><li>• Must be a member of HUMC for at least one year</li><li>• Actively participate in HUMC Bible Study/Sunday School and Spiritual Life Institute classes</li><li>• Read and understand the current ‘Pastor’s and People’s Vision Plan’</li><li>• Work in the ministry one year prior to leading the Ministry</li><li>• Serve as a Chair/ Co-Chair on only one major ministry at a time</li><li>• Attend annual meetings (State of Church Address, Charge Conference, etc.)</li><li>• Attend or have a representative at the monthly Council on Ministries meeting</li><li>• Conduct monthly or quarterly ministry Meetings</li><li>• Plan activities, programs, projects that enhance HUMC and the Community</li></ul>

## 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

### SECTION 1: LEADERSHIP AND COMMITTEE APPOINTMENT RECOMMENDATIONS FOR 2010

- 2010 Ministry leaders and OFFICERS

***Instructions:** Provide the names of the ministry leaders and officers who are beginning and/or continuing their leadership term effective January 1, 2010. **Place an asterisk (\*) after the position title to indicate a new nomination. If your ministry has an outgoing chairperson for 2009, please provide two recommendations for the incoming ministry chairperson. The recommendations will be reviewed and approved by your clergy advisor and the Leadership Support and Evaluation Ministry.** Your data must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Be sure to format the home and mobile phone numbers as indicated in the example. Transfer your finalized information to the Charge Conference Information Fill-In Form.*

*Ministry leaders and officers include Chairperson, Co-Chairperson, Director, Vice Chairperson, Secretary, Superintendent, Asst. Superintendent, etc.*

Position Title <small>*denotes new nomination</small>	Term Start Year	Term End Year	First Name	Last Name	Home Phone	Mobile Phone	Email Address
<i>Example: Chair</i>	<i>2008</i>	<i>2010</i>	<i>Mary</i>	<i>Ercy</i>	<i>248 555-7821</i>	<i>313 999-9999</i>	<i>mercy@hopeumc.org</i>
<i>Example: Vice Chair*</i>	<i>2007</i>	<i>2010</i>	<i>Gloria</i>	<i>Race</i>	<i>248 555-1212</i>	<i>734 999-9999</i>	<i>grace@hopeumc.org</i>

## 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

### SECTION 1: LEADERSHIP AND COMMITTEE APPOINTMENT RECOMMENDATIONS FOR 2010

#### MINISTRY MEMBERS

*Instructions: Provide the names of those serving in your ministry area. Please list names in alphabetical order by the last name and then by the first name. Place an asterisk (\*) after the last name to indicate a person who has joined your ministry area in 2009. Be sure to format the home and mobile phone numbers as indicated in the example. Your data must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Be sure to format the home and mobile phone numbers as indicated in the example. Transfer your finalized information to the Charge Conference Information Fill-In Form.*

First Name	Last Name <small>*denotes new member</small>	Home Phone	Mobile Phone	Email Address
<i>Example: Al</i>	<i>Wesome</i>	<i>313-365-1026</i>	<i>586-999-9999</i>	<i>awesome@hopeumc.org</i>
<i>Example: Shawn</i>	<i>Piritual*</i>	<i>248-555-1212</i>	<i>586-123-9999</i>	<i>spiritual@hopeumc.org</i>

# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 2: MINISTRY OVERVIEW

### MISSION STATEMENT

Why does the church exist? According to Matthew's Gospel, the risen Christ made it clear: "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you" (28:19-20).

Based on this "Great Commission," our United Methodist Church has stated its purpose: "The mission of the Church is to make disciples of Jesus Christ. Local churches provide the most significant arena through which disciple-making occurs" (From The Book of Discipline of The United Methodist Church—2004, p. 87. Copyright © 2000 by The United Methodist Publishing House).

#### Instructions:

**Existing Ministry Mission Statement:** Refer to your ministry area's 2009 Charge Conference Information Fill-in Form. Please retype your existing mission statement in the space provided. Your data must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Transfer your finalized information to the Charge Conference Information Fill-In Form.

**New Ministry Mission Statement:** A mission statement is a brief explanation of your ministry's core purpose and values. A good mission statement should accurately explain why your ministry exists and what it hopes to achieve in the future. It articulates the organization's essential nature, its values, and its work.

Your mission statement should answer three key questions:

1. What are the opportunities or needs that we exist to address? (the purpose of the organization)
2. What are we doing to address these needs? (the business of the organization)
3. What principles or beliefs guide our work? (the values of the organization)

In the space below, please provide a one-to-two paragraph mission statement. Remember that the mission statement should be clear and succinct. Your data must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Transfer your finalized information to the Charge Conference Information Fill-In Form.

Mission Statement:

# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 2: MINISTRY OVERVIEW

### SERVICES PROVIDED TO CONGREGATION AND COMMUNITY

“Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms” (I Peter 4:10). Service to people in the church and community is the essence of ministry. A commitment to serving and to doing good works is a mark of faithful discipleship. Each ministry should have a clear understanding of its core services and should be rallied around succeeding in these areas. As you identify your services keep in mind the following:

1. The Lord Jesus Himself came to serve (Mark 10:45), and He sees all believers as servants in His Father's kingdom.
2. God is the one who call us, gives us the desire to serve, and enables us to work for His good pleasure. (Philippians 2:13)

*Instructions: In the table below, provide a bulleted list of the services that your ministry provides to the church and community.*

**Existing List of Services Provided:** Refer to your ministry area's 2009 Charge Conference Information Fill-in Form. Please retype your existing list of services in the space provided.

*Your data must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Remember that the information should be succinct, and there should only be one service per bullet point. Transfer your finalized information to the Charge Conference Information Fill-In Form.*

• <i>Example: New Member Orientation</i>
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# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 2: MINISTRY OVERVIEW

### **SPIRITUAL AND PERSONAL GROWTH OPPORTUNITIES BY SERVING IN THIS MINISTRY**

“May the God of peace, who through the blood of the eternal covenant brought back from the dead our Lord Jesus, that great Shepherd of the sheep, equip you with everything good for doing His will, and may He work in us what is pleasing to Him.” (Hebrews 13:20-21)

Spiritual growth and personal development opportunities abound in every ministry. While service to others is a primary emphasis, we cannot overlook the opportunity to help each other mature in Christ, identify spiritual gifts, and excel in carrying out the mission of the church. Let each of us line up with God’s plan to equip each other for effective ministry.

*Instructions: In the table below, provide a bulleted list of the skills an individual may gain and/or develop while serving in your ministry. Examples of skills gained/ developed include: project management, record keeping, oral presentations, leading teams, etc. Your data must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Remember that the information should be succinct, and there should only be one skill per bullet point. Transfer your finalized information to the Charge Conference Information Fill-In Form.*

• <i>Example: Public speaking</i>
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# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 3: 2009 STRUGGLES AND VICTORIES; 2010 EXPECTATIONS

### 2009 STRUGGLES

“For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the power of the dark world and against the spiritual forces of evil in the heavenly realms.”  
(Ephesians 6:12)

As Christians working in a Ministry, it is understood that struggles will occur which could temporarily delay and/or change our expectations. Frequently, God uses these struggles to build our strength and our Christian character. The awareness that ‘...in all things God works for the good of those who love Him’, gives us perseverance to endure the struggles. You are encouraged to share these struggles so that your clergy advisor and the Leadership Support and Evaluation ministry can provide a support system and spiritual guidance in going through these experiences.

When looking back on the Ministry’s 2009 Victories and Expectations, consider:

1. What struggle did the Ministry have which complicated the activity/event?
2. Did the struggle decrease the spiritual outcome of the activity/event? In what way?
3. What effect did the struggle have on the Ministry?
4. Explain what action was taken to decrease or resolve the struggle.

*Instructions: In the table below, provide a maximum of three struggles the ministry addressed in 2009. Examples of such struggles include: scheduling an event, finding adequate volunteers, funding for activities, participation at event/service, etc. Your data must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Remember that the information should be specific, no more than two sentences and there should only be one struggle per bullet point. Transfer your finalized information to the Charge Conference Information Fill-In Form.*

2009 STRUGGLES
• <i>Example: Participation by congregation or community at the event, cooperation of other Ministries</i>
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# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 3: 2009 STRUGGLES AND VICTORIES; 2010 EXPECTATIONS

### 2009 VICTORIES (ACCOMPLISHMENTS)

“I can do all things through Christ who strengthens me!” (Philippians 4:13)

A careful review of your annual goals helps you understand how successful you are in carrying out your ministry’s mission. It also determines your ability to remain focused on your top priorities and ministry services. According to our Vision Plan, every program area and ministry of Hope UMC should have an evaluation plan to determine its effectiveness. Did we accomplish our stated goals? How effective were we in envisioning, developing, and implementing our plan? What might we change to improve organizational efficiency? These and other questions are answered in the evaluation process.

Some evaluation questions to consider as you review your annual goals are:

1. What goals and objectives did we establish for our programs for the year?
2. How were these goals measured?
3. Did we achieve our goals? List the strengths and gifts that facilitate attainment.
4. If we did not achieve our goals, what prevented attainment?
5. What can we do to strengthen our achievement of stated goals and objectives for the coming year?
6. What challenges did we face in carrying out our mission? How can we overcome those challenges in the future?

*Instructions: In the table below, provide a bulleted list of your ministry accomplishments in 2009. Your information must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Remember that the information should be succinct, and there should only be one accomplishment per bullet point. Transfer your finalized information to the Charge Conference Information Fill-In Form.*

2009 VICTORIES (ACCOMPLISHMENTS)
<ul style="list-style-type: none"><li>• <i>Example: Provided nurturing to over 100 new member candidates, following their acceptance of the invitation to discipleship.</i></li></ul>
<ul style="list-style-type: none"><li>•</li></ul>
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# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 3: 2009 STRUGGLES AND VICTORIES; 2010 EXPECTATIONS

### 2009 VICTORIES (ACCOMPLISHMENTS)

- *Example: Provided nurturing to over 100 new member candidates, following their acceptance of the invitation to discipleship.*

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# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 3: 2009 STRUGGLES AND VICTORIES; 2010 EXPECTATIONS

### 2010 MINISTRY EXPECTATIONS (GOALS)

“Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight.” (Proverbs 3:5-6)

In preparing to set your goals and objectives, remember to:

1. Discuss them with the Associate Pastor over your ministry service area.
2. Have the entire ministry service area pray to the Lord and ask for guidance.
3. Tie your goals and objectives to your ministry’s mission.
4. Review goals and objectives with the church’s overall mission and vision.
5. Make sure the goals and objectives are in alignment with the Word of God.
6. Make sure the goals and objectives are concurrence with saving souls.
7. Carry forward any unmet goals and objectives from the current year.

*Instructions: In the table below, provide a bulleted list of your ministry goals for 2010. Your information must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Remember that the information should be succinct, and there should only be one goal per bullet point. Transfer your finalized information to the Charge Conference Information Fill-In Form.*

2010 MINISTRY EXPECTATIONS (GOALS)
• <i>Example: Develop a Nurturing Ministry Handbook.</i>
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# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 3: 2009 STRUGGLES AND VICTORIES; 2010 EXPECTATIONS

2010 MINISTRY EXPECTATIONS (GOALS)
• <i>Example: Develop a Nurturing Ministry Handbook.</i>
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# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 3: 2009 STRUGGLES AND VICTORIES; 2010 EXPECTATIONS

### 2010 MINISTRY EVENTS/ACTIVITIES, PROGRAMS, AND PROJECTS

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” (Jeremiah 29:11)

Identify the activities for the year that will help your ministry meet its goals. Look hard at the activities and why you’re having them. Consider the following:

1. How much planning is involved to implement an activity, program or project?
2. How often can you meet to plan your activity, program or project?
3. How many activities, programs or projects can you have in one year?
4. Will your activities, programs or projects impact other service areas?
5. How will your activities, programs or projects impact the church calendar?

*Instructions: In the table below, provide a bulleted list of the activities, programs and projects that your ministry plans to conduct in 2009. Your information must be in Arial, 12 point type. Please refrain from using bold, italicized or underlined text. Remember that the information should be succinct, and there should only be one plan per bullet point. Transfer your finalized information to the Charge Conference Information Fill-In Form.*

*As part of the church’s annual budget planning process, your ministry should complete an Event/Activity Financial Planning Summary for each proposed event/activity, program and project regardless of the financial expectations (income producing, expense only or neutral). Approvals by your clergy advisor and the Finance Chairperson are required before an event/activity, program and project can be added to the annual church calendar. Refer to the “Meetings, Events and Activities Planning Procedure” for additional information.*

Event/Activity, Program, or Project	Planned Date	Estimated Income	Estimated Expense
<ul style="list-style-type: none"> <li>• <i>Example: Nurturer’s Training Retreat for Nurturers, Lay Speakers/ Lay Ministers, and Youth Nurturers.</i></li> </ul>	February 21, 2009	\$0.00	\$1,500.00
<ul style="list-style-type: none"> <li>•</li> </ul>			
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# 2009 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

## SECTION 3: 2009 STRUGGLES AND VICTORIES; 2010 EXPECTATIONS

Event/Activity, Program, or Project	Planned Date	Estimated Income	Estimated Expense
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