



2010 CHARGE CONFERENCE PREPARATIONS

Preparing for our annual charge conference is a serious task. It requires prayer, meditation, reflection, conversation, teamwork and lastly documentation.

The preparation period allows each leader to make an honest assessment of how we are working to build God's kingdom and make disciples for Christ. We also increase our understanding of how God is carrying out His will through our service to the church and the community. Additionally, we are able to reflect on the gifts and graces of everyone involved in carrying out our mission – from the ministry members to each ministry leader.

We ask that you and your ministry members work cooperatively and timely in preparing for this year's charge conference. Please do not simply provide the same information as last year in a hurriedly manner and without critical review. Rather, please give careful and prayerful consideration to the future of your ministry area and share your new revelation in your Charge Conference documentation.

CHARGE CONFERENCE PREPARATION TIMELINE

Task	Responsibility	Time Line
1. Launch the Charge Conference Preparation Process and distribute Charge Conference Fill-in Form and Guide Book.	Leadership Support and Evaluation Ministry (LSE)	June 15 @ Council on Ministries meeting
2. Conduct ministry planning meetings. Complete the Charge Conference Fill-in Form and submit to clergy advisor and LSE ministry: ChargeConference@hopeumc.org	Ministry Chairpersons	Complete by August 17
3. Compile leadership nominations; Prepare evaluation reports; Conduct reviews with clergy team; obtain Sr. Pastor approval of leadership slate.	LSE	Begin: August 17 Complete by: October 19
4. Compile the ministry reports for the Charge Conference (accomplishments, goals, objectives, etc.).	LSE and Council on Ministries	Begin: August 17 Complete by: October 19
5. Present/ distribute leadership slate and ministry to Ad Board for approval.	LSE	October 26 @ Ad Board meeting

2010 CHARGE CONFERENCE FILL-IN FORM

This is the document where we capture important information on our progress towards achieving our ministry goals and objectives and ultimately realizing the vision of Hope UMC. It is also where we provide information on leadership changes and ministry volunteer participation.

This information is used to compile the annual leadership slate and an exhaustive ministry area report which are both submitted to our District Superintendent during the Charge Conference which is typically in December.

Charge Conference Fill-In Form Sections

1. Leadership and Committee Appointment Recommendations for 2011
 - 2010 Outgoing Ministry Leaders and Officers
 - 2011 Ministry Leaders and Officers
 - Ministry Members
2. Ministry Overview
 - Mission Statement
 - Services Provided to Congregation and Community
 - Spiritual and Personal Growth Opportunities by Serving in this Ministry
3. 2010 Struggles, Victories and 2011 Expectations
 - 2010 Struggles
 - 2010 Victories (Accomplishments)
 - 2011 Expectations (Goals)
4. 2011 Ministry Events/ Activities, Programs and Projects

2010 CHARGE CONFERENCE INFORMATION FILL-IN FORM GUIDE BOOK

The Guide Book contains instructions for completing each section of the Charge Conference Information Fill-In Form. Guiding scriptures and examples are also provided.

HELPFUL HINTS

For each section, you may start with the information provided in last's year Charge Conference Fill-In Form. You may copy and paste information that is remaining the same into the new document.

2010 Outgoing Ministry Leaders and Officers: In some cases, a leader is listed as an outgoing chairperson and the name appears again in the next section as a continuing leader. Only list your name in the outgoing ministry leaders and officers section if you are actually completing your leadership term as of December 31, 2010.

2011 Ministry Leaders and Officers: Remember to provide two recommendations for new chairpersons.

Ministry Members: You may submit a separate Microsoft Word or Excel document as long as the first and last names are in separate columns.

LEADERSHIP AND COMMITTEE APPOINTMENT RECOMMENDATIONS

2011 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.

Expectations of Church Leaders

The Leadership Service Policies are explained in *Section 2: You as a Spiritual Leader* of our Ministry Leadership Handbook. Following is a synopsis of that information. Be sure to review in more detail and to share this information with new persons nominated for a leadership term to begin in 2011.

- Must be a full member of HUMC for at least one year.
- Complete a spiritual gifts assessment and update it every two to three years.
- Actively participate in HUMC Bible Study/Sunday School and Spiritual Life Institute classes.
- Read and understand the current ‘Pastor’s and People’s Vision Plan’.
- Work in the ministry one year prior to leading the Ministry.
- Serve as a Chair/ Co-Chair on only one major ministry at a time.
- Attend annual meetings (State of Church Address, Charge Conference, etc.).
- Attend or have a representative at the monthly Council on Ministries meeting.
- Conduct monthly or quarterly ministry Meetings.
- Plan activities, programs, projects that enhance HUMC and the Community.

For additional information contact:

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