

Instructions for Holding An Annual Local Church Conference

Announcing the LCC: The date of the Annual Local Church Conference shall be announced in the church paper and/or weekly bulletin when available and also announced from the pulpit at least two weeks in advance per *Discipline*.

Chairman of the LCC: Per *Discipline*, the district superintendent or his representative is to serve as chairman of the Local Church Conference.

Procedure: The *Discipline*, provides you with information relating to a quorum, voting, rules of order, an order of business and duties and powers of the Local Church Conference. Many churches have all reports printed and distributed at the LCC. The pastor's report and the report of the local church treasurer are read to the conference as well as recommendations which would include a budget and annual calendar of events for the new church year as well as any resolutions to be presented to the local church conference.

PREPARATION

Nominations: If you have a nominating committee, they should meet prior to the LCC and nominate individuals who can best serve their Lord and church in the particular area of leadership for which they are nominated.

Calendar of Events: Please prepare a yearly calendar of events highlighting the special dates for your local church and submit it to the local conference for approval.

Budget: Prepare a written budget. You may want to use a budget committee to prepare the budget and have it approved by the Local Board of Administration. It then should be submitted to the Local Church Conference for approval.

Review of Membership Rolls: After proper review of the membership rolls, bring any recommendations to the Local Board of Administration and then to the Local Church Conference. Per *Discipline*. Pastors, please remember to follow the new procedure and names for church membership. ("Covenant" replaces "Full" and "Community" replaces "Provisional").

ELECTIONS

All elections should be by ballot vote with the individual receiving **a majority** of the votes being the fully elected person to serve in the position on which the vote was taken. Be sure to elect delegates according to the number indicated for your church.

Pastor should have tellers appointed prior to the meetings. Tellers are responsible for distributing materials and ballots. Tellers will also collect ballots and report election results to the Chairman. A printed ballot saves time and expedites the business. Otherwise, inform the secretary to come to the meeting with a good supply of uniform, blank ballots. Your Nominating Committee or Local Board of Administration should have all nominations made prior to the Local Church Conference. It is wise to gain permission from all candidates to have their name placed on the ballot before the Conference.

Term of Service: With the exception of the trustee (which is elected for a three-year term), all officers are for a one year term with the date of service being the start of the church year (June 1) and ending the following (May 31) or until a successor be elected should the elections take place later than that date (*Discipline*, as examples.)

MISCELLANEOUS BUSINESS

1. Recommend that the minutes of this Local Church Conference be read and approved at the next meeting of the Local Board of Administration.
2. Determine if the conference would like to have a nominating committee for the coming year. If so, be sure to follow the procedure given in *Discipline*.
3. Authorize the Local Board of Administration to care for any unfinished business.
4. Determine how many trustees will serve on the Local Board of Administration. Most churches place all trustees on the Local Board of Administration. The *Discipline* calls for at least one trustee on the Local Board of Administration. (*Discipline*)

SUGGESTION

A number of churches are caring for minimal business at the LCC since the end of the church year is May 31. Such business would include the report of the Pastor, financial report to date, and elections. The remainder of the time is spent in praise, testimonies, victories and worship. Then immediately after the close of the church year they have a service where all the reports are heard, goals are announced, recognition given and the new board is installed. This speeds up the LCC and makes it more exciting as well as caring for all the business of the church for the coming year.

Why not consider giving it a try!!