

CHECKLIST FOR ELDER CONDUCTING CHURCH CONFERENCE

FOR THE YEAR 2026

Church/Charge: _____

Elder Presiding: _____ Date: _____

Number in attendance: _____

As the presider your role is to call the meeting to order and guide the work of the meeting with a spirit of Christian grace. Introduce yourself and invite a brief introduction of those present. Make sure that there is a secretary taking minutes and attendance. Please follow the proposed agenda, unless the church has brought their own, to ensure necessary voting takes place. Remember that items submitted by committee for a vote do not require a second.

Listen, ask, and trust the group and the decision process. If the church is unprepared for the motions, it is permissible to table them. Remember that you are presiding, not advising. If there is an unresolved issue that requires action or follow-up, or any concerns or issues that the DS should know about, please notify the District Office. Thank you for presiding!

ITEMS THAT MUST BE BROUGHT FORWARD FOR A VOTE:

Please check off as votes are taken and note any action taken/needed.

_____ APPROVAL OF CANDIDATES FOR ORDAINED MINISTRY

_____ APPROVAL OF LAY SERVANTS/LAY SPEAKERS/CERTIFIED LAY MINISTERS

_____ ELECTION OF OFFICERS *Can take nominations from the floor*

_____ MEMBERSHIP REPORT *Encourage members to reach out to those on the inactive list*

_____ PASTOR'S COMPENSATION (vote separately for each pastor)

_____ Pastor's Compensation and Housing Allowance (if applicable)

_____ Resolution for Parsonage or Housing Allowance Exclusion

_____ Accountable Reimbursement Amount

_____ TRUSTEE LEGAL AND PROPERTY REPORT

_____ BREAKTHROUGH GOALS

** Remember to **sign the signature page** and scan it in and email it, take a photo and email or text it, or give it to the pastor in-person. Alternately, you may send a confirmation email to the church/pastor indicating that you presided for their church conference.*