

## **Annual Local Church Conference Guidelines**

(for established churches)

### **Pre-Conference Preparation**

1. Set the date for the conference sometime after April 30 (end of fiscal year) and early enough to submit your reports by May 31.
2. Announce the date publicly at least two weeks in advance (per Discipline).
3. If you use a Nominating Committee, allow time prior to the LCC to select nominees and get confirmation from each nominee that they are willing to serve (Discipline, 800).
4. Prepare a written budget, which must be approved by the LBA before it is recommended to the LCC.
5. Prepare an accurate membership roll. The LBA approves (or recommends) to the LCC any members added or dropped. (If you have questions about the new annual renewal for membership, that weren't addressed at our regional membership meetings, please call me).
6. Have reports prepared by pastor(s), officers, department heads, and treasurer(s).
7. Select tellers to count the votes.
8. Have the dates and place of District Conference available to inform lay delegate nominees.

### **At the Local Church Conference**

1. The Discipline provides information regarding quorum, voting, rules of order, and duties and powers of the Local Church Conference (Discipline, 625-655). Many churches provide written copies of the reports.
2. Approve the minutes from the previous LCC (unless designated to LBA).
3. The pastor's (senior/solo) report and treasurer's report should be read or presented.
4. All other reports (pastors, program leaders, boards committees, etc.) may also be presented.
5. Elect church officers (Discipline, 655 [4]).
6. Elect lay delegate(s) (according to lay delegate ratio sent from district office).
7. Elect nominating committee members for the coming year (if you use this committee).
8. Adopt the annual budget
9. Other business may include recommendations for district licensing (Ministerial students, Licensed Special Workers, Lay Ministers) – unless delegated to LBA.