

LOCAL CHURCH CONFERENCE

The approach of Spring signals the arrival of the Local Church Conference (LCC) season. Below you will find instructions to help prepare you for the required reporting.

Established Church:

Please familiarize yourself with the enclosed items. Some items need to be given to the treasurer and/or LBA secretary for completion. Please note the due dates for the return of the reports to the district office. Most are due immediately following the completion of the LCC.

All LCC's are to be completed no later than May 31st. Unless you are contacted by a district representative you will be responsible to establish the date for your LCC and serve as its chairman. If someone from the district office does not reach out to you but you would like to have a representative from our office conduct your conference please contact the district office and arrangements will be made.

The following arrangements will aid in conducting a smooth Conference. These include:

- < Sufficient announcements of the Local Church Conference prior to its scheduled date.
- < The meeting of the nominating committee prior to the Conference with each nominee notified of their nomination prior to the Conference. Request nominees to indicate their agreement to stand for election.
- < A proposed budget submitted by the budget committee or Local Board of Administration for adoption by the Conference (unless the LBA has been given authority to approve the budget. Then the budget should be included as an informational item to the LCC.)
- < An audit of the Local Church treasurer's books. This should reflect the current fiscal year-to-date. (**All churches are to complete an audit of the Local Church Treasurer's books annually.**)
- < Preparation of ballots and an ample supply of blank ballots to be on hand.
- < Requesting of written reports from departmental leaders or officers reporting to the Conference.
- < Recruitment of persons to serve as tellers who will care for the distribution and counting of ballots. When possible, these persons should be selected from non-members.

Business is to be conducted using *The Discipline of The Wesleyan Church, 2016* edition.

You will find a **Pastoral Support Package** form enclosed. This is to be completed by the Vice-Chairman in consultation with the treasurer, signed by appropriate individuals and then copies forwarded to you and to me. This should be done by the date of the Conference. If a District representative is conducting your conference, this form will be reviewed with the LBA at the time of the conference.

If you have any questions regarding the Local Church Conference, please call. I am trusting the LORD for an excellent season of Conferences that position our churches to be more effective in ministry this coming year.

Our District Conference this year is July 12th & 13th at Cypress Wesleyan Church, 377 Alton Darby Creek Road, Galloway, OH 43119.



Pastor Les
District Superintendent