

# 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 25. Unless you are contacted by a district representative you will be responsible to establish the date for your LCC and serve as its chairman.

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.

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 will be June 30** at Fountain Springs-East Campus in Rapid City, SD.

# LOCAL CHURCH CONFERENCE AGENDA

(DISCIPLINE 650)

## SETTING OF THE BAR

**ROLL CALL** (May be eliminated when a printed list of current members is distributed.)

## MINUTES OF LAST ANNUAL CONFERENCE

## ELECTIONS AND REPORTS (These reports will be integrated in between balloting)

Reports to be called for according to the Discipline are:

- Pastor
- Sunday School Superintendent
- Auditor
- Church Treasurer
- Proposed Annual Budget
- Director of Wesleyan Women
- President of Wesleyan Men
- Wesleyan Youth
- Coordinator of Wesleyan Kids for Missions
- Director of Christian Youth Clubs International
- Trustee
- Local Preacher
- Other Committees, i.e. Best Years' Fellowship, Young Adults, etc.
- New Members received into the church by the Pastor

## ELECTIONS OF OFFICERS

- Church Board Secretary \_\_\_\_\_
- Church Treasurer \_\_\_\_\_
- Sunday School Superintendent \_\_\_\_\_
- Trustees \_\_\_\_\_
- Members at Large \_\_\_\_\_
- Lay Delegates to the District Conference \_\_\_\_\_
- Other Offices (if recommended) \_\_\_\_\_

## ADDITIONS TO THE AGENDA

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## SPECIAL DIRECTIONS:

Pastor should have tellers appointed prior to the meeting. Tellers are responsible for distributing materials and ballots. Tellers will also collect and count 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 an ample 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.

# LOCAL CHURCH INFORMATION SHEET

FOR CHURCH YEAR ENDING APRIL 30, \_\_\_\_\_

**Church Name:** \_\_\_\_\_

**Senior/Lead Pastor:** \_\_\_\_\_

## Ministry Staff Members *(as applicable)*:

(Circle One)

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Full Time Part Time

Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Full Time Part Time

Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Full Time Part Time

Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Full Time Part Time

Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

*Please list any additional ministry staff members/positions below:*

# REGISTER OF LOCAL CHURCH LEADERS, Year \_\_\_\_

Church: \_\_\_\_\_

## Elected Lay Leaders *(as applicable)*:

Check if New

<b>Vice Chairman of the LBA:</b> _____	Phone ( ) _____	( )
Address _____	E-mail _____	
<b>Church Treasurer:</b> _____	Phone ( ) _____	( )
Address _____	E-mail _____	
<b>Church Board Secretary:</b> _____	Phone ( ) _____	( )
Address _____	E-mail _____	
<b>Sunday School Supt.:</b> _____	Phone ( ) _____	( )
Address _____	E-mail _____	

## Trustees:

_____	_____
_____	_____
_____	_____

## Members at Large:

_____	_____
_____	_____
_____	_____

## Additional Lay Ministry Leaders *(as applicable)*:

<b>Director of Youth Ministry:</b> _____	Phone ( ) _____	( )
Address _____	E-mail _____	
<b>Wesleyan Women Director:</b> _____	Phone ( ) _____	( )
Address _____	E-mail _____	
<b>Director of Missions:</b> _____	Phone ( ) _____	( )
Address _____	E-mail _____	
<b>Children's Ministry Director:</b> _____	Phone ( ) _____	( )
Address _____	E-mail _____	
<b>Discipleship/Spiritual Formation:</b> _____	Phone ( ) _____	( )
Address _____	E-mail _____	

**DISTRICT CONFERENCE DELEGATE CERTIFICATION, Year \_\_\_\_\_**

*This form can also be completed online (<https://forms.gle/2egU1eWRh59ta53s8>)*

*Be sure to check your delegate count prior to filling this out.*

Church: \_\_\_\_\_

**Delegates:**

**Alternates:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

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E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Please return the delegate form immediately following the Local Church Conference to: [info@northwestdistrict.org](mailto:info@northwestdistrict.org)*

**Or mail to:**

The Northwest District Office  
919 Airport Rd.  
Sheridan, WY 82801

# LOCAL CHURCH BUDGET

For Fiscal Year -

Name of Church	Pastor		
Account Number		Actual Amount This Year	Proposed for Next Year
<b>PROJECTED INCOME</b>			
101	Tithes and Offerings	\$ -	\$ -
102	Sunday School	\$ -	\$ -
103	Wesleyan Women	\$ -	\$ -
104	Wesleyan Men	\$ -	\$ -
105	Wesleyan Youth	\$ -	\$ -
106	Building Fund	\$ -	\$ -
107	Faith Promises/Offering for Non-Wesleyan Purposes	\$ -	\$ -
108	Other Assessable Income <u>Parsonage Rent</u>	\$ -	\$ -
109	Interest on Checking/Savings Accounts	\$ -	\$ -
110	Faith Promises/Offering for Wesleyan Home Mission and Wesleyan World Mission Pruposes.	\$ -	\$ -
111	Other Non-assessable Income (see Discipline 2005:1 wills, bequests, ret, sale of property, denominational special special offerings, loans, investment earnings, day care, youth funds raised for denominational conventions.	\$ -	\$ -
<b>TOTAL PROJECTED INCOME</b>		\$ -	\$ -
<b>PROJECTED EXPENSES</b>			
<b><u>Missions and Evangelism</u></b>			
201	District and Denominational USF	\$ -	\$ -
202	District Evangelism and Church Growth Fund	\$ -	\$ -
203	Wesleyan World Missions	\$ -	\$ -
204	Local Missions and Benevolence	\$ -	\$ -
205	Local Church Evangelism Training, Revivals, Outreach	\$ -	\$ -
206	Clubhouse Ministries	\$ -	\$ -
207	Youth Ministries	\$ -	\$ -
208	Adult Outreach Ministries	\$ -	\$ -
209	Church Advertising(Newspaper/radio ads, etc.	\$ -	\$ -
210	Other _____	\$ -	\$ -
<b>SUBTOTAL</b>		\$ -	\$ -

**Worship and Christian Education**

301	Worship Aids (Bulletins, copyright fees)	\$	-	\$	-
302	Sunday School Literature and Supplies	\$	-	\$	-
303	New Believer Training / Small Group Ministries	\$	-	\$	-
304	Leadership Training and Teacher Training Resources	\$	-	\$	-
305	Special or Seasonal Programs (Christmas, Easter, VBS)	\$	-	\$	-
306	Instruments and Music	\$	-	\$	-
307	Other _____	\$	-	\$	-
	<b>SUBTOTAL</b>	\$	-	\$	-

**Church Staff**

401	Pastor(s) Salary	\$	-	\$	-
402	Pastor(s) Housing Allowance and Utilities	\$	-	\$	-
403	Pastor(s) Social Security Allowance(Check current	\$	-	\$	-
	Self-Employment Contribution Act (SECA) rate and	\$	-	\$	-
	Multiply the sum of 401 & 402 by that percentage. )	\$	-	\$	-
404	Pastor(s) W.P.F.	\$	-	\$	-
405	Pastor(s) Health Insurance	\$	-	\$	-
406	Staff Salary	\$	-	\$	-
407	Staff Payroll Taxes	\$	-	\$	-
408	Workers Compensation	\$	-	\$	-
409	Other _____	\$	-	\$	-
	<b>SUBTOTAL</b>	\$	-	\$	-

**Church Administration**

501	Pastor(s) Accountable Expense Reimbursements	\$	-	\$	-
	(Church Travel, Hospitality or church guests, etc.)	\$	-	\$	-
502	Pastor's Continuing Education/Seminars/Retreats	\$	-	\$	-
503	District Conference Registration (Pastor/Delegates)	\$	-	\$	-
504	Basic Telephone & Business Long Distance	\$	-	\$	-
505	Church Postage	\$	-	\$	-
506	Office Supplies (Paper products, toner, service, etc.)	\$	-	\$	-
507	Office Equipment(Copier, fax, computer, furniture, etc.)	\$	-	\$	-
508	Other _____	\$	-	\$	-
	<b>SUBTOTAL</b>	\$	-	\$	-

**Building & Property**

601	Parsonage/ Mortgage or Rent	\$	-	\$	-
602	Meeting Place Mortgage or Rent	\$	-	\$	-
603	Repairs or Improvements	\$	-	\$	-
604	Maintenance, Lawn care, Snow Removal	\$	-	\$	-
605	Property & Liability Insurance	\$	-	\$	-
606	Church Utilities (gas/oil, electricity, water sewer, garbage)	\$	-	\$	-
607	Church Vehicle(s) (gas/oil, insurance, tags, repair.)	\$	-	\$	-
608	Other _____	\$	-	\$	-
	<b>SUBTOTAL</b>	\$	-	\$	-

<b>TOTAL PROJECTED EXPENSES</b>	\$	-	\$	-
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**BUDGET SUMMARY:**

<b>A.</b>	Total Projected Income	\$	-
<b>B.</b>	Surplus Balace or (Deficit) from Previous Year	\$	-
<b>C.</b>	Total Funds Available (A + B)	\$	-
<b>D.</b>	Total Project Expenses	\$	-
<b>E.</b>	Projected Surplus or (Deficit) (C - D)	\$	-
<b>F.</b>	Average Monthly Income Needed (A / 12)	\$	-
<b>G.</b>	Weekly Average Income Needed (A / 52)	\$	-