

## Greater Detroit District Charge Conference Helpful Tips

This year due to the coronavirus pandemic and social distancing rules in place for our state, the district is doing local church conferences differently. Bishop Bard and the Michigan Conference Appointive Cabinet have decided to request that all Annual **Church** Conferences in 2020 be held as Annual **Charge** Conferences, and that they be held by Zoom conferencing. This measure will ensure the safety and well-being of all leaders and members of our congregations during this uncertain time of the coronavirus.

I will be sending all churches and clergy a Dropbox link for their respective church to upload charge conference forms. Each clergy will get their own Dropbox link for only their clergy documents. I will also send the senior pastor and church administrator (if appropriate) a 'church' folder for document submission.

Clergy please don't share your link with anyone. You will be the only person who has access to submit documents through the link. The Dropbox platform will only allow the person whose email is attached to the invitation to access to folder. The same is true for church forms; the secretary/administrator and senior clergy will both have access to the 'church' folder for your church. No other emails/ users will be allowed to upload forms, this is to ensure document privacy and to keep the integrity of the forms restrictive.

To upload forms each church will need to create a free Dropbox account to upload forms. If you don't want to create a Dropbox account, you can also access Dropbox by signing in through a Google email account. This will be the only (2) methods Dropbox will allow you to upload documents to your church folder.

Dropbox has recently updated their platform. I have attached to this email a YouTube tutorial link to help new users understand how to upload documents through Dropbox. In the rare event you are having difficulty uploading documents or have tech challenges you may send me the documents as a last resort to get them to the DS in time for your charge conference. **Please keep in mind of the schedule and submit to me ten days before your charge conference.**

I will also send to clergy and church administrators/ secretaries a Zoom link invitation for your respective Charge Conference one week before your charge conference. Please keep this link and share it with those leaders **ONLY** that you are inviting to your charge conference. You will be responsible for forwarding the link to your leaders who will be joining by Zoom to your charge conference. You may also want to send them a reminder at least 2 days before your charge conference to encourage your leaders to attend by Zoom.

If your leaders don't have access to a smartphone or the internet there is a phone number in the email that will have give the caller access to the meeting without using the Zoom smartphone app or website. Please contact your leaders that do not have internet and provide the telephone number so they may attend your charge conference.

Note: To ensure you get **ALL** my emails, if you haven't already added my email into your contact list in your email server. Please do so now. Please add: [dashford@michiganumc.org](mailto:dashford@michiganumc.org) into your

contacts. This will ensure when I send out group emails, that you get my email. I don't want anyone to miss any critical emails that I send out during this crucial time.

Please don't hesitate to contact me by phone at 313.481.1045 for any charge conference concerns.

Directions for uploading files from [Dropbox.com](https://www.dropbox.com)

1. Sign in to dropbox.com.
2. Click Upload files or Upload folder.
3. If you choose Files, select as many files as you like and click Open.
4. If you choose Folder, select a folder and click Upload.

Note: Each file or folder that you upload through dropbox.com must be 50 GB or smaller. For larger files or folders, use the desktop or mobile apps, which don't have a file size limit.

For a visual demonstration how to upload files to a Dropbox folder go to the YouTube link below.

<https://youtu.be/BQNTx9Cop7k>

For a more in-depth tutorial of how to use Dropbox beginner's tutorial use the YouTube link below.

<https://youtu.be/h8gAlEb8-d0>

If you're having trouble opening the links above, please copy and paste the link in your internet browser and press Enter.