

## Greater Detroit District, UMC

### 2021 Church *Charge* Conference Instructions

Dear District Pastors,

This year the district is hosting all **Charge** conferences by Zoom to prevent the spread of the coronavirus. However, if your church has an agenda item that needs a church-wide vote to approve a motion, please email me the reason why you're requesting a church conference instead of a '**charge**' conference and the District Superintendent will take the request under advisement for a change to accommodate the needs of the church.

The disclaimer for a 'church' conference is with the understanding that the meeting will only be held through the Zoom app.

Your church **Charge** conference Zoom invitation link will be emailed to you at least 10 days before your church **Charge** conference. Please copy and paste the link for your 2021 Church **Charge** Conference in an email and email to your membership to invite them to join the Zoom call for your Church Conference.

Note: Please send a friendly reminder to your leaders at least 2-3 days before your conference to remind your leaders to attend conference.

For those leaders who don't have a smartphone, computer, laptop or internet access you will need to contact them to give them the zoom phone number for them to use to access the meeting room.

Please remember they will need to dial in the meeting ID and the passcode when prompted if using a mobile device. Please give them both numbers in addition to the dial-in number to access the call.

Please ask your leaders who are **NOT** on SPRC to wait until the start of conference to join the Zoom Church **Charge** Conference since there will be no way to prevent them from dialing in early. This is to avoid any disruption in your SPRC meeting with the DS prior to the start of church conference.

\*\*\*\*\* **Helpful Links and Tutorials** \*\*\*\*\*

#### **Dropbox (Instructions and Tips)**

<https://www.dummies.com/education/internet-basics/how-to-upload-files-to-dropbox/>

#### **YouTube Tutorial (How to use Dropbox)**

[How to Use DROPBOX-Dropbox Tutorial for Beginners](#)

<https://youtu.be/NR6TCgTAbPw>

## Zoom Help Center

Getting started with Zoom, please visit the Zoom Help Center for training and helpful tips: <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Go to <https://zoom.us/download> to get Zoom apps for Android, iOS, PC, and more. For those who may be joining by Smartphone.

## ZOOM CHARGE CONFERENCE PROTOCOLS

Please be advised there are a few procedure updates to this year's local church conferences by Zoom.

1. To maintain proper record keeping of official local church charge conference files please send by *snail mail* the original **SIGNED** copies of all the documents for your church conference. The packet should be postmarked no later than (3) days after your church conference date, please mail to PO Box address:

Documents should be signed by the Senior Pastor and all proper governing chairpersons applicable to each document. **All papers should be sent unbound (not stapled) with a large clip or rubber band and in a sealed envelope.** Please mail to the district PO Box to the attention of

Ms. Dwanda Ashford  
Greater Detroit District, UMC  
PO BOX 538  
Lincoln Park, MI 48146

2. When uploading documents to Dropbox please title documents properly before upload with the specific name for each document. For example, the SPRC Evaluation of Clergy should be titled:

SPRC Eval\_C. Boayue (First initial, Last Name of clergy).

The DS will not be able to distinguish a file name without a specific title.

Forms for the **church** should be placed in the '2021CC' folder and forms for clergy should be uploaded to the **clergy** folder only. Each appointed clergy has their own folder and their clergy email and church secretary/ admin are the only emails that has privileges to upload files to maintain privacy.

3. **\*\*For ease of facilitation of the zoom church conference please upload a church conference packet file with all materials that will be presented and voted on for your conference. The file should have all the documents that will appear on the agenda in numerical order as they are listed. This will be the document the DS will use when facilitating the conference. Please title the document, '2021ChurchConf.Pkt'\*\***
4. **If you want your SPRC Chair to have access to your clergy folder to upload forms please email me requesting to release access to your SPRC chair or other designee, so I may**

send an email notification link to them to gain access to your folder. I will need their email address.

5. If your church needs a copy of the documents with the DS's signature, please place a note on the forms mailed to the PO Box and I will scan and email the church back all the signed forms after the DS has had an opportunity to place his signature on the forms.

#### **Zoom Assistance for Screen Share**

- If you have a document(s) that you want to make a motion on and you want your leaders to review the form and vote on the motion at the zoom conference, please designate a person to facilitate the screen share option on Zoom.
- This person selected must have the file(s) you want presented to the audience on their computer and must be comfortable using the screen share feature to show the document(s) to the viewers in the meeting. Please ask the Zoom facilitator to have their screen set up in **Presenter mode** to the full screen view when sharing their screen to preview a document(s).
- The Zoom facilitator will be responsible for sharing each document to the audience when prompted by the Senior Pastor or DS.
- Each church member attending the zoom church conference should have an electronic or hard copy of all the church conference documents that appear on the agenda since some members may be joining by phone and won't have a monitor/ screen to review the materials.

Please contact me if you have questions about these new procedures and thank you for helping to make this year's church conferences a success as we learn to adapt to new methods to do ministry in the pandemic.

In His Service,

Ms. Dwanda Ashford