

Greater Detroit District, UMC

2024 Cluster Church Conference Instructions

Dear District Pastors,

This year, the District is hosting all Church conferences by Zoom using a Cluster Church Conference model. Your church conference Zoom invitation link will be emailed ten days before your church conference date. Please copy and paste the link for your 2024 Church Conference in an email and email to your membership to invite them to join the Zoom call for your Church Conference.

For those members who don't have a smartphone, computer, laptop, or internet access, you will need to contact them and give them the Zoom phone number so they can access the meeting room.

Please remember that if using a mobile device, they must dial in the meeting ID and the passcode when prompted. Please give them both numbers and the dial-in number so they can access the call.

Please ask your church conference secretary to record the attendance of those who enter the room. Each church is responsible for maintaining its attendance.

Note: Please send a friendly reminder to ALL church members at least 10 days before your conference to attend the meeting.

***** **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 Church Conference Protocols

Please be advised that this year's local cluster church conferences will be held using the Zoom video conference platform, and there are a few new procedure updates.

1. The District office is **Paperless**; to retain proper record keeping of official local church conference files, please send all the original SIGNED copies of all documents for your church conference via Dropbox. *The signed copies should be scanned and uploaded to your church Dropbox folder **no later than 72 hours after your church conference date**.* The signed copies are your official electronic records of the annual church conference submitted to the Greater Detroit District and Michigan Conference of The United Methodist Church.
2. The Senior Pastor should sign documents and all proper governing chairpersons applicable to each document.
3. When uploading scanned documents to your Dropbox folder, please title documents properly and save them on your computer before uploading to Dropbox. Documents should be titled appropriately to maintain file title consistency with the District and MI UMC Conference. Please title each form with the initials of the name of each document, the first initial of the clergy's name, and the complete clergy last name. For example, SPRC Eval_ D. Totty.

DOCUMENT & DROPBOX FILE MANAGEMENT

The DS and presiding elder cannot distinguish a file name without a specific title.

- Forms for the **Church** should be placed in the '2024CC' folder link, and forms for **Clergy** should be uploaded to the **Clergy** folder (the Clergy folder is titled by first initial and last name). Each appointed clergy has a personal Dropbox link to maintain security and confidentiality.
 - Only clergy and church secretary/ admin emails can upload files to their applicable clergy folder.
 - If you have elected an SPRC Chair to upload church forms, please contact Dwanda Hayton, District Admin. Dwanda will need the Chairperson's email address to authorize access to the Church/Clergy Dropbox links.
1. Clergy documents to upload in the Clergy folder: Clergy self-evaluations, DSA & Clergy Compensation Recommendation, SPRC evaluations, including Joint Dialogue, Housing and Furnishing allowances (if applicable), accountable reimbursement reports (if applicable).
 2. Church Folder: All other documents should be uploaded to the Church Dropbox link, including but not limited to Profile of the Church, Business of the Church, **Minutes Approving Church Ad Board or (Governance Board) approval of the Business of the Church**, Conference Agenda, Report of the Finance Committee, Report of the Trustees, Annual Accessibility Audit, Parsonage Information, and Inspection form (if applicable), Membership report, Nominations form, Certified Lay Ministry Reports and all other ministry forms active in the church.

CLUSTER CONFERENCE ETIQUETTE

To support the flow of a virtual Zoom 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 appearing on the agenda in numerical order as they are listed in the Business of the Church. The '2024 Church Conference Pkt' will be the document the elder assigned to your conference will use when facilitating the Zoom Cluster Church Conference.* Please title the file '2024 Church Conference Pkt'. It is an additional document for the presentation of the church conference in the Zoom online meeting platform **ONLY**.

The '2024 Church Conference Pkt' does not satisfy all the required documents due to the District. To meet your required documents due for the church conference, all individual documents must be uploaded by their document title to the church/ clergy Dropbox links. Please review your document deadline list for the full list of required documents due for the church conference.

1. Documents no longer need to be snail-mailed to the office for the District Superintendent's signature. If you require a copy of Rev. Totty's signature on a church form for your church file, please email Dwanda Hayton, District Admin at admin@greaterdetroitumc.org
2. A signed copy of the forms requested will be emailed to you no later than one week after your request.

Zoom Assistance for Screen Share

- If you have a document(s) that you want to make a motion on and you want your members to review the form and vote on the motion at the Zoom conference, please designate a person to facilitate the screen share option in Zoom.
- The 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 set their screen to **Presenter mode** for the full-screen view when sharing their screen to preview a document(s). The Breakout room admin will make the church Zoom facilitator co-host in the Breakout room to allow screen sharing and recording on the Zoom facilitator's device for recordkeeping (if needed).
- The Zoom facilitator will share each document with the audience when prompted by the presiding elder or DS.
- Each church member attending the Zoom church conference should have an electronic or hard copy of all the documents appearing 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 the procedures. Thank you for helping to make this year's cluster church conferences a success.

In His Service,
Mrs. Dwanda Hayton
Executive District Admin.
Greater Detroit District UMC