



VALLEY RIDGE DISTRICT CHARGE CONFERENCE ORIENTATION

THE BASICS

- Charge Conferences **Saturday, November 9, at 9:30 a.m. at First UMC in Salem**. The pastor and **at least one voting lay member** from each church MUST attend.
- Charge Conference reporting is through the Unity system (<https://unity.vaumc.org/>)
- There is no change to the list of required reports (they look a little different in input and output.
- Unity credentials are the same as last year, but some users (mainly Administrative Assistants) may need to expand their security to include CHURCH AND CHARGE. Passwords are case-sensitive.

THE DETAILS

- **FIRST ENTER YOUR CHARGE CONFERENCE DAY – 11/9/2024 IN UNITY**
- **IMPORTANT DATE CHANGE:** All reports should be completed in Unity **before October 15, 2024** for review by the DS and District Staff. Be prepared to respond in a timely manner to their inquiries.
- Donna Desper will be elected as the Charge Conference Secretary for ALL churches. She will sign paperwork in that capacity for ALL churches.
- No other CC business will be completed on November 9 without prior approval from the DS.
- It is recommended that you give credentials in Unity to church leaders responsible for reporting so that they can complete their reports. This includes Lay Servants, Finance Chairs, Trustee Chairs, and SPRC Chairs. **DO NOT** share your credentials with others.
- Each church should be prepared to give a copy of the following documents signed appropriately by Church leaders to the Charge Conference Secretary on November 9. The DS and CC Secretary will sign later. Also, have copies available for your voting members in attendance.

Minutes (required – Unity generated)

Attendance (blank attendance forms will be provided on-site)

Pastor-related Reports

Clergy Compensation Summary (required for ALL actively serving pastors)

Accountable Reimbursement Form (if applicable)

Housing Exclusion Form (if applicable)

Pastor Statistics Report (required – stats from 2023 CC to 2024 CC)

Pastor Narrative Report (required)

Pastor Continuing Education Report (required)

Committee Reports

Finance Committee Report (required)

Budget and Fund Balance Report/Audit (required – include or upload to Unity by December 31)

Trustees Report (required)

Nominations and Leadership Development Report (required)

S/PPRC Report (if applicable – do not complete if there is nothing to report)

Other Reports

Diaconal/Deacon Report (if applicable)

Lay Servant Reports (if applicable – must be updated annually)

Declaration of Candidacy Reports (if applicable)

Non-Appointed Clergy Reports (includes retired Elders if applicable)

You may upload supporting documentation as a PDF for any report. Please label appropriately.

LAY SERVANT MINISTRY REPORTING – Please give LSM reporting and certification your attention. Remember to record all Lay Servant/Speakers in the church Leadership section of Unity. Go to <https://vaumc.org/lay-servant-ministries/> for more information.

WHERE TO GO FOR ASSISTANCE

Please review all related Unity videos at <https://vaumc.org/unity-web-video-assistance/> BEFORE seeking help.

Use the “forgot password” link for password assistance BEFORE seeking help.

Contact:

Donna Desper, District Administrative Assistant

DonnaDesper@vaumc.org or 540-932-1055

Rev. Robin Barge, District Director of Communications

RobinBarge@vaumc.org or 540-989-3335

MORE SPECIFICS:

- The Clergy Accountable Reimbursement form will not be generated and is unnecessary if ZERO is reported on Line 7 of the Clergy Compensation Form.
- The Clergy Housing Exclusion form will not be generated and is unnecessary if no exclusion is reported on the Clergy Compensation Form. Housing Exclusion is not available to pastors serving in Lay Supply status.
- Annual Conference Lay Members are reported under CHARGE leadership. Church leaders are reported under the CHURCH leadership.
- Additional Information about Annual Conference Lay Members (Gender, Age, Ethnicity) will be collected in Unity during leadership input (this only applies to AC Lay Members)
- Currently, you cannot “customize leadership positions. You must work with the 70+ positions in the Unity system.

