



## Greater New Jersey Annual Conference THE UNITED METHODIST CHURCH

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Dear Colleague:

The Annual Church Conference continues to be a vital event in the congregational life of the people called United Methodists. Any member of the church is a voting member in the meeting, not just the elected leaders of the church. [Churches that comprise two point charges will continue to meet together for this annual meeting.] Early planning in the Administrative Board/Church Council, partnership between the pastor and lay leadership, and prayerful work in the Committee on Lay Leadership and the Staff/Pastor-Parish Relations Committee will enable the Church Conference to be well prepared and presented.

The **Church Conference forms are being provided on-line\*** as often requested and as required by the action of the Annual Conference in a move to reduce costs. Please give the forms to the appropriate leadership as early as possible to ensure that they have enough time to compile the necessary information. You have received or will receive the date of your Church Conference, as well as the agenda and specific details relating to the order of the meeting from your own District Superintendent.

***PLEASE READ THE GUIDELINES AT THE WEB SITE CAREFULLY.***

***Note: the Pastoral Support Package, also available at the conference web site\*, is to be given to the chair of your staff/pastor parish relations committee. These forms deal with compensation paid to you and other appointed clergy. Please be sure these forms are given immediately to the staff parish relation's committee chairperson. The instructions for the handling of the 2% of cash salary paid by participants in the health care program are provided.***

Please be certain to give all forms relevant to your appointment to your Superintendent at the time arranged by your DS or **at least one week (7 days) prior to your Conference.** If you know of any items or issues that will require special consideration, please discuss them with your District Superintendent in advance.

May your summer provide for you some time for recreation and relaxation. We look forward to sharing with you and your congregation at your Church Conference.

Grace and Peace,

Your District Superintendents

\* The Pastoral Support Package and all Church Conference forms may be downloaded from the GNJAC website – [www.gnjumc.org](http://www.gnjumc.org)