

12-STEP to Avoid the "12-STEP" Create a C.C. preparation TIMELINE

It's been some years back that this dim, yet helpful bright idea surfaced. CREATE A TIMELINE ... Start with your **C.C. DATE** (Step#1) working backwards on the calendar to set your **Reports due dates** (Steps #2 & #3) -- to come up with a schedule for guestimating *WHEN* different committees and leaders need to start their work (Steps #4 thru #9). Thereby facilitating a less stress-filled charge conference season. Thus giving it the tongue-in-cheek title of **12-steps to avoid "the 12-step"** Charge Conference Preparation. (Not that any of us would be driven to drink over such a time on our church calendar-- of course not. Just having some fun--homonymically?) Anyway, once the dates are filled in, a timeline appears giving an idea of when preparation should begin (Step #12). Starting there and working up the page toward Step #1, before you know it charge conference will have come and gone -- more like a breeze rather than a hurricane.

FILL IN DATES	CC WORKING SCHEDULING	Number of Days Prior to CC Date(#1)
1 _____	Date of your Charge Conference [CC]. Before this date: All Reports should be printed in at least 2 sets , signed: 1) RECORDING SECRETARY, church's copy; 2) second set is to be 3-hole punched and put in RED NOTEBOOK (provided by D.O.) for the D.S.; 3) PASTOR set is OPTIONAL & can be copied from the RECORDING SEC'Y file after signatures obtained.	
2 _____	Items due for District Office [D.O.] Fax or E-mail to D.O.: Next Year's BUDGET (<i>at least salary portion</i>) Notify D.O. When NOMINATIONS & COMPENSATION REPORTS are completed and available in EVC .	7 business days prior
3 _____	Date All other Reports due to the CHURCH office or ENTERED in EVC	8-10 days prior
4 _____	Hold Admin/Council meeting to approve NOMINATIONS <i>* Budget if possible</i>	12-14 days prior--giving EVC admin. time to Enter Officers in #10
5 [/]	Finance Committee Finalizes <u>Budget</u> to give to Admin/Council <i>[Schedule Finance meetings to begin to create Budget, however long before #5 you deem appropriate for your church.]</i>	<i>at least</i> 3-5 days prior to Admin/Council Mtg #4
6 _____	Confirm persons who will attend CC: to give \$PRC reports (<i>Chair or member of committee</i>) and to be the recording secretary .	prior to #3
7 _____	Deadline for Budget requests from leaders/work areas (set by Finance Chr)	3-5 days prior to Mtg - #5
8 _____	\$PRC turns in Salary Amounts to Finance Committee to add to Budget	3-5 days prior to Mtg - #5
9 _____	FINAL Nominations Committee on Lay Leadership meeting to complete nominations; but START ENTERING in EVC as soon as committee gives you <i>any persons confirmed</i> .	3-5 days prior to Adm. Council - #4
10 _____	NOTE to NOMINATIONS COMMITTEE: The following charge conference reports cannot be printed until Nominations Report is complete: \$PRC, TRUSTEE, FINANCE and AUDIT . START Nominations Committee meetings	<u>however many weeks</u> to complete the job, prior to #9
11 _____	Send out a hardcopy of each Report* as a worksheet for the person w/o computer to complete and return to you to enter in EVC; and create EVC logins for other users. They will only have rights/access to what you give them. (D.O. can assist with setting up users) <i>*Go to forms page at ElizabethRiverDistrict.org</i>	2-3 weeks prior to Report Due date #3
*12 _____ BEGIN	Identify the persons who will complete the individual reports (BACKSIDE)	3-4 weeks prior to #3 (Report Due)

Report	Person Responsible	Email address to create EVC Login	Send hardcopy
MINUTES:			
SPRC Reports:			
Candidate Declaration/Rewals: <i>(Complete their own individual; names must be INCLUDED in SPRC Report)</i>			
LAY SERVANTS:			
FINANCE Committee (EVC):			
BUDGET:			
Current Treasurer's:			
AUDIT:			
STATISTICAL Report:			
<i>(Membership; or whoever does weekly VitalSigns - if membership portion has been kept up, Statistical should be up-to-date)</i>			
TRUSTEES:			
NON-APPOINTED CLERGY (retired):			
Other:	EXTENSION ... DEACON ... DIANCONAL ... DEACONESS / HOME MISSIONER		
PASTOR REPORTS:	<i>PASTOR</i>	<i>PASTOR</i>	<i>PASTOR</i>
<i>Nominations</i>			
<i>Compensation</i>			
<i>Narrative</i>			
<i>CEUs</i>			