

LOCAL CHURCH CONFERENCE

The approach of Spring signals the arrival of the Local Church Conference (LCC) season. Below you will find instructions to help prepare you for the required reporting.

Established Church:

Please familiarize yourself with the enclosed items. Some items need to be given to the treasurer and/or LBA secretary for completion. Please note the due dates for the return of the reports to the district office. Most are due immediately following the completion of the LCC.

All LCC's are to be completed no later than May 25. Unless you are contacted by a district representative you will be responsible to establish the date for your LCC and serve as its chairman.

The following arrangements will aid in conducting a smooth Conference. These include:

- < Sufficient announcements of the Local Church Conference prior to its scheduled date.
- < The meeting of the nominating committee prior to the Conference with each nominee notified of their nomination prior to the Conference. Request nominees to indicate their agreement to stand for election.
- < A proposed budget submitted by the budget committee or Local Board of Administration for adoption by the Conference (unless the LBA has been given authority to approve the budget. Then the budget should be included as an informational item to the LCC.)
- < An audit of the Local Church treasurer's books. This should reflect the current fiscal year-to-date. (All churches are to complete an audit of the Local Church Treasurer's books annually.)
- < Preparation of ballots and an ample supply of blank ballots to be on hand.
- < Requesting of written reports from departmental leaders or officers reporting to the Conference.
- < Recruitment of persons to serve as tellers who will care for the distribution and counting of ballots. When possible, these persons should be selected from non-members.

Business is to be conducted using [*The Discipline of The Wesleyan Church 2022*](#) edition.

If you have any questions regarding the Local Church Conference, please call. I am trusting the Lord for an excellent season of Conferences that position our churches to be more effective in ministry this coming year.

Our District Conference will be June 28 at Fountain Springs-West Campus in Rapid City, SD.

LAY DELEGATE ALLOCATIONS
 2023

CHURCH	CITY	LAY DELEGATES
Acts Church	Vancouver	3
African Wesleyan Church of Sioux Falls	Sioux Falls	1
Alive Church	Rockwell City	1
Awaken Church	Anchorage	1
Beckman Memorial	Prairie City	1
Biddle Wesleyan Church	Biddle	1
Birch Ridge Community	Soldotna	1
Black Hills Cowboy Church	Beulah	1
Buffalo Church	Helena	1
Capital Park Wesleyan Church	Salem	1
Cedar Valley Church	Waterloo	5
Celebrate Church of Mankato	Mankato	1
Celebrate Community Church	Sioux Falls	6
Celebrate Community Church of Brandon	Brandon	3
Celebrate Community Church of Canton	Canton	1
Celebrate Community Church of Lake Andes	Lake Andes	1
Celebrate Community Church of Plymouth	Plymouth	1
Celebrate Community Church of Sibley	Sibley	1
Celebrate Community Church of Yankton	Yankton	1
Celebrate Missoula	Missoula	1
Central City Church	Bismarck	1
Columbia View Wesleyan Church	Portland	1
Conner Wesleyan Church	Darby	1
Cornerstone Community Church	Bismarck	1
Countryside Church	Spearfish	3
Courageous Church	Seattle	1
Crane Community Chapel	Austin	2
CrossFire Church	West Union	1
CrossPoint Church	Watford City	2
Crossroads Wesleyan Church	Rapid City	2
Debra Heights Wesleyan	Des Moines	1
East Gate Wesleyan Church	Billings	1
Emily Wesleyan	Emily, MN	2
Emmanuel The Hope of Glory Wesleyan Church	Portland	1
Fayette Community	Fayette	1
First Wesleyan	Waterloo	1
First Wesleyan Church	Rapid City	3
Fountain Springs Community Church	Rapid City	5

Fuente de Vida	Denison	1
Gathering208 Church	Boise	1
GracePoint Watertown	Watertown	2
GracePoint Wesleyan Church	Brookings	5
Greater Praise	Blaine	2
Harlowton Wesleyan Church	Harlowton	1
Harvest Church	Clarkston	2
Hazen Chapel Wesleyan Church	Amboy	1
He Sapa New Life	Rapid City	1
Heartland Community	La Porte City	1
Heartwood Church	Oakdale	1
Hepisipa Wesleyan	Salt Lake City	1
Hillside Wesleyan	Cedar Rapids	3
Hoover Wesleyan	Walker	1
Hope Church	Blaine	2
Hope Wesleyan	Independence	2
Hot Springs Wesleyan Church	Hot Springs	1
House of Faith	Coeur D Alene	1
Hub City Church	Aberdeen	1
Ignite Wesleyan Church	Sheridan	2
Joliet Wesleyan Church	Joliet	1
LifeSpring Wesleyan Church	Sturgis	2
Linwood Wesleyan Church	Sioux Falls	5
Living Hope Community Church	Spokane Valley	1
Living Hope Wesleyan	Cedar Rapids	1
Living Hope Wesleyan Church	Madison	1
Living Springs Church	Spring Lake Park	1
Medicine Rocks Wesleyan Church	Baker	1
Memorial Wesleyan Church	Weippe	1
Mountain City	Salt Lake City	1
Mountain View Church	Aumsville	3
Mountain View Wesleyan	Hamilton	1
Multiply Church	Bozeman	1
New Beginnings Wesleyan Church	Raymond	1
New Hope Wesleyan Church	Williston	3
New Life Wesleyan Church	Gillette	3
North Point	Coon Rapids	1
Northgate Wesleyan Church	Salem	2
Oak Hills Wesleyan	Rochester	1
Pag-asang Handog	Williston	1
Palabra de Vida	Sioux City	3
Pierre Lakota Chapel	Pierre	1
Quarry Rock Wesleyan Church	Dell Rapids	2
Radiant	Pleasant Hill	3
Redfield Wesleyan Church	Redfield	1
Resilient Church	Vermillion	1
Revolution Community Church	Cedar Rapids	1
Richland Wesleyan Church	Mina	3

River Tree Church	Mitchell	5
South Troy Wesleyan	Zumbro Falls	1
Sown Network	Salem	1
Spirit Alive Wesleyan Church	Yakima	1
Spring Life	Hillsboro	1
Story Church	West Fargo	1
Summit Wesleyan Church	Buffalo	4
Table Church	Des Moines	1
The Bridge	Pierre	1
The Bridge Church	Charles City	2
The Gathering Place	Poulsbo	1
The Point	Forsyth	1
The Ransom Church	Sioux Falls	2
The Solid Rock Community	Hermiston	1
Tolstoy Wesleyan Church	Tolstoy	1
Trailhead Wesleyan Church	Wasilla	1
Trinity Bible	Cedar Falls	5
Venture Church	Bozeman	1
Waite Park Wesleyan	Minneapolis	3
Westside Wesleyan Church	Bristol	1
Word of Hope Wesleyan Church	Rapid City	1
TOTAL LAY DELEGATES		185

LOCAL CHURCH CONFERENCE AGENDA

(DISCIPLINE 650)

SETTING OF THE BAR

ROLL CALL (May be eliminated when a printed list of current members is distributed.)

MINUTES OF LAST ANNUAL CONFERENCE

ELECTIONS AND REPORTS (These reports will be integrated in between balloting)

Reports to be called for according to the Discipline are:

- Pastor
- Sunday School Superintendent
- Auditor
- Church Treasurer
- Proposed Annual Budget
- Director of Wesleyan Women
- President of Wesleyan Men
- Wesleyan Youth
- Coordinator of Wesleyan Kids for Missions
- Director of Christian Youth Clubs International
- Trustee
- Local Preacher
- Other Committees, i.e. Best Years' Fellowship, Young Adults, etc.
- New Members received into the church by the Pastor

ELECTIONS OF OFFICERS

- Church Board Secretary _____
- Church Treasurer _____
- Sunday School Superintendent _____
- Trustees _____
- Members at Large _____
- Lay Delegates to the District Conference _____
- Other Offices (if recommended) _____

ADDITIONS TO THE AGENDA

SPECIAL DIRECTIONS:

Pastor should have tellers appointed prior to the meeting. Tellers are responsible for distributing materials and ballots. Tellers will also collect and count ballots and report election results to the Chairman.

A printed ballot saves time and expedites the business. Otherwise, inform the secretary to come to the meeting with an ample supply of uniform, blank ballots.

Your Nominating Committee or Local Board of Administration should have all nominations made prior to the Local Church Conference. It is wise to gain permission from all candidates to have their name placed on the ballot before the Conference.

LOCAL CHURCH INFORMATION SHEET

FOR CHURCH YEAR ENDING APRIL 30, _____

Church Name: _____

Senior/Lead Pastor: _____

Ministry Staff Members *(as applicable)*:

(Circle One)

Name: _____ Position: _____ Full Time Part Time
Phone () _____
Address _____
E-mail _____

Name: _____ Position: _____ Full Time Part Time
Phone () _____
Address _____
E-mail _____

Name: _____ Position: _____ Full Time Part Time
Phone () _____
Address _____
E-mail _____

Name: _____ Position: _____ Full Time Part Time
Phone () _____
Address _____
E-mail _____

Please list any additional ministry staff members/positions below:

REGISTER OF LOCAL CHURCH LEADERS, Year _____

Church: _____

Elected Lay Leaders *(as applicable)*:

Check if New

Vice Chairman of the LBA: _____	Phone () _____	()
Address _____	E-mail _____	
Church Treasurer: _____	Phone () _____	()
Address _____	E-mail _____	
Church Board Secretary: _____	Phone () _____	()
Address _____	E-mail _____	
Sunday School Supt.: _____	Phone () _____	()
Address _____	E-mail _____	

Trustees:

_____	_____
_____	_____
_____	_____

Members at Large:

_____	_____
_____	_____
_____	_____

Additional Lay Ministry Leaders *(as applicable)*:

Director of Youth Ministry: _____	Phone () _____	()
Address _____	E-mail _____	
Wesleyan Women Director: _____	Phone () _____	()
Address _____	E-mail _____	
Director of Missions: _____	Phone () _____	()
Address _____	E-mail _____	
Children's Ministry Director: _____	Phone () _____	()
Address _____	E-mail _____	
Discipleship/Spiritual Formation: _____	Phone () _____	()
Address _____	E-mail _____	

DISTRICT CONFERENCE DELEGATE CERTIFICATION, Year _____

This form can also be completed online (<https://forms.gle/BNp7JyfCHL9iiPYD7>)

Be sure to check your delegate count prior to filling this out.

Church: _____

Delegates:

Alternates:

Name: _____

Name: _____

Phone: _____

Phone: _____

E-mail: _____

E-mail: _____

Name: _____

Name: _____

Phone: _____

Phone: _____

E-mail: _____

E-mail: _____

Name: _____

Name: _____

Phone: _____

Phone: _____

E-mail: _____

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Name: _____

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Phone: _____

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E-mail: _____

Name: _____

Name: _____

Phone: _____

Phone: _____

E-mail: _____

E-mail: _____

Name: _____

Name: _____

Phone: _____

Phone: _____

E-mail: _____

E-mail: _____

Please return the delegate form immediately following the Local Church Conference to: info@northwestdistrict.org

Or mail to:

The Northwest District Office
919 Airport Rd.
Sheridan, WY 82801

LOCAL CHURCH BUDGET

For Fiscal Year -

Name of Church	Pastor		
Account Number		Actual Amount This Year	Proposed for Next Year
PROJECTED INCOME			
101	Tithes and Offerings	\$ -	\$ -
102	Sunday School	\$ -	\$ -
103	Wesleyan Women	\$ -	\$ -
104	Wesleyan Men	\$ -	\$ -
105	Wesleyan Youth	\$ -	\$ -
106	Building Fund	\$ -	\$ -
107	Faith Promises/Offering for Non-Wesleyan Purposes	\$ -	\$ -
108	Other Assessable Income <u>Parsonage Rent</u>	\$ -	\$ -
109	Interest on Checking/Savings Accounts	\$ -	\$ -
110	Faith Promises/Offering for Wesleyan Home Mission and Wesleyan World Mission Pruposes.	\$ -	\$ -
111	Other Non-assessable Income (see Discipline 2005:1 wills, bequests, ret, sale of property, denominational special special offerings, loans, investment earnings, day care, youth funds raised for denominational conventions.	\$ -	\$ -
TOTAL PROJECTED INCOME		\$ -	\$ -
PROJECTED EXPENSES			
<u>Missions and Evangelism</u>			
201	District and Denominational USF	\$ -	\$ -
202	District Evangelism and Church Growth Fund	\$ -	\$ -
203	Wesleyan World Missions	\$ -	\$ -
204	Local Missions and Benevolence	\$ -	\$ -
205	Local Church Evangelism Training, Revivals, Outreach	\$ -	\$ -
206	Clubhouse Ministries	\$ -	\$ -
207	Youth Ministries	\$ -	\$ -
208	Adult Outreach Ministries	\$ -	\$ -
209	Church Advertising(Newspaper/radio ads, etc.	\$ -	\$ -
210	Other _____	\$ -	\$ -
SUBTOTAL		\$ -	\$ -

Worship and Christian Education

301	Worship Aids (Bulletins, copyright fees)	\$	-	\$	-
302	Sunday School Literature and Supplies	\$	-	\$	-
303	New Believer Training / Small Group Ministries	\$	-	\$	-
304	Leadership Training and Teacher Training Resources	\$	-	\$	-
305	Special or Seasonal Programs (Christmas, Easter, VBS)	\$	-	\$	-
306	Instruments and Music	\$	-	\$	-
307	Other _____	\$	-	\$	-
	SUBTOTAL	\$	-	\$	-

Church Staff

401	Pastor(s) Salary	\$	-	\$	-
402	Pastor(s) Housing Allowance and Utilities	\$	-	\$	-
403	Pastor(s) Social Security Allowance(Check current	\$	-	\$	-
	Self-Employment Contribution Act (SECA) rate and	\$	-	\$	-
	Multiply the sum of 401 & 402 by that percentage.)	\$	-	\$	-
404	Pastor(s) W.P.F.	\$	-	\$	-
405	Pastor(s) Health Insurance	\$	-	\$	-
406	Staff Salary	\$	-	\$	-
407	Staff Payroll Taxes	\$	-	\$	-
408	Workers Compensation	\$	-	\$	-
409	Other _____	\$	-	\$	-
	SUBTOTAL	\$	-	\$	-

Church Administration

501	Pastor(s) Accountable Expense Reimbursements	\$	-	\$	-
	(Church Travel, Hospitality or church guests, etc.)	\$	-	\$	-
502	Pastor's Continuing Education/Seminars/Retreats	\$	-	\$	-
503	District Conference Registration (Pastor/Delegates)	\$	-	\$	-
504	Basic Telephone & Business Long Distance	\$	-	\$	-
505	Church Postage	\$	-	\$	-
506	Office Supplies (Paper products, toner, service, etc.)	\$	-	\$	-
507	Office Equipment(Copier, fax, computer, furniture, etc.)	\$	-	\$	-
508	Other _____	\$	-	\$	-
	SUBTOTAL	\$	-	\$	-

Building & Property

601	Parsonage/ Mortgage or Rent	\$	-	\$	-
602	Meeting Place Mortgage or Rent	\$	-	\$	-
603	Repairs or Improvements	\$	-	\$	-
604	Maintenance, Lawn care, Snow Removal	\$	-	\$	-
605	Property & Liability Insurance	\$	-	\$	-
606	Church Utilities (gas/oil, electricity, water sewer, garbage)	\$	-	\$	-
607	Church Vehicle(s) (gas/oil, insurance, tags, repair.)	\$	-	\$	-
608	Other _____	\$	-	\$	-
	SUBTOTAL	\$	-	\$	-

TOTAL PROJECTED EXPENSES	\$	-	\$	-
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BUDGET SUMMARY:

A.	Total Projected Income	\$	-
B.	Surplus Balace or (Deficit) from Previous Year	\$	-
C.	Total Funds Available (A + B)	\$	-
D.	Total Project Expenses	\$	-
E.	Projected Surplus or (Deficit) (C - D)	\$	-
F.	Average Monthly Income Needed (A / 12)	\$	-
G.	Weekly Average Income Needed (A / 52)	\$	-