**Church Conference Guide**

This document provides guidelines for conducting a Transformation Journey Church Conference.

* General Notes:
  + This is a Church Conference dedicated to the approval of the Transformation Journey report and shall be the only item of business. No other business may be brought before the body.
  + The proposed report was created from an action of the church council (or similar body), and therefore does not require a motion or second.
  + The report must be accepted in its entirety, accepting all recommendations or none.
* Procedure:
  + Open with prayer. This could be the pastor, D.S., lay leader, etc.
  + The District Superintendent may give a brief devotional message. The devotion should not be designed to influence the church to accept the report. The church must make this decision on its own in order for the process to be successful.
  + Voting Instructions:
    - Vote must be taken by secret ballot. The D.S. should supply blank ballots.
    - Only professing members of the church who are present at this meeting may vote.
    - Ballots are to be immediately collected and tallied by two members of the congregation.
    - It is appropriate to sing a hymn or perform another act of worship while waiting for the results.
    - Number of yes votes divided by the total number of yes and no votes (abstentions do not count toward the vote) will give the percentage.
      * Example: 70 yes votes, and 30 no votes = 70/100 = .70, or 70%
      * Example: 32 yes votes, 4 no votes = 32/36 = 89%
  + If the vote is 70% or greater:
    - Offer words of celebration
    - Next Steps:
      * The pastor and Dan Pezet will meet the week following the vote.
      * Let the church know that their first guide will be assigned within 30 days of the vote.
      * Remind the church that the Transformation Journey Process is a long, slow project. They may not see a lot of activity, but there will always be something happening in the background.
  + If the vote is less than 70%:
    - Let the congregation know that their participation in the Transformation Journey Process ends immediately. No guides will be assigned, and there will be no further follow-up. This is the conclusion of the Transformation Journey Process.
    - Reassure the church that this is not failure. They have gone through a healthy process, and have a report that the church leadership may use as a resource for moving forward. For one reason or another, this is not the proper tool to use in the church at this time.
    - In the case of a split vote, encourage them to focus on vision casting for the future to find the ideas and spiritual truths that unify the body.
* Closing
  + Thank everyone for their participation in this important time of the church.
  + Close with prayer.

**Minutes of the Church Conference**

This form is to be used to record the official minutes of the Transformation Journey church conference vote. Copies of this report should be filed with the recording secretary, pastor, district superintendent, and the Office of Congregational Vitality.

The Church Conference for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Church   
  
of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District of the Western North Carolina Conference.

Church mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Church Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Church Conference was held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) (time)

Chaired by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, District Superintendent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ served as secretary.

Pastor in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Clergy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A devotional service was conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following members were present: **(attach an Attendance Record.)**

## Voting on the Transformation Journey Report

1. Copies of the report were made available.
2. The process of the Transformation Journey was previously approved by the church’s governing body, and therefore, acceptance of the report does not require a motion or a second. The official motion before the body is as follows: We accept the Transformation Journey Report and agree to work with Transformation Journey Coaches to fulfill its recommendations.
3. The vote was taken by secret ballot.
4. The tally was as follows:  
   1. Votes for \_\_\_\_\_\_\_. Votes against \_\_\_\_\_\_\_\_\_. Abstentions \_\_\_\_\_\_\_\_\_.
   2. The percentage was: (Votes for / (Votes for +Votes against) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Did the motion pass?  
   1. \_\_\_\_\_Yes, the vote was 70% or more.
   2. \_\_\_\_\_ No, the vote was less than 70%.

The vote having been accomplished, there was no further business. The meeting was adjourned.

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District Superintendent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,   
Pastor in Charge

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Secretary