

August 2, 2018

Dear Friends in the Northwest District,

We have worked hard to set up the schedule for Charge Conference season. This year we will be holding grouped charge conferences with a focus on shared mission field and congregation size. I am looking forward to seeing how we are living out our common mission to change the world by making disciples of Jesus Christ! We'll share with and learn from each other, forming connections to strengthen our ministries. The schedule is attached with the date, time and host church.

Our charge conference document delivery system is through "SHAREFILE". (Instruction sheet attached.) This "ShareFile" system is for document delivery only and is not designed to store any completed forms.

To access and download any of the charge conference form(s):
<https://txcumc.sharefile.com/Authentication/Login>.

Username – northwest@umcmail.us

Password – nw550###NW550

Please take note:

- ❖ You may either email all mandatory paperwork to mbelt@txcumc.org or mail it to the District Office, 324 W. Elm, Tyler, TX 75702 **one week prior** to your Charge Conference date. Please be sure all leaders who must sign documents do so before sending them into the District Office. Be sure your church council reviews and recommends your nominations report and budget (or at least pastoral compensation agreement) beforehand.
- ❖ The host church should arrange for hospitality (coffee, water, cookies).
- ❖ 2019 Conference and District apportionment statements will be mailed to the pastor. Please give the statement to the appropriate person in your church. They will also be available in the "Vital Signs and other Church information" area when uploaded by the conference.
- ❖ Congregational & Clergy assessments are due by November 1. Forms will be sent to you by email as soon as they are available. They will also be uploaded to SHAREFILE in our Northwest District folder.
- ❖ The "Fund Balance" report is due by February 1.

It is important that we begin as scheduled, so please do your best to be on time. If you have any questions or need assistance, please contact our office.

Grace and peace,
Rev. Marlin Fenn
District Superintendent