

Standard Order of Business for Congregational Conference

[Optional] Opening Ceremonies

[Optional] Introduction of Guests

Approval of Minutes [if necessary]

[Optional] Appoint minutes review committee

Reports of Officers/Leaders

Pastor

CFO

Secretary

Other Appointed Leaders

Reports of Standing Committees/Teams

Reports of Special/Ad Hoc Committees Teams

Special Orders [If necessary - any items that must be acted upon at the meeting]

Annual Budget

Election of Officers

Election of Delegates

Recommendations for Ordination

Unfinished Business & General Orders [If necessary - any items pending at the previous conference held within the last three months or postponed by vote to this conference]

New Business

Announcements

Sample Conference Script

Call to Order (this is not listed as an item on the order of business)

The conference will come to order. Six members of the congregation are present to establish a quorum for transacting business.

Note: Only confirmed church members listed under the congregation have the right to speak and vote. The conference may grant guests the right to speak but cannot grant voting rights. If fewer than six members are present the conference may continue with reports, but no business may be transacted.

[Optional] Opening Ceremonies

Introductory or welcoming comments may be provided at this time.

The conference may engage in song, prayer, reflection, spiritual practice, etc.

[Optional] Introduction of Guests

Guests visiting from the mission center/world church or community can be introduced and allowed to share information or comments.

Presentations can be made to inform the conference.

Approval of Minutes

[If minutes were approved by committee] The minutes of the previous conference were approved by the minutes review committee. *Skip down to the appointment of a new minutes review committee.*

The first item of business is approval of minutes. Will the secretary please read the minutes that need to be approved from the previous conference(s)?

Minutes do not need to be read aloud if printed and distributed to members in advance.

A vote is not needed to approve minutes. They are approved after any changes are accepted.

Are there any corrections to the minutes?

[If there are no corrections] Hearing no corrections the minutes will stand approved as read.

[If a correction is suggested] Is there any objection to correcting the minutes as stated?

[If there is no objection] Hearing no objection the minutes shall be corrected as stated.

[If there is an objection] Those in favor of correcting the minutes as stated, please say aye. Those opposed to correcting the minutes as stated, please say no.

Sample Conference Script

[If more than half are ayes] The ayes have it. The minutes shall be corrected as stated.

[If half or more than half are no's] The no's have it. The minutes shall stand without correction.

[Recommended] Since the next conference will not occur within three months, it would be advisable to appoint a committee to approve the minutes of this conference. Without objection, the chair appoints _____, _____, and _____ to review and approve the minutes of this conference. Is there any objection?

[If there is no objection] Hearing no objection, _____, _____, and _____ are appointed to the committee to review and approve the minutes from this conference.

[If there is an objection] There is an objection. The question is on appointing _____, _____, and _____ to the committee to review and approve the minutes from this Conference. Those in favor say aye (or raise hand). Those opposed say no (or raise hand).

[If more than half are in favor] The ayes have. There is a majority in favor and the committee is appointed.

[If half or more than half are opposed] The no's have it. The motion fails. A minutes review committee is not appointed.

Reports of Officers & Leaders

The next item of business is reports from officers and leaders.

Call on officers/leaders who have reports to share.

If the financial officer shares the annual financial procedures and inspection report (previously known as an audit), a motion should be stated and voted on to approve the report.

Reports of Standing Committees/Teams

The next item of business is reports from standing committees/teams.

Call on the reporting committee/team member to share.

If an action is recommended in the report, then the motion(s) should be put before the conference for debate and vote following the report.

Reports of Special Committees/Teams

The next item of business is reports from special/ad hoc committees.

Call on the reporting committee/team member to share.

If an action is recommended in the report, then the motion(s) should be put before the conference for debate and vote following the report.

Special Orders

The next item of business is special orders. These are decisions that need to be made at this conference. *Use sections as applicable.*

Pastor Election

At this time nominations are open for the position of pastor for a one year term starting _____ and ending _____ or until a successor is elected. Individuals or teams nominated must be ordained priesthood members to serve as pastor. *Allow for nominations*

Are there any further nominations? Hearing none, nominations are now closed.

A majority vote is required to be elected as pastor. Votes will be taken on the nominees in the order of nomination. The first candidate to receive a majority meaning more aye/yes votes than no votes will be elected.

Those in favor of electing _____ please say aye/yes (or raise hand). Those opposed to electing _____ please say no (or raise hand).

[If more than half are ayes] The ayes have it. _____ is elected.

[If more than half are no's] The no's have it. _____ is not elected.

[Repeat the process until a candidate receives a majority]

Other Elections

Use same procedure with appropriate position title, term of office, and any qualifications needed

Mission Center Conference Delegate Election

The next item of business is the election of delegates to the mission center conference. This congregation is entitled to elect _____ delegates and _____ alternates (same number as delegates) in addition to the pastor and CFO (or their designees), who are ex-officio delegates. At this time nominations are open for delegates to the mission center conference. *Allow for nominations*

Are there any further nominations? Hearing none, nominations are now closed.

Sample Conference Script

[If there are the same or fewer number of nominees than delegate positions available] The chair asks for unanimous consent to elect all nominees. Is there any objection?

[If no objection] Hearing no objection all nominees are elected to serve as delegates.

[If objection] *Proceed to voting below*

The question is on electing delegates to the mission center conference. Those in favor of electing _____ please say aye (or raise hand). Those opposed to electing _____ please say no (or raise hand).

[If more than half are ayes] The ayes have it. _____ is elected.

[If more than half are no's] The no's have it. _____ is not elected.

[Repeat the process until the number of candidates necessary to fill all seats receive a majority]

Annual Budget

The next item of business is adoption of the annual budget. The chair recognizes the financial officer to share a financial report and proposed budget.

The financial officer recommends adoption of the proposed budget. Is there a second? The question is on the adoption of the annual budget as proposed? Is there any discussion?

[If a motion is made to amend] Is there a second?

[If there is no second] The motion to amend dies due to lack of a second.

[If there is a second] The question is on amending the budget by _____.

Is there any discussion?

The question is on amending the budget by _____. Those in favor of the amendment, please say aye (or raise hand). Those opposed to the amendment, please say no (or raise hand).

[If more than half are ayes] The ayes have it. The amendment carries. Is there any further discussion on the motion to adopt the budget as amended?

[If half or more than half are no's] The no's have it. The amendment fails. Is there any further discussion on the motion to adopt the budget?

The question is on approval of the budget. Those in favor of adopting the budget, please say aye (or raise hand). Those opposed to adopting the budget, please say no (or raise hand).

[If more than half are ayes] The ayes have it. The budget is adopted.

[If more than half are no's] The no's have it. The budget is not adopted. The CFO will work with the pastor and mission center financial officer to determine next steps for adopting a budget.

Recommendation for Ordination

The pastor/pastor team has recommended and received approval to call _____ to be ordained to the office of _____ in Community of Christ.

Sample Conference Script

Information/comments about the call can be shared by the chair at this time. Comments from co-pastors could also be shared here or later during debate as members

The chair recognizes _____ to speak to the priesthood call. [Person speaks]

The question before the conference is on sustaining the call for _____ to be ordained to the office of _____. Is there any debate? [Recognize members to speak or ask questions]

Seeing no others seeking the floor, the conference will proceed to vote on the question of sustaining the call for _____ to be ordained to the office of _____. Those in favor of sustaining the call please say aye (or raise hand). Those opposed to sustaining the call please say no (or raise hand).

[If more than half are in favor] There is a majority in favor. The call for _____ to be ordained to the office of _____ is sustained. The pastor/pastor team will assist ___ with preparation for ordination and share with the congregation when the sacrament will occur.

[If half or more than half are not in favor] There is not a majority in favor. The call for _____ to be ordained to the office of _____ is not sustained.

Unfinished Business & General Orders

The chair brings questions before the conference in the following order.

1. Any item pending at the time the previous conference adjourned (within a quarterly time interval)
2. Any unfinished business from the previous conference that was not yet reached in that conference (within quarterly time interval)
3. Any questions that were set as general orders for the previous conference that were not reached in that conference
4. Any general orders for this conference in the order they were made

New Business

The chair recognizes _____ for a motion. Member states motion.

Is there a second?

[If there is no second] The motion dies due to lack of a second.

[If there is a second] It is moved and seconded that ...*state motion*.

Is there any discussion?

Sample Conference Script

The chair recognizes _____. The *member speaks for/against the motion or moves a subsidiary motion: postpone indefinitely, amend, refer to committee, postpone definitely, limit/extend debate, previous question, lay on the table.*

Notes for debate:

- The maker of the motion is entitled to speak first if desired.
- The chair should attempt to alternate discussion between those speaking for and against.
- Each person seeking the floor should be allowed to speak once before anyone is recognized to speak a second time. A person can only speak twice on the same question
- The limit for each person speaking is ten minutes unless a motion is made to limit/extend debate or permission is granted by the conference.
- Comments must be germane (on topic) to the motion.
- No member should attack or question the motives of another.
- Comments should be addressed to the chair, not other members, and names of other members should not be used.

Is there any further debate? *Pause to see if anyone else seeks the floor*

The question is on the motion to ...*read motion*. Those in favor, please say aye (or raise hand). Those opposed, please say no (or raise hand).

[If there is more than half in favor] The ayes have it. The motion passes. State the outcome of the motion (what will happen as a result of the action)

[If there is half or more than half not in favor] The no's have it. The motion fails.

Is there any further new business?

Announcements

Share any relevant announcements or recognize those with announcements.

Closing ceremonies such as prayer, song, spiritual practices, etc. may be offered at this time or following the adjournment.

Adjournment

Are there any other announcements or other items to come before the conference?

Hearing none, the conference is adjourned.