

# Peninsula-Delaware Conference

## Bishop Felton Edwin May Resource Center

The United Methodist Church  
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Dover, DE 19901-3834  
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Telephone: 302-674-2626

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## TIME LINE FOR 2013 CONFERENCE YEAR

|                  |   |
|------------------|---|
| 2013 DEADLINES   | Materials/requests due to Resource Center<br>(c/o Sheena Njoroge: snjoroge@pen-del.org unless otherwise noted)  |
| Friday, March 01 | All Materials due for Pre-Conference Packets includes<br>1. Reports to Annual Conference, summary of activities, review of 2012 goals, updated/new 2013 Goals, Goals for 2014<br>2. Resolutions   |
| Friday, March 01 | All <u>approved</u> flyers, brochures, etc for inclusion in Annual Conference Packets – that are not camera ready   |
| Friday, March 01 | <p><b><i>IF YOU HAVE A RESOLUTION TO SUBMIT</i></b></p> <ul style="list-style-type: none"> <li>• Resolutions are to be submitted to the Conference Secretary:<br/>The Rev. John Van Tine, 901 Roosa Road, Milford, DE 19963<br/>† Direct your questions to him at his office 302-422-4282) or email: jvt_umc@hotmail.com. The name of the actual presenter <b><u>must</u></b> accompany each resolution.</li> <li>• Details for how to provide resolutions:             <ul style="list-style-type: none"> <li>† Resolutions, in portrait format, must be sent on a disk or CD in Microsoft Word, along with a hard copy.</li> </ul> </li> <li>• Here is a sample of the format for setting up your document.             <ul style="list-style-type: none"> <li>† <b>FORMAT FOR SETTING UP YOUR DOCUMENT</b></li> </ul> </li> </ul> <p>Please use Microsoft Word and submit your resolution and/or report on a disk or CD, along with a printed copy. Please submit your report as requested, referring to the word processing format guide (below) when typing your report.</p> <p>1. Paper Size: 8.5” by 11”                      2. Font: Universe 12pt<br/>3. Justification: full                              4. Left/Right Margins: 1.5”/1”<br/>5. Portrait    Top/Bottom Margins: 1”/1”<br/>6. Justification: Full</p> <p>Please send your information to and direct your questions to: The Rev. John Van Tine, 901 Roosa Road, Milford, DE 19963<br/>O:302-422-4282 or email: jvt_umc@hotmail.com</p> <p>† Please send Sheena Njoroge a copy of the resolution also.</p> |

Rev. Dr. Shirlyn Henry Brown  
Rev. Ronald Bell, Jr  
Mrs. Elaine Moreland

Director of Connectional Ministries  
Director for Strengthening the Black Church  
Director of Conference Benefits

Mr. William Westbrook    Director of Administrative Services  
Mr. Shane Hinderliter      Director of Young People's Ministry

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|------------------------|--|
|                        | <p style="text-align: center;"><b><u>SAMPLE RESOLUTION FORMAT</u></b></p> <p>(Sample only – Not an actual resolution that has been to the floor of the Annual Conference)<br/> <b>RESOLUTION #</b> (We will fill in the number)<br/> <b>RESOLUTION TO 2013 ANNUAL CONFERENCE SESSION</b><br/> <b>Presented</b> (Organization/group/agency)</p> <p style="text-align: center;"><b><u>Title of Resolution (SAMPLE)</u></b></p> <p>The religious denomination known as The United Methodist Church has and functions through Ministers of the Gospel who are duly ordained or licensed.<br/> The practice of The United Methodist Church is to provide a parsonage or a housing allowance as part of the gross compensation for each of its active ordained or licensed ministers.<br/> Pension paid to retired and disabled ordained or licensed ministers of The United Methodist Church is considered as deferred compensation and is paid to said retired and disabled ordained or licensed ministers in consideration of previous, active service.<br/> The Internal Revenue Service has recognized that the Peninsula-Delaware Annual Conference is the appropriate organization to designate a housing/rental allowance for retired and disabled ordained or licensed ministers who are members of this Conference.<br/> We therefore ask that our community of the Peninsula-Delaware Annual Conference, etc., etc., etc.</p> <p><b>Person Responsible for Presenting Resolution:</b> (Name of Presenter)</p> |
| After Friday, March 01 | Resolutions submitted after Friday, March 01 deadline will be referred to the Agenda Review Committee in accordance with the rules of the Annual conference. Copies cannot be made by the office staff at the Conference Office.   |
| Friday, April 12       | <p><b><i>THE AUDIOVISUAL DEADLINE:</i></b></p> <ul style="list-style-type: none"> <li>• <i>All presentations must be delivered to the Communications Office at 139 N. State St., Dover DE 19901 by this deadline. Presentation privileges will be <b>lost</b> if the date is missed. Bishop Johnson and the conference office are committed to providing quality presentations at annual conference. In order to achieve this goal, deadlines must be respected. <b>Please note: If you are using any audio visual material for any presentation, the AV materials MUST be submitted by this date also.</b></i></li> </ul>   |
| Friday, April 19       | All camera ready approved flyers, brochures, etc for inclusion in Annual Conference Packets  |

*Thank you for your cooperation!*  
*We believe that this information will greatly assist the work of the Annual Conference 2013.*

## IMPORTANT DATES

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| Monday, May 6                          | <b>Pre-Conference Orientation</b> – 6:30 - 9:00 PM<br>Dover District: Asbury UMC: Harrington, DE                                  |
| Wednesday, May 8                       | <b>Pre-Conference Orientation</b> – 6:30 to 9:00 PM<br>Wilmington District: Elkton UMC, Elkton, MD                                |
| Friday, May 10                         | <b>Clergy Laity Banquet</b> – 5:30 to 9 PM<br>Whatcoat UMC: Dover, DE   |
| Wednesday, May 15                      | <b>Pre-Conference Orientation</b> – 6:30 to 9:00 PM<br>Salisbury District: St. Stephen’s UMC, Delmar, DE                          |
| Thursday, May 16                       | <b>Pre-Conference Orientation</b> – 6:30 to 9:00 PM<br>Easton District: St. Mark’s UMC: Easton, MD                                |
| Thursday, June 6                       | <b>Laity Session</b> –8:30 AM UMES: Student Center.<br>Princess Anne, MD  |
| Thursday, June 6                       | <b>Clergy Executive Session</b> – 9 AM<br>UMES: Student Center. Princess Anne, MD   |
| Thursday/Friday/Saturday<br>June 6/7/8 | <b>229<sup>th</sup> Session of the Peninsula-Delaware Conference</b><br>University of Maryland Eastern Shore<br>Princess Anne, MD |