

Peninsula-Delaware Conference

Bishop Felton Edwin May Resource Center

The United Methodist Church
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TIME LINE FOR 2014 CONFERENCE YEAR

2014 DEADLINES	Materials/requests due to Resource Center (c/o Rev. Dr. Shirlyn H. Brown: sbrown@pen-del.org unless otherwise noted)
Friday, March 07	All Materials due for Pre-Conference Packets includes 1. Reports to Annual Conference, summary of activities, review of 2013 goals, updated/new 2014 Goals, Goals for 2015 2. Resolutions
Friday, March 07	All <u>approved</u> flyers, brochures, etc for inclusion in Annual Conference Packets – that are not camera ready
Friday, March 07	<p><i>IF YOU HAVE A RESOLUTION TO SUBMIT</i></p> <ul style="list-style-type: none"> • Resolutions are to be submitted to the Conference Secretary: The Rev. John Van Tine, 901 Roosa Road, Milford, DE 19963 <ul style="list-style-type: none"> † Direct your questions to him at his office (302) 422-4282 or email: jvt_umc@hotmail.com. The name of the actual presenter <u>must</u> accompany each resolution. • Details for how to provide resolutions: <ul style="list-style-type: none"> † Resolutions, in portrait format, must be sent on a disk or CD in Microsoft Word, along with a hard copy. • Here is a sample of the format for setting up your document. <ul style="list-style-type: none"> † FORMAT FOR SETTING UP YOUR DOCUMENT <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 3. Justification: full 4. Left/Right Margins: 1.5”/1” 5. Portrait 6. Top/Bottom Margins: 1”/1” 7. 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 O: (302) 422-4282 or email: jvt_umc@hotmail.com</p> <p>† Please send Rev. Dr. Shirlyn H. Brown a copy of the resolution also.</p>

SAMPLE RESOLUTION FORMAT

Rev. Dr. Shirlyn Henry Brown
Rev. Darlene M. Dixon
Mr. Doug Lanter

Director of Connectional Ministries
Director for STBC/CDC
Communications Coordinator

Mr. William Westbrook Director of Administrative Services
Rev. Scot McClymont Director of Young People's Ministry
Mrs. Elaine Moreland Director of Conference Benefits

	<p>(Sample only – Not an actual resolution that has been to the floor of the Annual Conference) RESOLUTION # (We will fill in the number) RESOLUTION TO 2014 ANNUAL CONFERENCE SESSION Presented (Organization/group/agency)</p> <p style="text-align: center;"><u>Title of Resolution (SAMPLE)</u></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. 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. 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. 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. We therefore ask that our community of the Peninsula-Delaware Annual Conference, etc., etc., etc.</p> <p>Person Responsible for Presenting Resolution: (Name of Presenter)</p>
After Friday, March 07	Resolutions submitted after Friday, March 07 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 11	<p><i>THE AUDIOVISUAL DEADLINE:</i></p> <ul style="list-style-type: none"> <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 lost 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. Please note: If you are using any audio visual material for any presentation, the AV materials MUST be submitted by this date also.</i>
Friday, April 18	All Worship Booklets - camera ready
Friday, April 18	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 2014.

IMPORTANT DATES

Friday, May 2	Clergy Laity Banquet –5:30 to 9 PM Location TBA
Monday, May 12	Pre-Conference Orientation –6:30 to 9:00 PM Easton District: St. Mark’s UMC
Tuesday, May 13	Board of Pension Retiree Luncheon –11:00 AM to 2:30 PM Wild Quail Golf & Country Club in Wyoming, DE
Wednesday, May 14	Pre-Conference Orientation –6:30 to 9:00 PM Dover District: TBA
Tuesday, May 20	Pre-Conference Orientation –6:30 to 9:00 PM Salisbury District: TBA
Thursday, May 22	Pre-Conference Orientation –6:30 to 9:00 PM Wilmington District: TBA
Tuesday/Wednesday, June 3/4	BMCR African-American Summit University of Maryland Eastern Shore
Thursday, June 5	Clergy Executive Session –9 AM UMES: Student Center. Princess Anne, MD
Thursday, June 5	Laity Session –9:00 AM UMES: Ella Fitzgerald Auditorium. Princess Anne, MD
Thursday/Friday/Saturday, June 5/6/7	229th Session of the Peninsula-Delaware Conference University of Maryland Eastern Shore Princess Anne, MD