



To: Conference Leadership, Agencies, Boards and Committees
From: Ralph Oduor, Conference Secretary
Bonnie Marden, Choreographer
Re: Annual Conference 2012
Date: November 3, 2011

Dear Friends:

Your leadership in the Annual Conference is deeply appreciated! We want to alert you to some of the preparatory work underway for Annual Conference June 6-9, 2012.

Presentations: If your group anticipates presenting legislation or would like to request presentation time, please describe the topic and general concept on the Response form provided below even if your plans are still developing. **We are requesting preliminary information by December 15, 2011, for planning purposes.**

If your group has information that can be put in writing or video format, we strongly encourage you to consider those options. A PowerPoint template will be provided, and slides need to be submitted **two months** before Conference for pre-testing. If you have any questions or need assistance, feel free to contact us or to add to the form below.

For many groups, Annual Conference plenary offers only a brief witness or advertisement and we encourage groups to sign up for a display table and workshops (Learning Centers) for ministry communications. In order to ensure good stewardship of conferencing time, we are available to support your presentation preparation. We thank you in advance for your cooperation as we seek to creatively respond to the schedule logistics of Annual Conference.

Reports and Resolutions: As the Chair or head of a Conference Committee or Agency, you may be required to submit an Annual Conference report. Each Conference Agency is required to submit a report.

1. Reports for publication **shall not exceed 700 words**, (note that recommendations to be placed before the Conference for action must be by a majority of the members of the respective agency or committee).
2. If you wish to submit a resolution for Annual Conference action, it should be included in the Pre-Conference booklet. Submit to the Conference Secretary by email per deadline.
3. When preparing a document for submission to the Conference Secretary, please finalize ALL edits before submission. A document submitted and received by the Secretary **may not be amended or changed by the submitter** prior to its inclusion in the Pre-Conference booklet. If you must change or amend such a document, please see the procedure in "4" below.
4. Any material not included in the booklet, or changes or amendments to documents already submitted to the Secretary, which are required to be submitted to members, are reproduced and circulated to all Annual Conference members at least 24 hours prior to the time of Conference action, by the Committee, Agency, or individual, using their own resources.

5. Hear the Parable of the Ten Virgins, Matthew 25:1-13, on YouTube Video at: <http://endtimepilgrim.org/tenvirg.htm>, or read it below in “The Message”: <http://www.biblegateway.com/passage/?search=Matthew%2025:%201-13&version=MSG>

2012 Theme: Reports and presentations are encouraged to integrate the Conference theme into your materials. The description below is provided to spark your creativity. Thanks!
In addition, please note that the Disciplinary purpose of Annual Conference is “to make disciples for Jesus Christ by **equipping its local churches for ministry** and by **providing a connection for ministry beyond the local church**, all to the glory of God.” And, our Conference Vision is: Transformed by the Holy Spirit, uniting in trust, we will proclaim Christ boldly to the world.

Ports of Call: Launching God’s Ministry

Is your church or ministry a life-saving station? As we explore the fourth quadrennial priority, congregational development and vital ministries, presenters are encouraged to focus on ways their ministry strengthens congregations and outreach ministries.

How is your area of ministry launching, setting sail, seeking new horizons or rolling with the waves of change? Is your ministry more like a safe harbor or a boat charting a new course for the future? Are we willing to be blown by the Holy Spirit winds?

Congregations and the Annual Conference will move through a number of changes in 2012. We will celebrate Bishop Pete Weaver’s eight year cruise in New England.

As we continue to be transformed by the Holy Spirit, we are invited and challenged to look forward, to sail into new and vital congregational and community ministries, and to trust the Holy Spirit winds to be our guide.

“If anyone is in Christ there is a new creation...” // Cor. 5:17

Please see the dates listed below for the deadlines.

We praise God for the blessing we all receive by virtue of our partnership, and thank you immensely for your understanding! It is in this spirit that we ask for your help once more, and look forward to hearing from you, in preparation for holy conferencing!

Yours in Christ!

Ralph R. R. Oduor
Conference Secretary
Phone: 978-682-8055, ext. 130
Email: oduorrr@verizon.net

Bonnie I. Marden
Conference Choreographer
Phone: (978) 846-1260
Email: BonMarden@comcast.net

Annual Conference Dates and Deadlines for 2012

Annual Conference 2012 deadlines for several events are listed below. If you plan to enter a report or legislation, please plan for these dates:

<u>DATE/DEADLINE</u>	<u>SUBJECT OR EVENT</u>	<u>ATTENTION OF:</u>
December 15	Legislation or Presentation Descriptions for the Annual Conference <u>session using form below</u> (not including reports that are <u>only</u> to be published in Pre-Conference booklet or Journal), please describe the topic and general concepts.	Choreographer/Agenda Committee Email:BonMarden@comcast.net
December 31	Equalization Member Names submitted by email to Conference Secretary.via District offices. MS-Word, format: Calibri or Arial 10.	Conference Secretary Email: oduorrr@verizon.net
January 15	Districts complete posting names & contact information of Equalization members in NEUMC database	Conference Secretary
February 1	Lay Member Names posted in NEUMC database by or via District offices.	Conference Secretary
February 1	Nominating Biographies for Episcopal nominees, to be included in the Pre-Conference Booklet (not more than 200 words). Note that submission of a biography is NOT a prerequisite for being a nominee. Nominations are open until balloting begins during the Annual Conference session. A document received by the Secretary for the Pre-Conference booklet may not be subsequently amended or changed by the submitter before the booklet is printed. Submit by email in MS-Word, format: Calibri or Arial 10.	Conference Secretary
March 1	All Annual Conference reports, (not more than 700 words) proposed Agenda, resolutions, or any other information to appear in the Pre-Conference booklet are due. A document received by the Secretary for the Pre-Conference booklet may not be subsequently amended or changed by the submitter before the booklet is printed. Submit by email in MS-Word, format: Calibri or Arial 10.	Conference Secretary
March 1	All Reports (except District reports which are due June 24, 2012) for the 2012 Conference Journal, due to Conference Secretary (not more than 700 words). A document received by the Secretary for the Pre-Conference booklet may not be subsequently amended or changed by the submitter before the booklet is printed. Submit by email in MS-Word, format: Calibri or Arial 10.	Conference Secretary
April 7	PowerPoint slides These must be pre-tested at Conference prior to presentation (need to be submitted one month before Conference begins).	Communications Director communicate@neumc.org
May 1	Nominating Biographies for Episcopal nominees (only those received on or before February 1 may be included in the Pre-Conference Booklet). Nominations are open until balloting begins during the Annual Conference session. See details above. Submit by email in MS-Word, format: Calibri or Arial 10.	Conference Secretary
May 1	Registrations for Annual Conference due	Registrar
May 5	Conference booklet begins arrival at NEC Member's homes	Conference Secretary
TBA	District Pre-Conference meeting dates	Director of Connectional Ministries/Asst. to the Bishop: McPhee@neumc.org
May 21	Deadline for any Annual Conference proposed agenda items not included in the Pre-Conference booklet. <u>ANY AGENDA ITEMS AFTER THIS DATE WILL BE REFERRED TO THE AGENDA COMMITTEE DURING CONFERENCE</u>	Agenda Committee/Choreographer
June 6-9, 2012	Annual Conference, Gordon College, Wenham, MA	All members

Report Presentation Request Form



Bonnie Marden BonMarden@comcast.net
By **December 15, 2011**

Group/Agency/Individual _____

Contact Person _____

Phone _____

Email _____

Suggestions or Ideas

Description of Item to be proposed for action by 2012 Annual Conference

Please provide separate information for multiple proposals

Presentation Description (Time, Format, Equipment/Sound/Video request)

*a general description is adequate

* PowerPoint presentations MUST be pretested!

Thank You!