



TIMELINE FOR 2024 CONFERENCE YEAR

Materials/requests due to Resource Center

(c/o Christine Trott: ctrott@pen-del.org unless otherwise noted)

2024 DEADLINES

<p>Friday, April 19</p>	<p><u>ITEMS DUE FOR PRE-CONFERENCE MATERIALS</u></p> <ul style="list-style-type: none"> • Conference Ministry reports containing summary of activities, review of 2023 goals, updated/new 2024 goals, goals for 2025. • All approved flyers, brochures, etc. for inclusion in Pre-Conference Materials that are not camera ready.
<p>Tuesday, May 14</p>	<p><u>THE AUDIOVISUAL DEADLINE</u></p> <p>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 Easterling and the Conference Staff 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.</p>
<p>Tuesday, May 14</p>	<p>All Worship Booklets - camera ready</p>
<p>Tuesday, May 14</p>	<p><u>RESOLUTIONS DUE</u></p> <ul style="list-style-type: none"> • Resolutions are to be submitted to the Conference Secretary, Rev. Eric Warner. • Resolutions may be emailed to Rev. Warner at confsecwarner@gmail.com, or mailed to 300 Hermitage Drive, Elkton, MD 21921. • The name of the actual presenter MUST accompany each resolution. • Please direct your questions regarding resolutions to Rev. Warner at confsecwarner@gmail.com or 410-398-0933. <p style="text-align: right;"><i>Continued on next page...</i></p>



<p>Tuesday, May 14</p>	<p>...Resolutions Continued <u>FORMATTING GUIDE</u> Preferably, resolutions should be submitted in an editable electronic format, such as a Microsoft Word Document, using the following formatting guide:</p> <ul style="list-style-type: none"> • Paper Size: Letter (8.5" x 11") • Orientation: Portrait • Font: Arial 12pt • Justification: Full • Margins: Normal (1" top/bottom/left/right) • Line Spacing: Single <p><i>(A sample resolution is provided for reference below)</i></p>
<p>Wednesday, May 15</p>	<p>Resolutions submitted after the Tuesday, May 14 deadline will be referred to the Resolution Committee in accordance with the Rules of the Annual Conference. Copies cannot be made by the office staff at the Conference Office.</p>

SAMPLE RESOLUTION FORMAT

*(The following is a **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 2024 ANNUAL CONFERENCE SESSION

Presented by *(Organization/group/agency)*

Title of Resolution (SAMPLE)

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 *etc. etc. etc.*

The Internal Revenue Service has recognized that the Peninsula-Delaware Annual Conference is the appropriate organization to designate a housing/rental allowance *etc. etc. etc.*

We therefore ask that our community of the Peninsula-Delaware Annual Conference, etc., etc., etc.

Person Responsible for Presenting Resolution: *(Name of Presenter)*



IMPORTANT DATES

Thursday, May 23	Pre-Conference Orientation 7:00pm ALL DISTRICTS: VIA *ZOOM*
Tuesday, June 5	BMCR African-American Summit 9:00am St. Paul's UMC, 405 Flower St., Berlin, MD
Thursday, June 6 - Saturday, June 8	240th Session of the Peninsula-Delaware Annual Conference Ashore Resort & Beach Club, 10100 Coastal Hwy, Ocean City, MD

Visit <https://www.pen-del.org/2024-annual-conference> for
additional Annual Conference information