

Below is a quick partial list of tasks that the local church is asked to submit to either the Midwest Conference Office in Omaha or the Evangelical Covenant Church in Chicago throughout the year. Always feel free to contact the Conference Office (midcovcon@qwest.net) if you have questions. We appreciate all the help you can assist us with! Thank you so much! *This list is currently “under construction” and will be regularly updated.*

- **January**

- The Midwest Conference will **close conference books** for the previous year. Churches should have their financial commitments in before designated date in order to have the figures show up for the year pledged. Conference administrative assistant will notify churches of the closing date.
- Churches have **news items** to Midwest Conference by Jan. 15 if submitting for Midwest Messenger spring newsletter.
- Churches **select their delegates** who will represent them at the Midwest Conference Annual Meeting in April.
- **November Attendance Surveys** for the previous year should be submitted on-line to Covenant Offices in Chicago right away (they were due December 31) and were sent to churches in October of that year.
- **Annual Statistical Report** from Covenant Offices in Chicago is sent to the local church.
- **Church Personnel Report** is due to Covenant Offices in Chicago.
- Churches usually hold their annual meetings in January; therefore, if you elected new officers, **submit your new chairs and treasurers names** to Midwest Conference along with e-mail addresses.

- **February**

- Chicago offices send you a yearly “**Statistical Report**” that has to be completed and returned to them in mid-February. This report takes a substantial amount of time to complete so churches should spend time in Jan/Feb working on this report. These statistics are necessary for both the denomination and conference to be able to complete their annual meeting books which are given to you in April and June.
- Credentialed pastors and ministerial staff will receive license renewals—these must be completed and returned to the conference office by March 15.

- **March**

- Each March and April, the Conference Office will send packets of **annual meeting materials** to local churches for the April Conference Annual Meeting. These packets should be given to your delegates who are representing your church at the annual meeting.
- In the March annual meeting packet, there is a “**Credential Card**” enclosed that you must complete and return to the Conference Office by April 1.
- Members and friends throughout the Midwest Conference will receive the spring issue of the Midwest Messenger, sent to you from the Midwest Conference Office.

• April

The annual meetings of Midwest Conference organizations are held. In 2008, the schedule is as follows:

- Friday, April 25: Meeting of the **Ministerial Association**, held at Celebration Covenant Church in Omaha NE, 9:15 a.m.
- Friday, April 25: Meeting of the **Women Ministries**, held at Community Covenant Church in Omaha NE, begin with noon luncheon
- Friday, April 25: **Workshop** sponsored by Midwest Conference for delegates and guests, Speaker is Dr. John Wenrich, Director of Congregational Vitality for the Evangelical Covenant Church, held at Celebration Covenant Church in Omaha NE, 3:30 p.m.
- Friday, April 25: **Dinner for delegates**, held at Celebration Covenant Church in Omaha NE, 5:30 p.m.
- Friday, April 25: **Worship Celebration**, held at Community Covenant Church in Omaha NE, 7 p.m., **all are welcome!**
- Saturday, April 26: Meeting of the **Midwest Conference**, held at Community Covenant Church, Omaha NE, 8:15 a.m. (concluding by 2 p.m.)

• June

- **The Feast**, Green Lake WI, June 21-24, 2008
- **Annual meeting of the Evangelical Covenant Church**, held in Green Lake WI, June 24-26, 2008

• July

- The Midwest Messenger newsletter, published 3 times a year by the conference office is sent to all members and attendees of Midwest Conference churches. Yearly, conference churches are asked to **update that mailing list**. It will be sent to you via e-mail and you are asked to correct address changes, make deletions and additions etc. and return it to the conference. The mailing list is for the exclusive use of the Midwest Conference and its three camps.
- We also ask for a **yearly update of your church staff, chairs and treasurers**. This information is used by the conference and is helpful in creating the conference directory.
- Members and friends throughout the Midwest Conference will receive the summer issue of the Midwest Messenger, sent to you from the Midwest Conference Office.

• October

- In the fall, the Conference Office will send churches a **financial report** for the year, and a blank **commitment card** that your church is asked to return in January. This information is used for the Midwest Conference annual meeting reports.
- ECC (Chicago) will send a **November attendance survey** to you. Complete it as instructed (done on-line).

- The **“Fall Retreat”** is held. Churches are encouraged to send their pastors and spouses to this retreat. The Midwest Conference Ministerial Association sponsors this retreat and churches will receive information in August.
- Updated **Midwest Conference directories** are sent to churches in October. If a church pastor attends the fall retreat, they will receive a directory there (to keep mailing costs to a minimum).
- In October or November, the conference superintendent will send a **letter “To Churches Gathered in Annual Meeting.”** Churches will also receive one from the President of the Covenant in Chicago. These 2 letters can be added to your church’s annual meeting handout to members. These letters can also be downloaded from the Covenant or Conference websites.

- **November**

- Chicago offices will mail **“Bringing My World To Christ” materials** and **Prayer Week materials** to churches. BMWTC lists should be completed by your congregants during a worship service (prior to the April annual meeting), collected, and sent with your delegates to the Midwest Conference annual meeting where lists will be taken to the altar during a prayer service. Lists are then taken to the Covenant Annual Meeting in June where they will be prayed for again. You are also asked to submit via e-mail to the conference office the number of forms collected.
- Members and friends throughout the Midwest Conference will receive the fall/winter issue of the Midwest Messenger, sent to you from the Midwest Conference Office.

Conference institutions consist of 1 retirement home in Stromsburg, NE (Midwest Covenant Home), and 3 camps (Covenant Heights Camp and Retreat Center in Estes Park CO, Covenant Cedars Bible Camp in Hordville NE, and Twin Lakes Christian Center in Manson IA). A Covenant retirement home is also located in Westminster CO (Covenant Village of Colorado).

Also view the “EVENTS CALENDAR” on our website.