

Church: \_\_\_\_\_

## **ADOX Charge Conference 2017 Report Checklist**

*This form is to be completed, signed, and attached to the forms being submitted to the DS at Charge Conference.*

At the time of your Charge Conference, the following forms must be submitted. **All forms must be prepared online and printed** (unless otherwise noted). **No handwritten copies will be accepted for forms available through Data Services.**

- **Pastor's Packet** [one for each clergy under appointment to the church]
- **\_\_\_ Clergy Financial Support Worksheet**
- **\_\_\_ Information for Annual Conference Master List**
- **\_\_\_ Housing Allowance Form** [may be customized from sample provided and then printed]
- **Church Leadership Report for 2018** [completed online with current contact information for each person]
- **Lay Member Report for 2018**
- **Lay Servants Annual Report** [completed by each Lay Servant. Questions? adoxism@gmail.com]
- **Candidates for Ministry** [include all candidates and clergy who report annually to DCOM]
- **Checklist for Protection of Church Finances** [submit green handwritten sheet]
- **Key Leader Form** (blue sheet of paper, may be handwritten)
- **Minutes of the Administrative Council Meeting approving the items listed above.**

We affirm that the **Administrative Council met and approved the above paperwork on \_\_\_\_\_** (date) and that a copy of the **Minutes of that meeting is attached to this form.**

Pastor: \_\_\_\_\_

Ad. Council Chair \_\_\_\_\_

SPRC Chair: \_\_\_\_\_

Trustee Chair: \_\_\_\_\_

Finance Chair: \_\_\_\_\_

To complete reports online, start at the Conference home page and click the green "log in" rectangle in the upper right corner. Contact Renee if you need the username and password for you or for your church. Both clergy and church usernames can access Charge Conference reports, but Clergy Packet forms require a clergy ngumc.net address to access.

The remaining reports do not need to be included at your Charge Conference, but they must be submitted in Data Services no later than Monday, November 20, 2017. Please send Renee an email (adox@ngumc.net) when this has been accomplished.

- **Bishop's Committee on Persons Living in Poverty**
- **Pastor's Report on the Church**
- **Finance Report**
- **Trustees Report**
- **Church Information Report** [updates your church on [www.ngumc.org/churches](http://www.ngumc.org/churches) and on Find-A-Church]
- **Fund Balance Report**
- **Treasurer's Report** [or email the district an equivalent statement using your church financial software]