

Charge Conference 2020 Checklist

CHURCH _____ Pastor in Charge _____

The following Items have been entered on line:

To complete the reports online through Data Services, start at the Conference home page at <https://ngumc.org> and click the "log in" tab in the upper right corner. Clergy Packet forms require a clergy ngumc.net address. Clergy or those authorized to administer users must create individual user accounts and establish permission levels for staff members using the Administer User Accounts tab.

CHARGE CONFERENCE

Yes	No	
_____	_____	Church Information Report
_____	_____	Finance Report
_____	_____	Lay Leadership – Required church leaders, including Lay Members, (Delegate to Annual Conference)
_____	_____	Lay Servant Annual Reports (Completed by each lay servant/speaker)
_____	_____	Pastor’s Report, Part 1 (Note: Membership statistics will be reported on Part 2 as part of the End of Year Reports)
_____	_____	Recommendation for Ministry (If any candidates require Charge Conference action)
_____	_____	Treasurer’s Report (Only for use when an appropriate recent financial statement is not available)
_____	_____	Trustees’ Report
_____	_____	Higher Education: For high school students , the United Methodist Higher Education Foundation has discontinued the United Methodist Leadership Scholars (UMLS) program. More information is available at https://www.umhef.org/umls/ . For college students , enter information at https://docs.google.com/forms/d/e/1FAIpQLSdC-pK7eMOnhyAU3K2ebWY7qVBhlp-2ZiGohg691xNNOIZgpQ/viewform . For support please contact Higher Ed at 770-854-7283 or gahied@bellsouth.net .
_____	_____	Vital Congregations Goals for 2023 and revisions to years 2020-2022 if desired at http://www.umc.org/how-we-serve/vital-congregation-goal-setting

CLERGY REPORTS

_____	_____	Clergy Information Report (Master List) - Updated
_____	_____	Clergy Financial Support Worksheet – entered & approved
_____	_____	Housing Allowance Resolution (if applicable)

One for each clergy on staff under appointment.

Hard copies of the following Items are to be submitted to the District Office 15 days prior to your Charge Conference:
(This can be done by email, regular mail or hand delivery to the office)

_____	_____	This Check List with signatures (This will serve as your Church Council minutes)
_____	_____	Insurance Declarations Page
_____	_____	Lay Servant Annual Reports (for all lay servants/speakers being approved, with required signatures)
_____	_____	Parsonage Inspection Report (if applicable)
_____	_____	Financial Statement (Balance Sheet and P&L; if you completed the Treasurer’s Report on Data Services, you do not have to submit hard copies)
_____	_____	Nominations Report (list of all leaders and committee members elected for 2021)

Indicate if the following Items have been addressed:

<u>YES</u>	<u>NO</u>	
_____	_____	The Church Council has voted on the Pastor’s Salary for 2021
_____	_____	The Church Council has voted on the Nominations Report for 2021
_____	_____	Membership Audit has been conducted
_____	_____	Pastor has had Continuing Education credit this year

We affirm that the Administrative/Church Council met and approved the above paperwork.

Date of the Church Council Meeting _____ Date of the Charge Conference _____

Signature of the Pastor

Signature of the Council Chair

Signature of the Staff Parish Chair

Signature of D.S.