

**SouthWest District**  
**Charge Conference 2021 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://www.ngumc.org> and click the "Log In" button in the upper right corner. Clergy Packet forms require a clergy ngumc.net address. Churches may also set up user accounts with permissions to create and edit reports. Directions for Clergy and those authorized to administer users are available at <https://www.ngumc.org/files/fileslibrary/chargeconference/dataservicesindividualaccounts.pdf>.

Yes No

**CHARGE CONFERENCE**

- \_\_\_\_\_ \_\_\_\_\_ Church Community Profile, Church Information Report, and Church Profile Report (new in 2021)
- \_\_\_\_\_ \_\_\_\_\_ Finance Report
- \_\_\_\_\_ \_\_\_\_\_ Lay Leadership – Nominations, including Lay Delegates (Phone and Email required)
- \_\_\_\_\_ \_\_\_\_\_ Lay Servant’s Annual Report (Completed by each lay servant)
- \_\_\_\_\_ \_\_\_\_\_ Pastor’s Report, Part 1 (Part 2, Membership, is submitted with the End of Year Reports)
- \_\_\_\_\_ \_\_\_\_\_ Recommendation for Ministry (If any require Charge Conference action)
- \_\_\_\_\_ \_\_\_\_\_ Treasurer’s Report (Only for use when an appropriate recent financial statement is not available)
- \_\_\_\_\_ \_\_\_\_\_ Trustees’ Report
- \_\_\_\_\_ \_\_\_\_\_ Vital Signs Goals for 2025 and revisions to years 2021-2024 (in Data Services as of 2021)
- \_\_\_\_\_ \_\_\_\_\_ Vital Signs Weekly Entry (in Data Services as of 2021)
- \_\_\_\_\_ \_\_\_\_\_ Higher Education: For college students, enter information at <https://docs.google.com/forms/d/e/1FAIpQLSdC-pK7eMOnhyAU3K2ebWY7qVBHp-2ZIGohg691xNNOIZgpQ/viewform>. For Higher Education support please contact 770-854-7283 or [gahied@bellsouth.net](mailto:gahied@bellsouth.net).

**CLERGY REPORTS (one for each clergy on staff under appointment)**

- \_\_\_\_\_ \_\_\_\_\_ Clergy Financial Support Worksheet (entered & approved)
- \_\_\_\_\_ \_\_\_\_\_ Housing Allowance Form (if applicable)
- \_\_\_\_\_ \_\_\_\_\_ Policy on Clergy Divorce (new in 2021)
- \_\_\_\_\_ \_\_\_\_\_ Clergy Information Reports (Profile, Self-Assessment, AND Service) (new in 2021)

**Copies of ONLY the following items are to be submitted to the District Office 2 weeks prior to Charge Conference date:**

*(Please email items in 1 document to [southwest@ngumc.net](mailto:southwest@ngumc.net), if possible.)*

- \_\_\_\_\_ \_\_\_\_\_ This Check List with all 3 signatures
- \_\_\_\_\_ \_\_\_\_\_ Insurance Declarations Page (top summary page)
- \_\_\_\_\_ \_\_\_\_\_ Lay Servant Ministry listing of names and copies of signed Annual Reports (entered online in Data Services)
- \_\_\_\_\_ \_\_\_\_\_ Parsonage Inspection Report (if applicable)
- \_\_\_\_\_ \_\_\_\_\_ Recommendation for Ministry Report (if any require Charge Conference action)
- \_\_\_\_\_ \_\_\_\_\_ Financial Statements (Balance Sheet and P&L as of 8/31/21 if Treasurer’s Report not completed in Data Services)
- \_\_\_\_\_ \_\_\_\_\_ Nominations Report – list of all leaders and committee members, (this is NOT the Lay Leadership Report from DS)

**Indicate if the following items have been addressed:**

- \_\_\_\_\_ \_\_\_\_\_ The Church Council has voted on the Pastor’s Salary for 2022
- \_\_\_\_\_ \_\_\_\_\_ The Church Council has voted on the Nominations Report for 2022
- \_\_\_\_\_ \_\_\_\_\_ Membership Audit has been conducted
- \_\_\_\_\_ \_\_\_\_\_ Pastor has had Continuing Education credit this year (enter on Clergy Information Report: Service)

We affirm that the Administrative 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.