

# Charge Conference 2018 Checklist

CHURCH \_\_\_\_\_

**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.

**UNDER CHARGE CONFERENCE TAB**

Yes	No	
_____	_____	<b>Church Information Report</b>
_____	_____	<b>Finance Report</b>
_____	_____	<b>Lay Leadership – Nominations</b>
_____	_____	<b>Lay Members (Delegates to Annual Conference)</b>
_____	_____	<b>Lay Servant’s Annual Report</b> (Completed by each lay servant)
_____	_____	<b>Pastor’s Report, Part 1</b> (Note: Membership statistics will be reported on Part 2 as part of the End of Year Reports)
_____	_____	<b>Recommendation for Ministry</b> (If any require Charge Conference action)
_____	_____	<b>Treasurer’s Report</b> (Only for use when an appropriate recent financial statement is not available)
_____	_____	<b>Trustees’ Report</b>
_____	_____	<b>Higher Education:</b> For <b>high school students</b> enter information at <a href="http://uums-students.umc.org/">http://uums-students.umc.org/</a> . For <b>college students</b> enter information at <a href="https://docs.google.com/forms/d/e/1FAIpQLSdC-pK7eMOnhyAU3K2ebWY7qVBhlp-2ZIGohg691xNNOIZgpQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdC-pK7eMOnhyAU3K2ebWY7qVBhlp-2ZIGohg691xNNOIZgpQ/viewform</a> . For support please contact Higher Ed at 770-854-7283 or <a href="mailto:gahied@bellsouth.net">gahied@bellsouth.net</a> .
_____	_____	<b>Vital Congregations Goals</b> for 2022 and revisions to years 2019-2021 if desired at <a href="http://www.umc.org/how-we-serve/vital-congregation-goal-setting">http://www.umc.org/how-we-serve/vital-congregation-goal-setting</a>

**UNDER CLERGY REPORT TAB**

_____	_____	<b>Clergy Information Report (Master List) - Updated</b>
_____	_____	<b>Clergy Financial Support Worksheet – entered &amp; approved</b>
_____	_____	<b>Housing Allowance Form</b>

One for each clergy on staff under appointment.

**Hard copies of the following items are to be brought to Charge Conference:**

Yes	No	
_____	_____	<b>This Check List</b> with signatures
_____	_____	<b>Minutes of the Church Council Meeting</b>
_____	_____	<b>Charge Conference Summary</b> (printed after this year’s reports are completed online)
_____	_____	<b>2019 Clergy Financial Support Worksheet – entered by clergy, approved by SPRC</b>
_____	_____	<b>Insurance Declarations Page</b>
_____	_____	<b>Lay Servant Ministry</b> listing along with signed annual reports
_____	_____	<b>Parsonage Inspections Report</b> (if applicable)
_____	_____	<b>Recommendation for Ministry Report</b> – if any, that require Charge Conference action
_____	_____	<b>Treasurer’s Report or Financial Statement (Statement of Activities and Statement of Financial Position)</b>

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

Yes	No	
_____	_____	The Church Council has voted on the Pastor’s Salary for 2019
_____	_____	The Church Council has voted on the Nominations Report for 2019
_____	_____	Membership Audit has been conducted
_____	_____	Pastor has had Continuing Education credit this year

We affirm that the Administrative Council met and approved the above paperwork as reflected in the attached minutes of that meeting.

**Date of the Church Council Meeting** \_\_\_\_\_

\_\_\_\_\_  
Signature of the Pastor

\_\_\_\_\_  
Signature of the Council Chair

\_\_\_\_\_  
Signature of the Staff Parish Chair

\_\_\_\_\_  
Signature of D.S.