

Charge Conference 2019 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.

UNDER CHARGE CONFERENCE TAB

Yes	No	
_____	_____	Church Information Report
_____	_____	Finance Report
_____	_____	Lay Leadership – Nominations
_____	_____	Lay Members (Delegates to Annual Conference)
_____	_____	Lay Servant’s Annual Report (Completed by each lay servant)
_____	_____	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 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 enter information at http://uums-students.umc.org/ . 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

UNDER CLERGY REPORT TAB

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

One for each clergy on staff under appointment.

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

Yes	No	
_____	_____	This Check List with signatures
_____	_____	Minutes of the Church Council Meeting
_____	_____	2020 Clergy Financial Support Worksheet – entered by clergy, approved by SPRC
_____	_____	Insurance Declarations Page
_____	_____	Lay Servant Ministry listing along with signed annual reports
_____	_____	Parsonage Inspections Report (if applicable)
_____	_____	Recommendation for Ministry Report – if any, that require Charge Conference action
_____	_____	Treasurer’s Report or Financial Statement (Statement of Activities and Statement of Financial Position)
_____	_____	Fund Balance Sheet

Indicate if the following items have been addressed:

Yes	No	
_____	_____	The Church Council has voted on the Pastor’s Salary for 2020
_____	_____	The Church Council has voted on the Nominations Report for 2020
_____	_____	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 _____ **Date of the Charge Conference** _____

Signature of the Pastor

Signature of the Council Chair

Signature of the Staff Parish Chair

Signature of D.S.