

# Charge Conference 2019 Checklist

CHURCH \_\_\_\_\_ Pastor in Charge \_\_\_\_\_

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.

**The following Items have been entered online:**

**UNDER CHARGE CONFERENCE TAB**

- \_\_\_\_\_ 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://umls-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](mailto: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:**

- \_\_\_\_\_ 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)

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

- \_\_\_\_\_ 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.