

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 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 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 . |
| _____ | _____ | 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 – 1 per clergy |
| _____ | _____ | Clergy Financial Support Worksheet – 1 per church - entered & approved |
| _____ | _____ | Housing Allowance Resolution, if applicable |

Hard copies of the following items are to be submitted to District Office 10 days prior to Conference (Oct. 23):

- | Yes | No | |
|-------|-------|---|
| _____ | _____ | This Check List with all 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 of names along with signed annual reports |
| _____ | _____ | Parsonage Inspection Report (if applicable) |
| _____ | _____ | Recommendation for Ministry Report – if any candidates require Charge Conference action |
| _____ | _____ | Current Financial Statements (Statement of Activities and Statement of Financial Position) OR Treasurer’s Report |

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.