

# 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, including Lay Members (Delegate 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 <a href="http://umls-students.umc.org/">http://umls-students.umc.org/</a> . For college students 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> .
_____	_____	Vital Congregations Goals for 2023 and revisions to years 2020-2022 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**

_____	_____	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:**

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
_____	_____	Financial Statement (Balance Sheet & Statement of Profit and Loss) OR Treasurer’s Report
_____	_____	1 Successful Program or Ministry from 2019 (see Charge Conference Instructions for details)

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

1. Completed Charge Conference Items to be Approved form
2. Nominations Report (list of all committees & officers)

**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.