

# Charge Conference 2020 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    |  |
|-------|-------|--|
| _____ | _____ | <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> , the United Methodist Higher Education Foundation has discontinued the United Methodist Leadership Scholars (UMLS) program. More information is available at <a href="https://www.umhcf.org/umls/">https://www.umhcf.org/umls/</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 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**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | <b>Clergy Information Report (Master List)</b> - Updated       |
| _____ | _____ | <b>Clergy Financial Support Worksheet</b> – entered & approved |
| _____ | _____ | <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:**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | <b>This Check List</b> with signatures   |
| _____ | _____ | <b>2021 Clergy Financial Support Worksheet</b> – entered by clergy, approved by SPRC                           |
| _____ | _____ | <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:**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | The Church Council has voted on the Pastor’s Salary for 2021    |
| _____ | _____ | The Church Council has voted on the Nominations Report for 2021 |
| _____ | _____ | 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.