# Charge Conference 2021 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://www.ngumc.org](https://www.ngumc.org) and click the “Log In” button in the upper right corner. Clergy Packet forms require a clergy ngumc.net address. Churches may also set up user accounts with permissions to create and edit reports. Directions for Clergy and those authorized to administer users are available at [https://www.ngumc.org/files/fileslibrary/chargeconference/dataservicesindividualaccounts.pdf](https://www.ngumc.org/files/fileslibrary/chargeconference/dataservicesindividualaccounts.pdf).

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

## CHARGE CONFERENCE

- Church Community Profile, Church Information Report, and Church Profile Report (new in 2021)
- Finance Report
- Lay Leadership – Nominations (Phone and Email required)
- Lay Members to Annual Conference (Phone and unique Email of record required)
- Lay Servant’s Annual Report (Completed by each lay servant)
- Pastor’s Report, Part 1 (Part 2, Membership, is submitted with 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
- Vital Signs Goals for 2025 and revisions to years 2021-2024 (in Data Services as of 2021)
- Vital Signs Weekly Entry (in Data Services as of 2021)
- Higher Education: For college students, enter information at [https://docs.google.com/forms/d/e/1FAIpQLSdC-pK7eMOOnhyAU3K2ebWY7qVBlp-2ZiGohg691xNNOIzpSq/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdC-pK7eMOOnhyAU3K2ebWY7qVBlp-2ZiGohg691xNNOIzpSq/viewform). For Higher Education support please contact 770-854-7283 or gahied@bellsouth.net.

## CLERGY REPORTS (one for each clergy on staff under appointment)

- Clergy Financial Support Worksheet (entered & approved)
- Housing Allowance Form
- Policy on Clergy Divorce (new in 2021)
- Clergy Information Reports (Profile, Self-Assessment, Service) (new in 2021)

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

- This Check List with signatures
- Minutes of the Church Council Meeting
- 2021 Clergy Financial Support Worksheet(s) (entered by clergy, approved by SPRC)
- Insurance Declarations Page (top summary page)
- Lay Servant Ministry listing and reports (annual reports are to be submitted online in Data Services)
- Parsonage Inspections Report (if applicable)
- Recommendation for Ministry Report (if any 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 2022
- The Church Council has voted on the Nominations Report for 2022
- Membership Audit has been conducted
- Pastor has had Continuing Education credit this year (enter on Clergy Information Report: Service)

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. ___________________________

7/30/2021