Charge Conference 2021 Checklist

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<th>Yes</th>
<th>No</th>
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**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-pK7eMOOnhyAU3K2ebWY7qVBhlp-2ZiGohg691xXNOlZgpQ/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 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 (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