

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> 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>.

Yes No

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-pK7eMOnhyAU3K2ebWY7qVBhIp-2ZIGohg691xNNOIZgpQ/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.