

## 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

**UNDER CHARGE CONFERENCE TAB**

- \_\_\_\_\_  **Community Profile** (new in 2021)
- \_\_\_\_\_  **Church Information Report** (new in 2021)
- \_\_\_\_\_  **Church Profile Report** (new in 2021)
- \_\_\_\_\_  **Finance Report**
- \_\_\_\_\_  **Lay Leadership** – Nominations (Phone and Email required) Include Lay Members/Delegates to Annual Conference, Lay Leader, and SPRC Chair, Church Council Chair & Trustee Chair
- \_\_\_\_\_  **Lay Servant's Annual Report** (Completed online 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 require Charge Conference action)
- \_\_\_\_\_  **Treasurer's Report** (Only for use when an appropriate recent financial statement is not available)
- \_\_\_\_\_  **Trustees' Report**
- \_\_\_\_\_  **Higher Education:** For college students, enter information at <https://docs.google.com/forms/d/e/1FAIpQLSdC-pK7eMOnhyAU3K2ebWY7qVBhlp-2ZIGohg691xNNOIZgpQ/viewform>. For Higher Education support please contact 770-854-7283 or [gahied@bellsouth.net](mailto:gahied@bellsouth.net).

**UNDER CHURCH 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)

**UNDER CLERGY REPORT TAB**

- \_\_\_\_\_  **2022 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)

One for each clergy on staff under appointment.

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

- \_\_\_\_\_  **This Check List** with signatures
- \_\_\_\_\_  **Minutes of the Church Council Meeting**
- \_\_\_\_\_  **Insurance Declarations Page** (top summary page)
- \_\_\_\_\_  **Parsonage Inspections Report** (for ALL churches with parsonages)

**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. \_\_\_\_\_