

# Church

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## CHECK LIST FOR CHARGE CONFERENCE – 2009

(Attach in front of Charge Conference folder)

AGENDA of your Charge Conference

Minutes of the Charge/Church Conference (Outline in MS Word doc, download from website)

Written Report of Pastor, State of the Church (II. B. in the minutes above), and membership info from Report of Pastor (PDF form or MS Word, download from website)

Continuation of Candidate for Ministry Form(s) (if your church has candidates, MS Word doc, download from website)

Pastoral Support & Compensation Form(s) (PSCF) including UMPIP Form (MS Excel, download from website)

Lay Speaker Recertification Report (MS Word doc, download from website)

Report of the Committee on Finance (PDF form, download from website)

Report of the Lay Leadership Committee – this is a working/organized listing of the leaders and officers of the church that are to be elected at Charge Conference.

Current Financial Statement (generated by church itself)

CTC Payment Report (CF&A report from the conference office)

Report of the Annual Audit – Calendar Year 200: (PDF form, download from website)

Also provide Audit First Page Summary – Auditor's Comments

Report of Trustees (PDF form, download from website)

Annual Accessibility Audit (MS Word doc, download from website)

Pastor's Yearly Continuing Education Program Report (MS Word doc, download from website)

Hispanic Ministry Report (To be completed online)

Report of Tenth Grade Students (To be completed online)

Talent Bank Forms (To be completed online)

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\*\* Attendance Registration Form/ signatures of Charge Conference attendees (Actual signatures or zerox copy, NO typed list)

(Please include ALL forms in your folder. If one does not apply to you, mark "Not Applicable" across it and leave in the C.C. folder.)

**Please return to the District Office along with your conference reports 2 working days prior to your Charge Conference.**