

GUIDELINES FOR CHARGE CONFERENCE REPORTS

The following reports are to be brought to the Charge Conference file folder identified with the church's name on the outside. Please have forms filled out and signed by appropriate officers prior to the Charge Conference.

URGENT! URGENT! URGENT!

A copy of the reports in **RED** must be submitted **NO LATER THAN TWO WEEKS PRIOR** to the Charge Conference date. The online forms must be fully completed. You must submit hard copies to the District Office so that we can review them for accuracy.

REPORTS TO PLACE ON AGENDA AND PRESENT AT PRE-CHARGE CONFERENCE ADMINISTRATIVE BOARD or CHURCH COUNCIL MEETING.

1. **Minutes of the Meetings** [Administrative Council and Charge Conference]

Recruit and elect a Secretary who will keep careful minutes and then place them in a full and final form for the files (a typed copy is preferred). The Secretary should record all major decisions and attach to the minutes a set of any printed materials distributed. Have the official form The Minutes of the Charge Conference filled out and in the church's Charge Conference file folder **BEFORE THE START OF THE CONFERENCE**. The actual typed minutes of the Conference should be mailed as soon as possible following the Conference.

Filing Deadline: Charge Conference Date

2. **Report of the Trustees, Parsonage Inspection Form, and Church Accessibility Audit:**

The Report of the Trustees is mandated by the *Discipline* and must be submitted on the official form. Most important is the section on insurance in relation to the value of your properties and facilities.

The Trustees are also requested to do a detailed parsonage inspection and church accessibility audit at least once every year and file the findings with the other Charge Conference reports.

Filing Deadline: Charge Conference Date

3. **Pastor's Report:**

This summary of your ministry should reflect your ministry priorities and major accomplishments. Also, include your discernment of key issues facing the church in the coming year and your professional and pastoral goals. (For churches with multiple appointive clergies, each should submit his/her own report for the file.)

- a. List the name, address, and telephone number of each person added to your church in the past year (please list them by classification, i.e. profession of faith, certificate, other denomination, etc.).
- b. Provide a similar list of all persons removed.
- c. The above lists are from CHARGE CONFERENCE DATE TO CHARGE CONFERENCE DATE, NOT CALENDAR YEAR.

Filing Deadline: Charge Conference Date

4. **Clergy's Annual Report on Continuing Formation:**

Please submit a written Continuing Formation (Education) report as required by the *Discipline*. Each appointive clergy and/or diaconal is responsible for their own report. Be sure to include what was completed as well as your continuing formation goals for the upcoming year.

Filing Deadline: Charge Conference Date

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5. Annual Report on Membership Rolls:

The names of those members who are being read for removal from the roll must be printed and read to the Administrative Board/Church Council by category (1st and 2nd reading). Special consideration must be given to any names being read for the final time. The year-end report on membership for the Journal will be added to the Charge Conference file to document the number of persons on each church roll.

Filing Deadline: Charge Conference Date

6. Finance Committee Report and Local Church Budget:

The Treasurer or Finance Chairperson should report on the Church's progress toward the payment of their current Apportionments, as well as submit the form for the Finance Committee Report for this Charge Conference Year.

The Administrative Board/Church Council must adopt the *upcoming year's budget* prior to the Charge Conference. **NOTE:** The amount of the upcoming year's Apportionments and appointed Clergy Compensation and Benefits must be included in this budget report.

Filing Deadline: Charge Conference Date

7. UMPIP Calculation Worksheet, Ministerial Compensation Report, Reimbursement Policy, and Housing Allowance/Exclusion Resolution:

A. Complete the online **Compensation Report** first, then *only if participating in the pension plan*, do the **UMPIP Worksheet**, then go back to enter the calculated UMPIP deduction amount on the appropriate line of the Compensation Report. Print a copy of both. The Report must be signed or initialed by the Pastor, the SPRC Chairperson, the Treasurer, and the District Superintendent. Submit ALL THREE forms to the Administrative Board/Church Council Secretary.

Filing Deadline: No Later than Two Weeks Prior to Charge Conference

B. The Administrative Board/Church Council must adopt on a separate motion the Clergy Compensation amounts for each appointed clergy. (Those charges, which will require an Equitable Salary subsidy, must have the Equitable Salary Form signed. Special arrangements will be made with those applying for this subsidy to complete the applications no later than December 1.)

Filing Deadline: No Later than Two Weeks Prior to Charge Conference

C. The IRS requires each United Methodist minister that the church provides for a Reimbursement Account to have in place a Reimbursement Policy Statement. If you have not previously completed this requirement, please be sure to have this ready at the time of the Administrative Board/Church Council meeting for approval. It should include:

- i. The number of expected miles of travel to be reimbursable at the *published IRS mileage reimbursement rate*.
- ii. Business expenditures (related to your ministry) to be reimbursed. Some examples of these expenses are office supplies and postage; office equipment; books, subscriptions, and periodicals of a professional nature; professional dues; religious materials; vestments and business gifts; dependent insurance premiums; continuing education; entertainment for Church business; travel fares, lodging, and meals while on business for the Church; and other such expenses as approved by Staff Parish Relations.

Filing deadline: No Later than Two Weeks Prior to Charge Conference

D. The IRS required each United Methodist Church to adopt a **Housing Allowance/Exclusion Resolution** prior to the calendar year (or new appointment). This resolution should include language that indicates it is in effect until superseded by a new resolution. For more information, go to www.gcfa.org ; then click on TAX PACKET; then look for the section titled "TAX INFORMATION FOR CLERGY HOUSING ALLOWANCE."

Filing deadline: No Later than Two Weeks Prior to Charge Conference

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8. Local Church Agencies' or Other Committee's Reports:

The Administrative Board/Church Council can receive written reports from the United Women in Faith, United Methodist Men, and the United Methodist Youth Fellowship. Oral reports from these agencies are not required at the Administrative Board/Church Council meeting; rather, these reports should be placed in the file. The report should highlight any major programs, activities, and ministries for the current year, as well as goals and directions for the upcoming year.

Filing Deadline: Charge Conference Date

9. Lay Leadership (Nominations) Report:

This report should be printed and distributed to the members of the Administrative Board/Church Council, a copy of which will be submitted in your Charge Conference folder. PLEASE LIST CAREFULLY all persons to be elected to any administrative group. NOTE THAT THE LAY MEMBER OF ANNUAL CONFERENCE MUST BE A MEMBER OF THE STAFF PARISH RELATIONS COMMITTEE.

Filing Deadline: Charge Conference Date

10. Local Church Leadership Roster:

This form is available online at www.ntc.umconline.org and is updated electronically. It should be completed with **ALL** requested information, especially **E-MAILS**. The North Texas Conference and District Superintendent's Office will utilize the file for distributing notices to the proper local church representatives. Print a copy for inclusion in the Charge Conference folder.

Filing Deadline: No Later than Two Weeks Prior to Charge Conference

11. Reports from Retired Clergy, Lay Servants, Candidates for Ordained Ministry, and/or Diaconal Ministry:

Retired Clergy who affiliate with your church and Lay Servants must include their annual report to the Administrative Board/Church Council. If your church has persons to recommend and/or continue in the categories of Lay Servant or candidate for Ordained Ministry (including Local Pastors) please have that information included on the Official Minutes of the Charge Conference form and be prepared to make your recommendations. These recommendations **MUST BE MADE BY THE SPR COMMITTEE.**

Filing Deadline: Charge Conference Date

12. Boy Scouts of America and the local UM Church

Subsequent to the Bankruptcy Court Ruling (2022) regarding the relationship between the Boy Scouts of America and The United Methodist Church, all local churches that are affiliated with or allow Boy Scout unit/s to utilize their facilities must complete an Annual Affiliation Agreement and/or a Facilities Use Agreement. A copy of this/these agreement/s will be provided to the District Office.

Filing Deadline: Charge Conference Date or within two weeks of the renewal date of the agreements.

13. Attendance Sheet:

Each person attending the Administrative Board/Church Council meeting and the Combined Charge Conference must register their attendance on this form. Place the form for each meeting in the Charge Conference packet with all other reports.

Filing Deadline: Charge Conference Date

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14. Appointee and/or Dependent Health Insurance Supplement

Churches that have a Pastor whose “Total Compensation for Insurance Supplement Eligibility” (line IX from the Ministerial Compensation Report) is below the Denominational Average Compensation and that are in a financially difficult situation can request a supplement to help with the cost of health insurance premiums for the appointee (pastor) and/or the dependent premiums.

Filing Deadline: No Later than Two Weeks Prior to Charge Conference

15. Equitable Salary Request

Only churches that meet stringent qualifications will be provided this form at the discretion of the District Superintendent.

Filing Deadline: No Later than Two Weeks Prior to Charge Conference

16. Fund Balance Report-Annual Audit Form:

Each local church unit is required by Discipline to have an Annual Audit of the church’s financial records.

This **Fund Balance Report** should be completed after the end of each fiscal year and submitted to the District Office. It will be placed in the Charge Conference file at that time.

Filing Deadline: March 15th for the prior calendar year (for example, the Calendar Year 2022 report is due March 15, 2023).