

East District Local Church Charge Conference Checklist

PLEASE COMPLETE ALL INFORMATION ON FORMS PROVIDED UNLESS OTHERWISE STATED THAT
SUBSTITUTIONS ARE ACCEPTABLE.

REQUIRED REPORTS

- _____ 1. Minutes of Charge Conference. *
 - _____ a. Written minutes taken at Administrative/Church Council Meeting approving CC forms
 - _____ b. Official "Minutes of Charge Conference" form completed & printed.
 - _____ c. Written minutes taken by Recording Secretary during Charge Conference.
- _____ 2. Trustees.
 - _____ a. Annual Report *
 - _____ b. Parsonage Inspection & Report. *
 - _____ c. Church Accessibility Audit *
- _____ 3. Pastor's Report *
 - _____ a. Annual Report*
 - _____ b. Change in Membership Report – *no form provided, format of your choice*
 - _____ c. Pastor's Continuing Formation Report. *
- _____ 4. Finance Committee
 - _____ a. Report for Current Year *
 - _____ b. **Coming Year Budget** – *no form provided, format of your choice*
[at minimum Apportionments, total Ministerial Compensation, and benefits]
- _____ 5. **Ministerial Compensation**
 - _____ a. **Report*** [printed from online form submission]
 - _____ b. **UMPIP Worksheet** – **IF PARTICIPATING** [printed from online form submission]
 - _____ c. **Reimbursement Policy*** (*no form provided, Go to <http://www.qcfa.org/TaxPacket.html>!*)
 - _____ d. **Housing Allowance/Exclusion Resolution***
- _____ 6. Local Church Agencies or Other Committee Reports – *no form provided, format of your choice written.* *
- _____ 7. Nominations Committee Report – *no form provided, format of your choice.* *
(***Include the names of ALL committee members and their class year.***)
- _____ 8. **Local Church Leadership Roster** (***This is all chair persons' contact info: name, address, phone number, and e-mail if they have one***) [update annually & print from online submission]
- _____ 9. Report of Retired Clergy, Lay Servants, Candidates for Ordained Ministry and/or Diaconal Ministers and Recommendation for Continuation by SPRC. *
- _____ 10. A copy of your most recent Church Directory or membership roll. (***This should include all church members, names, addresses, phone numbers, and e-mail if they have it.-DO NOT JUST SEND A LIST OF NAMES***)
- _____ 11. Attendance Sheet listing all persons present for the
 - _____ a. Administrative Council meeting
 - _____ b. Charge Conference

.....* Please refer to the *Guidelines for Charge Conference Reports* sheet for individual report instructions.....

CONFERENCE FORMS (You must contact the District Office to request these forms)

- _____ 12. Appointee and/or Dependent Health Insurance Supplement
- _____ 13. Equitable Salary Request (completed by District Office as needed)