

2023 North Central District Charge Conference Checklist

Church: _____ Date of Conference: _____ Time: _____

REQUIRED REPORTS: Available forms online at ntcumc.org/connectional-resources/charge-conference
Connections Portal: <https://ntcumc.my.site.com/s/login/>

1. Minutes of Charge Conference.

_____ a. "Minutes of Charge Conference" form ([online](#))

2. Pastor's Report.

_____ a. State of the Church

_____ b. Pastor's Continuing Education Form ([online](#))

_____ c. Membership Report: a copy of your most recent membership roll.

**(This should include all church members, names, addresses, phone numbers, and e-mail if they have it.)
DO NOT SEND A LIST OF NAMES) – no form provided, format of your choice.**

3. Trustees Report ([online](#))

_____ a. Annual Report

_____ b. Parsonage Inspection & Report.

_____ c. Annual Accessibility Audit

4. S/PPRC Report

_____ a. Ministerial Compensation Report [[print from online submission](#)]

- Reimbursement Policy (no form provided, Go to <http://www.gcfa.org/TaxPacket.html>)
- Housing Allowance Resolution

_____ b. Candidates for Ordained Ministry

- Recommendation for Continuation by S/PPRC. ([Complete Part V. of "Minutes of Charge Conference" form. Use additional pages if necessary](#))

5. Finance Committee

_____ a. Report ([online](#))

_____ b. Budget – [no form provided, format of your choice](#) (*Turn in copy of 2024 budget to District Office as soon as approved by Ad Council*)

_____ c. Fund Balance Report – may be turned in after first of year.

_____ d. 100% Apportionments paid?

_____ 6. Local Church Agencies Reports (e.g., UMW, UMM, Youth Council) - [no form provided, format of your choice written.](#)

_____ 7. Nominations Committee Report – [no form provided, format of your choice.](#) (This should include the names of all committee members, not just the chair and the dates they roll off.)

_____ 8. Local Church Leadership Roster (This should include all chairpersons, names, address, phone number, and e-mail if they have one.) [[Print from online submission in Connections portal.](#)]

_____ 9. Report of Lay Servant Annual Report ([online](#))

ADDITIONAL REPORTS OR INFORMATION

_____ Retired Clergy Charge Conference Form ([online](#)) (if applicable)

_____ Boy Scouts Affiliation Agreement Form ([online](#)) (if applicable)

_____ Boy Scouts Facilities Use Agreement Form ([online](#)) (if applicable)

_____ Equitable Salary Request (supplied by District Office as needed)

_____ Appointee and/or Dependent Health Insurance Supplement (supplied by District Office as needed)

**All forms are to be completed and delivered electronically
to the District Office by end of day on date instructed (see schedule).**