

2024 North Central District Church/Charge Conference Checklist

Church: _____ Date of Conference: _____ Time: _____

- _____ 1. **Minutes of Charge Conference.** * <https://ntcumc.org/connectional-resources/charge-conference>
 - _____ a. Official "Minutes of Charge Conference" **form** completed & printed.
 - _____ b. Written minutes by Recording Secretary during actual Charge Conference.
 - _____ c. Attendance Sheet listing all persons present for the Charge Conference.
 - _____ d. For Cluster Conferences: Written minutes and attendance sheet from the Administrative/Church Council Meeting
(Written minutes and attendance sheet should be sent to the district office within 2 weeks of your Charge Conference.)

- _____ 2. **Pastor's Report** * <https://ntcumc.org/connectional-resources/charge-conference>
 - _____ a. Annual Report*
 - _____ b. Change in Local Church Membership (completion of items 1,2,3 & 4 on Pastor's Report)
 - _____ c. Pastor's Continuing Education Form. * (needed for all appointed clergy)
 - _____ d. Membership Report: *(in a separate electronic file)* a copy of your most recent membership roll. (This should include all church members' names, addresses, phone numbers, and email if they have it. (DO NOT JUST SEND A LIST OF NAMES). No form provided, format of your choice.

- _____ 3. **Board of Trustees** <https://ntcumc.org/connectional-resources/charge-conference>
 - _____ a. Annual Report *
 - _____ b. Parsonage Inspection & Report *
 - _____ c. Church Accessibility Audit *

- _____ 4. **S/PPRC Report**
 - **Ministerial Compensation**
 - _____ a. **Report & UMPIP Worksheet*** [printed from CONNECTIONS form submission]
 - _____ b. **Reimbursement Policy*** *(no form provided, Go to <http://www.gcfa.org/TaxPacket.html>)*
 - _____ c. **Housing Allowance/Exclusion Resolution***
 - **Candidates for Ordained Ministry**
 - _____ a. Recommendation for Candidacy and/or Candidacy Continuation by S/PPRC. (Complete Part V of "Minutes of the Charge Conference" form. Use additional pages, if necessary.)

- _____ 5. **Finance Committee** <https://ntcumc.org/connectional-resources/charge-conference>
 - _____ a. Report for Current Year *
 - _____ b. **Coming Year Budget** – *no form provided; use the format of your choice.*
(Turn in copy of 2025 budget to District office as soon as approved by Ad Council. Budget should contain income and expenses.)

- _____ 6. **Nominations Committee Report** – no form provided, format of your choice. *
(Include the names of ALL committee members and their class year.)

- _____ 7. **Local Church Leadership Roster** *(This is all chair persons' contact info: name, address, phone number, and e-mail)* [update annually & print from CONNECTIONS submission]

- _____ 8. **Local Church Agencies or Other Committee Reports** – (optional) *no form provided; use the format of your choice written.* *

- _____ 9. **Retired Clergy Form*** <https://ntcumc.org/connectional-resources/charge-conference>

- _____ 10. **Lay Servant Annual Report*** <https://ntcumc.org/connectional-resources/charge-conference>

* Please refer to the *Guidelines for Charge Conference Reports* sheet for individual report instructions.
All forms are to be completed and delivered electronically to the District Office, holcomb@ntcumc.org, by end of day on date instructed (see schedule).

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)