

# East District Local Church Charge Conference Checklist

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

1. Minutes of Charge Conference. \*  
\_\_\_\_\_ a. Written minutes from the Administrative/Church Council Meeting approving CC forms  
\_\_\_\_\_ b. Official "Minutes of Charge Conference" form completed & printed.  
\_\_\_\_\_ c. Written minutes by Recording Secretary during actual 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; use the 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; use the 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.gcfa.org/TaxPacket.html>*)  
\_\_\_\_\_ d. **Housing Allowance/Exclusion Resolution\***
6. Local Church Agencies or Other Committee Reports – *no form provided; use the 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. Boy Scouts of America  
\_\_\_\_\_ a. Annual Affiliation Agreement \_\_\_\_\_ b. Facilities Use Agreement
11. 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**)
12. Attendance Sheet listing all persons present for the  
\_\_\_\_\_ a. Administrative Council meeting \_\_\_\_\_ b. Charge Conference

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

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## CONFERENCE ASSISTANCE FOR FULL-TIME SENIOR APPOINTMENTS (Contact the District Office to request assistance)

- \_\_\_\_\_ 13. Pension and Health Insurance Supplement  
\_\_\_\_\_ a. Appointee \_\_\_\_\_ b. Dependent
- \_\_\_\_\_ 14. Equitable Salary Request