

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 and attendance sheet from the Administrative/Church Council Meeting to approve CC forms.
_____ b. Official "Minutes of Charge Conference" form completed & printed.
_____ c. Written minutes by Recording Secretary during actual Charge Conference.
2. Board of Trustees
_____ a. Annual Report * _____ b. Parsonage Inspection & Report. *
_____ c. Church Accessibility Audit *
3. Pastor's Report *
_____ a. Annual Report* _____ b. Change in Local Church Membership
_____ c. Pastor's Continuing Formation Report.* [use the format of your choice]
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, housing and benefits]
5. **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***
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**) [update annually & print from CONNECTIONS submission]
9. **Retired Clergy, Lay Servants, Candidates for Ordained Ministry and Diaconal Ministers**
_____ a. Report of past year's activity
_____ b. SPRC's Recommendation for Continuation for each individual. *
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. -DO NOT JUST SEND A LIST OF NAMES**)
12. Attendance Sheet listing all persons present for the Charge Conference

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

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

Updated: 7/27/2023