

# 2023 Metro 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.** \* <https://ntcumc.org/connectional-resources/charge-conference>
  - \_\_\_\_\_ a. Written minutes and attendance sheet from the Administrative/Church Council Meeting to
  - \_\_\_\_\_ b. Official "Minutes of Charge Conference" form completed & printed.
  - \_\_\_\_\_ c. Written minutes by Recording Secretary during actual Charge Conference.
  - \_\_\_\_\_ d. Attendance Sheet listing all persons present for the Charge Conference  
(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)
  
- \_\_\_\_\_ 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 2024 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 submitted on or before the date you were notified of with the date of your Charge Conference.**

## ADDITIONAL REPORTS OR INFORMATION

- *Equitable Salary Request (supplied by District Office as needed)*
- *Appointee and/or Dependent Health Insurance Supplement (You must call the District Office to request application forms)*