

2024 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 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 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)*