GUIDELINES FOR CHARGE CONFERENCE REPORTS

The following reports are to be emailed to the North Central District office (holcomb@ntcumc.org) as one (1) pdf. file. File should be identified as [Church Name – Charge Conference 2024]. **The file is due on the date sent to the Senior Pastor/ Admin.** Documents/Forms should be scanned in the order of the Charge Conference Checklist. Please have the forms filled out and signed by appropriate officers prior to the Charge Conference.

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IMPORTANT!

A copy of the reports in **RED** must be completed online via CONNECTIONS **NO LATER THAN TWO WEEKS PRIOR** to the Charge Conference date. The online forms must be fully completed. Scan copies of these documents in the proper order with your other Charge Conference documents.

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REPORTS TO PLACE ON AGENDA AND PRESENT AT PRE-CHARGE CONFERENCE ADMINISTRATIVE BOARD or CHURCH COUNCIL MEETING.

- **Printable Charge Conference forms can be found at https://ntcumc.org/connectional-resources/charge-conference**
- **The Ministerial Compensation Report and Leadership Roster will be completed via NTC CONNECTIONS PORTAL.**

1. ***Minutes of the Meetings*** **[Administrative Council and Charge Conference]**
   Recruit and elect a **secretary** who will keep careful minutes and then place them in a full and final form for the files (a typed copy is preferred). The Secretary should record all major decisions and attach to the minutes a set of any printed materials distributed. Have the official form The Minutes of the Charge Conference filled out and in the church's Charge Conference file folder BEFORE THE START OF THE CONFERENCE. The actual typed minutes of the Conference should be mailed as soon as possible following the Conference.

   Attendance Sheet:
   Each person attending the Administrative Board/Church Council meeting and the Combined Charge Conference must register their attendance on this form. Place the form for each meeting in the Charge Conference packet with all other reports.

2. ***Pastor's Report*:**
   This summary of your ministry should reflect your ministry priorities and major accomplishments. Also, include your discernment of key issues facing the church in the coming year and your professional and pastoral goals. (For churches with multiple appointive clergies, each should submit his/her own report for the file.)
   a. List the name, address, and telephone number of each person added to your church in the past year (please list them by classification, i.e. profession of faith, certificate, other denomination, etc.).
   b. Provide a similar list of all persons removed. (First and Second readings) The names of those members who are being read for removal from the roll must be printed and read to the Administrative Board/Church Council by category (1st and 2nd reading). Special consideration must be given to any names being read for the final time. The year-end report on membership for the Journal will be added to the Charge Conference file to document the number of persons on each church roll.
   c. The above lists are from CHARGE CONFERENCE DATE TO CHARGE CONFERENCE DATE, NOT CALENDAR YEAR.
   d. Pastor's Continuing Education Form
   e. 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.

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3. ***Report of the Trustees, Parsonage Inspection Form, and Church Accessibility Audit*:**
   The Report of the Trustees is mandated by the *Discipline* and must be submitted on the official form. Most important is the section on insurance in relation to the value of your properties and facilities.

   The Trustees are also requested to do a detailed parsonage inspection and church accessibility audit at least once every year and file the findings with the other Charge Conference reports.

4. ***Ministerial Compensation Report, Reimbursement Policy, and Housing Allowance/Exclusion Resolution*:**
   A. Via the new NTC CONNECTIONS PORTAL, complete the online **Compensation Report with UMPIP Worksheet (*only complete the UMPIP part if you are participating in the pension plan).*** Print a copy of the report. The Report must be signed or initialed by the Pastor, the SPRC Chairperson, the Treasurer, and the District Superintendent. Submit to the Administrative Board/Church Council Secretary.
   Filing Deadline: No Later than Two Weeks Prior to Charge Conference

   B. The Administrative Board/Church Council must adopt on a separate motion the Clergy Compensation amounts for each appointed clergy. (Those charges, which will require an Equitable Salary subsidy, must have the Equitable Salary Form signed. Special arrangements will be made with those applying for this subsidy to complete the applications no later than December 1.)
   Filing Deadline: No Later than Two Weeks Prior to Charge Conference

   C. The IRS requires each United Methodist minister that the church provides for a Reimbursement Account to have in place a Reimbursement Policy Statement. If you have not previously completed this requirement, please be sure to have this ready at the time of the Administrative Board/Church Council meeting for approval. It should include:
   i. The number of expected miles of travel to be reimbursable at the ***published IRS mileage reimbursement rate***.
   ii. Business expenditures (related to your ministry) to be reimbursed. Some examples of these expenses are office supplies and postage; office equipment; books, subscriptions, and periodicals of a professional nature; professional dues; religious materials; vestments and business gifts; dependent insurance premiums; continuing education; entertainment for Church business; travel fares, lodging, and meals while on business for the Church; and other such expenses as approved by Staff Parish Relations.
   Filing deadline: No Later than Two Weeks Prior to Charge Conference

   D. The IRS required each United Methodist Church to adopt a **Housing Allowance/Exclusion Resolution** prior to the calendar year (or new appointment). This resolution should include language that indicates it is in effect until superseded by a new resolution. For more information, go to www.gcfa.org ; then click on TAX PACKET; then look for the section titled "TAX INFORMATION FOR CLERGY HOUSING ALLOWANCE."
   Filing deadline: No Later than Two Weeks Prior to Charge Conference

   E. ***Recommendation for Candidacy and/or Candidacy Continuation***
   Names of Candidates for Ordained Ministry (including Local Pastors) should be listed on Part V of "Minutes of the Charge Conference" form or supplemental document and be prepared to make your recommendation(s). These recommendations must be made by the SPRC Committee.

5. ***Finance Committee Report and Local Church Budget*:**
   The Treasurer or Finance Chairperson should report on the Church's progress toward the payment of their current Apportionments, as well as submit the form for the Finance Committee Report for this Charge Conference Year.

   Once The Administrative Board/Church Council has approved the ***upcoming year's budget*** the budget needs to be sent to the district office. **NOTE**: The amount of the upcoming year's Apportionments and appointed Clergy Compensation and Benefits must be included in this budget report.

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Fund Balance Report-Annual Audit Form:
Each local church unit is required by Discipline to have an Annual Audit of the church's financial records.
This **Fund Balance Report** should be completed after the end of each fiscal year and submitted to the District Office. It will be placed in the Charge Conference file at that time.
Filing Deadline: March 15th for the prior calendar year (for example, the Calendar Year 2023 report was due March 15, 2024).

6. ***Lay Leadership (Nominations) Report*:**
This report should be printed and distributed to the members of the Administrative Board/Church Council, a copy of which will be submitted in your scanned Charge Conference filer. PLEASE LIST CAREFULLY all persons to be elected to any administrative group. Include the names of ALL Committee members and their class year.

7. ***Local Church Leadership Roster:***
This form is available online via the NTC CONNECTIONS PORTAL and is updated electronically. It should be completed with **ALL** requested information, especially **E-MAILS**. The North Texas Conference and District Superintendent's Office will utilize the file for distributing notices to the proper local church representatives. Print a copy for inclusion in the Charge Conference folder.
Filing Deadline: No Later than Two Weeks Prior to Charge Conference

8. ***Local Church Agencies' or Other Committee's Reports*:**
The Administrative Board/Church Council can receive written reports from the United Women in Faith, United Methodist Men, and the United Methodist Youth Fellowship, etc. Oral reports from these agencies are not required at the Administrative Board/Church Council meeting; rather, these reports should be placed in with the documents to be scanned. The report should highlight any major programs, activities, and ministries for the current year, as well as goals and directions for the upcoming year.

9. Retired Clergy Form*
Retired Clergy who affiliate with your church are to complete the Retired Clergy form and submit for the local church to file with their other Charge Conference documents.

10. Lay Servant Annual Report*
Lay Servants must include their annual report to the Administrative Board/Church Council. These reports will be included with the other Charge Conference documents.