

2021 North Central District Charge Conference Checklist

REQUIRED REPORTS:

1. Minutes of Charge Conference.

_____ a. "Minutes of Charge Conference" form (Form available online at www.northtexasumc.org/connectional-resources/forms)

2. Pastor's Report.

_____ a. State of the Church

_____ b. Pastor's Continuing Education Form (Forms available online at) www.northtexasumc.org/connectional-resources/forms)

_____ c. Membership Report: a copy of your most recent membership roll.

**(This should include all church members, names, addresses, phone numbers, and e-mail if they have it.)
DO NOT SEND A LIST OF NAMES) – no form provided, format of your choice.**

3. Trustees Report (Forms available online at www.northtexasumc.org/connectional-resources/forms)

_____ a. Annual Report

_____ b. Parsonage Inspection & Report.

_____ c. Annual Accessibility Audit

4. S/PPRC Report

_____ a. Ministerial Compensation

- UMPIP Calculation Worksheet (to be completed online at <http://ntc.umconline.org> – worksheet must be done before report can be completed. Print from online submission)

- Report -- use form provided by NTC [printed from online submission]

- Reimbursement Policy. (no form provided, Go to <http://www.gcfa.org/TaxPacket.html>)

- Housing Allowance Resolution

_____ b. Candidates for Ordained Ministry

- Recommendation for Continuation by S/PPRC. (no form provided, format of your choice.)

5. Finance Committee (Forms available online at www.northtexasumc.org/connectional-resources/forms)

_____ a. Report.

_____ b. Budget – no form provided, format of your choice

(Turn in a copy of 2022 budget to District Office as soon as approved by Ad Council)

_____ c. Fund Balance Report

_____ d. 100% Apportionments paid?

_____ 6. Local Church Agencies Reports (e.g., UMW, UMM, Youth Council)

– no form provided, format of your choice written.

_____ 7. Nominations Committee Report – no form provided, format of your choice.

(This should include the names of all committee members, not just the chair and the dates they roll off.)

_____ 8. Local Church Leadership Roster (This should include all chairpersons, names, address, phone number, and e-mail if they have one) [printed from online submission <http://ntc.umconline.org>]

_____ 9. Report of Lay Servant Annual Report (Form available online at www.northtexasumc.org/connectional-resources/forms)

All forms are to be completed and delivered to the District Office no later than 7 days prior to 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)