

# 2021 CHURCH CONFERENCE CHECKLIST

(Subject to Change)

*The Book of Discipline of the United Methodist Church* - The charge conference shall be the connecting link between the local church and the general Church and shall have general oversight of the church council(s). The primary responsibilities of the charge conference in the annual meeting shall be to review and evaluate the total mission and ministry of the church, receive reports, and adopt objectives and goals recommended by the church council that are in keeping with the objectives of The United Methodist Church.

Church Name & City: \_\_\_\_\_ Church ID #: \_\_\_\_\_

Read **ALL** of the instructions below before starting the Church Conference (CC) forms.

1. In order for your church conference to be a success, all forms listed below must be completed and submitted by **October 1, or 10 days prior to your conference, whichever comes first**. Please do not call the district office requesting an extension to this deadline.
  2. Bring these reports to your church conference meeting:
    - Candidate for Ordained Ministry Church Conference Recommendation** (Fillable PDF)
    - List of Candidates for Ordained Ministry** (Electronic Form) *If applicable.*
    - Certification of Compliance** (Fillable PDF) – *Original signatures are required. Signed form must be uploaded.*
    - Certified Lay Minister/Lay Servant/Lay Speaker Annual Reports** (Electronic Forms) – *Vote may take place prior to your CC at the Church Council meeting. If not, then a simple majority vote will be taken at your CC. Current certificates must be uploaded.*
    - 2022 Clergy Compensation Report – Single Charge** (Excel Spreadsheet & Electronic Form) *This form should be used if there is only ONE CHURCH on the charge. Original signatures are required. Vote will take place at church conference. All pages of the completed 2022 form must be uploaded.*
    - 2022 Clergy Compensation Report – Multipoint Charge** (Excel Spreadsheet & Electronic Form) *This form should be used if there is MORE THAN ONE CHURCH in the charge/cooperative parish. Original signatures are required. Vote will take place at church conference. All pages of the completed 2022 form must be uploaded.*
    - Inactive Membership Report** (Electronic Form) *Completed form must be signed and uploaded.*
    - Nominations Lay Leadership Development** (Completed through the Committee Leadership Toolbox). *Completed form must be signed and uploaded.*
    - Pastor's Report** (Electronic Form)
    - Report of the Deacon** (Electronic Form) – *Distribute to those listed on the document*
    - Retired Clergy, Honorable Location & Voluntary leave of Absence Form** (Electronic Form)
- (Use paper/binder clips only! Do not submit in a booklet format, with dividers or staple the forms.)**

**Additional Reports completed electronically but should not be included in Church Conference packet:**

- Accessibility Audit** (Electronic Form)
- Clergy Sexual Misconduct Form** (PDF) – *Original signature is required*
- Congregational Profile** (Electronic Form)
- Discipleship Ministry** (Electronic Form)
- Extension Ministry Report** (Electronic Form) – *Distribute to those listed on the document*
- Finance Report** (Electronic Form)
- Laity Sexual Misconduct Questionnaire** (Fillable PDF) - *This form should be kept in a locked cabinet in the church office. Do NOT bring this form to your church conference.*
- Parsonage Report** (Electronic Form) - (if applicable)
- Trustees Report** (Electronic Form)

**Please Note:** The Minutes taken at your Church Conference Meeting must be uploaded into Arena using the church's Arena credentials no later than 10 days following your meeting. Do NOT email them to your District Administrator. Thank you.