

# 2019 CHURCH CONFERENCE CHECKLIST

*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 10 days prior to your conference. 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)
  - Certification of Compliance** (PDF) – *Original signatures are required*
  - Certified Lay Minister/Lay Servant/Lay Speaker Annual Reports** (Electronic Forms) – *Vote may take place prior to your CC at the Church Council. If not, then a majority vote will be taken at your CC*
  - 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.*
  - Clergy Compensation Report – Multipoint Charge** (Excel Spreadsheet & Electronic Form) *This form should be used if there is **MORE THAN ONE CHURCH** in the charge/co-operative parish. Original signatures are required. Vote will take place at church conference.*
  - Inactive Membership Report** (Electronic Form)
  - Nominations Lay Leadership Development** (Completed through the Committee Leadership Toolbox)
  - 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)
  - List of Candidates for Ordained Ministry** (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)
- Extension Ministry Report** (Electronic Form) – *Distribute to those listed on the document*
- Finance Report** (Electronic Form)
- Lay 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)

Church Conference Packet Prepared by:

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please Note:** The Minutes taken at your Church Conference Meeting must be entered in to Arena no later than 10 days following your meeting. Do NOT email them to your District Administrator. Thank you.