

2017 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.

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 all items **highlighted in yellow** to your church conference meeting.
 - Accessibility Audit (Electronic Form)
 - List of Candidates for Ordained (Electronic Form)
 - Candidate for Ordained Ministry Church Conference Recommendation (Fillable PDF)**
 - Certification of Compliance (Electronic Form) – Original signatures are required**
 - Certified Lay Minister/Lay Servant/Lay Speaker Annual Report (Electronic Form) –
Vote may take place prior to your CC if 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.*
 - Clergy Sexual Misconduct Form (Electronic Form) – Original signature is required**
 - Extension Ministry Report (Electronic Form) – *Distribute to those listed on the document*
 - Finance Report (Electronic Form)
 - Inactive Membership 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.*
 - Nominations Report (Completed through the Committee Leadership Toolbox)**
 - Parsonage Report (Electronic Form) - (if applicable)
 - 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)
 - Trustees Report (Electronic Form)

(Use paper/binder clips only! Do not submit in a booklet format, with dividers or staple the forms.)

Church Conference Packet Prepared by:

Name & Church: _____

Daytime Phone: _____ Email: _____

* Meeting Minutes *

The minutes taken at your church conference need to be turned into your district administrator no later than 10 days after your conference.