

# Charge Conference Check List

*Revised 7/2010*

Please complete all pertinent forms before charge conference. (*All forms need to be signed by designated persons.*) Please provide me with a copy of the signed *Pastor's Compensation and Expenses* (this includes all appointed clergy) at least *one week* prior to the charge conference. You can email the Pastor Compensation form to me for review.

**Please keep all forms in the binder according to the Index/Table of Contents.**

\_\_\_\_\_ Minutes of the Charge/Church Conference Form all-applicable all blanks must be completed). *Tab 1*

\_\_\_\_\_ Report of Pastor- *be sure to include your written report* per instructions included on Notes for Charge Conference Preparation, 2010-2011. *Tab 1*

\_\_\_\_\_ Annual Report of Trustees: all applicable blanks must be completed. *Tab 1*

\_\_\_\_\_ Annual Report of the Committee on Finance: all applicable blanks must be completed. *Tab 1*

\_\_\_\_\_ Audit/Fund Balance Report (**if not included this is to be mailed to the District Office by June 30, 2011**) *Tab 2*

\_\_\_\_\_ 2011 Proposed Budget. *Tab 2*

\_\_\_\_\_ Copy of latest Financial Statement (to include January 2010 through Charge Conference *Tab 2*

\_\_\_\_\_ Local Church Treasurer's Bond Form and check (*one check per church*) for \$30.00 *made payable to the Lubbock District of the UMC.* *Tab 3*

\_\_\_\_\_ Pastor's Compensation and Expenses Form for 2011 **Appointed Clergy (Elders, Deacons, & Local Pastors under appointment), need to fill out a form for the D.S.** Guides for figuring CPP and CRSP and W-2 reporting are also on the web site. An example of Accountable Reimbursement Policy and Medical Reimbursement Resolution are on the web site. *Tab 4*

\_\_\_\_\_ Report on Continuing Education *Tab 4*  
(Also mail one copy to Rosemary, Board of Ordained Ministry, at the *Conference Office* in Lubbock. Again, all Clergy under Appointment need to fill one out.)

\_\_\_\_\_ HealthQuotient Assessment Update Form *Tab 4*

\_\_\_\_\_ Family Information (if there are any changes from last year) *Tab 4*

\_\_\_\_\_ Report of Lay Leadership (formerly Nominations) *Tab 4*

\_\_\_\_\_ 2011 Local Church Officers List ( *Please include ALL information including e-mail addresses*) *Tab 5*

\_\_\_\_\_ 2011 Pastor Parish Relations Committee (*Please include ALL information including e-mail addresses*) *Tab 5*

\_\_\_\_\_ Parsonage Review *Tab 5*

\_\_\_\_\_ 2011 McMurry University Representative **Tab 6**

\_\_\_\_\_ Historical Outline **Tab 6**

\_\_\_\_\_ Lay Speaker Reports **Tab 7**

\_\_\_\_\_ Candidacy for Ordained Ministry **Tab 7**  
(Also enter information on the Minutes of Charge Conference form.)

\_\_\_\_\_ Lubbock County Board of Missions Members (Idalou, Agape, Aldersgate, Asbury, Canyon, Crossroads, First, Forrest Heights, Korean, Lakeridge, Mt. Vernon, Oakwood, St. John's, St. Luke's, St. Matthew's, New Deal, Shallowater & Wolfforth) **Tab 7**

\_\_\_\_\_ Miscellaneous Items: VIM Form **Tab 8**  
Safe Sanctuaries Policy (*if you haven't already submitted your policy or have made changes since last submission*) **Tab 8**