

2011 CHARGE CONFERENCE FORMS CHECKLIST

CHURCH NAME: \_\_\_\_\_

**MANDATORY FOR ALL CHURCHES**

AUTHORIZE:

	YES	NO	NA
Pastoral Compensation Package – Presented by the S/PPRC Chairperson			
• 2012 Pastoral or Lay Minister Support form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 2012 Accountable Reimbursement Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Housing/Furnishings Allowance Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dependent Health Insurance Salary Reduction Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lay Speaker Annual Report (2 page report)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pastors ensure course/ year attendance is given and within requirements.			
• Pastors be sure to sign the form.			
• DS recognizes and approves each Lay Speaker and signs form			
Reading of the Membership List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Present names to the Ad Council and congregation before charge conference.			
• First year reading for any inactive church members the congregation will be contacting in the coming year to encourage becoming active again.			
• Second year reading for any inactive church members to be removed by charge conference action.			
2011 S/PPRC Report and/or Recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Approve Candidates for Ministry and/or Continuation Candidates			

ELECT:

Local Church Officials for 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Give permission to fill vacancies throughout the year			

RECEIVE:

Local Church Officials for 2012 (Long Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2011 Report of the Board of Trustees – Presented by the Trustees Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2011 Pastor’s Yearly Continuing Education Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2010 Fund Balance Report (if not already on file in the district office)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2010 Parsonage Review Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charge Conference Attendance Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MANDATORY FOR SOME CHURCHES:**

2011 Retired Ministers Report to the Charge Conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report of Deacons in Full Connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report of Diaconal Ministers in Full Connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report of those appointed to an Extension Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Report of Clergy Members on Leave of Absence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2011 Incapacity Leave Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Leave Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PIP Change Form (if changes to Line 6 of the Pastoral Support Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that the forms marked “YES” above are included with this checklist, that they bear the necessary signatures and that they are correct.

\_\_\_\_\_  
Pastor’s Signature

\_\_\_\_\_  
Date