

2011 Charge Conference Check List

(* Indicates forms that can be accessed on-line at www.awfumc.org)

- ___ Welcome
- ___ Appointment of the Secretary
- ___ *Registration of Attendance
- ___ Devotion

Reports to be Acted upon during the Charge Conference.

- ___ *Report on the Committee on Nominations and Leadership Development (1 for each church)
- ___ *Application to begin as a Lay Speaker; *Lay Speaker Annual Report/Request for Renewal
- ___ *Pastor Compensation Report Form (include a report form for all clergy serving under appointment)
- ___ Report of persons recommended by the Pastor/Staff Parish Relations Committee:
 - ___ as a candidate for ministry (See page 3 of Minutes, #18a)
 - ___ as a continuing candidate for ministry (See page 3 of Minutes, #18b)
 - ___ as a candidate for a Church-Related vocation (See page 3 of Minutes, #19)
- ___ Vote on persons to be removed from the Church Roll by action of the Charge Conference
- ___ *Report of the Pastor (Elders/Deacons/Local Pastors/Diaconal)

Reports to be Submitted as a part of the Charge Conference Packet

- ___ *Minutes of the Charge/Church Conference (four page document filled out in its entirety)
- ___ *Report of the Trustees (1 for each church)
- ___ *Report of the Committee on Finance (+ a copy of most recent Financial Statement reflecting income, expenditures, and correct balance on ALL funds in the Local Church) (1 for each church)
- ___ *Historical Church Information.
- ___ *Mission Activities Report Form
- ___ Copies of the Minutes of any special sessions of the Charge/Church Conference held during the year.