

Charge Conference Paperwork Check List

Forms may be accessed on-line at www.awfumc.org

SIGNATURES are REQUIRED where a SIGNATURE is requested. Your Charge Conference packet/paperwork is **not complete unless signatures are on all forms where a signature is requested.**

- _____ Welcome/Devotion
- _____ Appointment of the Secretary
- _____ Registration of Attendance **(must be submitted with Charge Conference paperwork)**

Reports to be acted upon during the Charge Conference and submitted in the packet:

- _____ One page summary (front and back if necessary) of nominations and committee members to be voted on at charge conference. **Provide copies to be handed out.**
- _____ Report on **the Committee on Nominations** and Leadership Development (Lay Leadership Report) (1for EACH church on the charge) *Update the church dashboard. Make sure all contact information (including an email address) is provided for your leaders. Put an END DATE for persons who will no longer serve in that particular position. **The one page summary does not replace this report.** Your district office can assist you.*
- _____ Lay Servant Annual Report
- _____ Lay Speaker Annual Report
- _____ Certified Lay Minister Annual Report
- _____ Report of the Pastor - To be completed by the senior pastor
- _____ Vote on persons to be removed from the Church roll by action of the Charge Conference
- _____ Safe Sanctuaries Covenant
- _____ Pastor Compensation Form - for all clergy serving under appointment **ENTER THE CORRECT EFFECTIVE DATE**

Other reports to be submitted as a part of the Charge Conference packet:

- _____ Minutes of the Charge Conference – One for EACH church on the CHARGE - (*Question 16: You can list things such as Imagine No Malaria, White Christmas, etc.*)
- _____ Copies of the Minutes of any special sessions of a Charge/Church Conference held during the year.
- _____ Report of the Trustees - One for EACH church on the charge
- _____ Report of the Committee on Finance - One for EACH church on the CHARGE - (*Include a copy of the most recent Financial Statement reflecting income, expenditures, and correct balances for ALL funds.*)
- _____ Pastor's Annual Continuing Education Report - One for EACH pastor - (*NOTE the mailing instructions on the form.*)
- _____ Annual Local Church History Report - One for EACH church on the CHARGE - (*NOTE the mailing instructions on the form.*)
- _____ Campus Ministry Report - (*NOTE the mailing instructions on the form.*)
- _____ Annual Report on the Parsonage
- _____ Deacon Annual Report - (*NOTE the mailing instructions on the form.*)
- _____ Appointment to Extension Ministry - (*NOTE the mailing instructions on the form.*)