**Table of Contents/Check List**

**All Charge Conference Forms must be signed prior**

**to the Charge Conference meeting.**

(The Attendance **Sign-In Sheet and Minutes of the Charge Conference** will be filled in at your specific Zoom Charge Conference by your elected secretary.

**Please email these after your Charge Conference**.)

**Mandatory: Due prior to Charge Conference:**

\_\_\_\_\_ **Report of the Pastor** (including NARRATIVE portion)

\_\_\_\_\_ **State of Church** (what has been accomplished this year)

\_\_\_\_\_ **Objectives for Upcoming Year** (written by Lay Leader or other key leadership)

 ***\*\*Any issues/concerns, the DS needs to be aware of before Charge Conference\*\****

\_\_\_\_\_ **Report of the Trustees**

\_\_\_\_\_ **Report of the Finance Committee**

\_\_\_\_\_ **Nominations Report**

\_\_\_\_\_ **Church Officials for the Coming Year** (please include address, phone # and e-mail)

\_\_\_\_\_ **Retired Clergy and Surviving Spouses** (complete with ALL contact information)

\_\_\_\_\_ **Congregational and Clergy Assessment**

\_\_\_\_\_ **Signed Compensation Form** (for all appointed clergy - located in Salary Sheet program)

\_\_\_\_\_ **Church Proposed Budget for the coming year** (upon completion, but by the end of the year)

(Budget does not have to be voted on at your Charge Conference unless you choose to do so.)

\_\_\_\_\_ **TAC Continuation of Certification Form** (Local Pastors, Certified Candidates, if any)

(If you have new Certified Candidates let us know to hold a separate Charge Conference at your church.)

\_\_\_\_\_ **We Love All God’s Children Report**

\_\_\_\_\_ **Fund Balance Report**(Due February 1, 2022)

\_\_\_\_\_ **Insurance Declaration Page**

\_\_\_\_\_ Lay Speaker Annual Report
\_\_\_\_\_ Certified Lay Servant Annual Report
\_\_\_\_\_ Certified Lay Minister Annual Report

**If Applicable:**

\_\_\_\_\_Deacon Report

\_\_\_\_\_ Diaconal Report

\_\_\_\_\_ Report from Retirees

\_\_\_\_\_ Appointment to Extension Ministry

\_\_\_\_\_ Verification of Registered Directors and Agents

\_\_\_\_\_ Copy of deed(s) for property owned by church (if you did not turn this in last year)

**\*Minutes of Charge Conference are to be submitted immediately after your charge conference with required signatures.**