



# Minutes of the Charge/Church Conference

This form contains the disciplinary questions that must be answered as well as reports most frequently called for at Charge or Church Conferences. Annual Conferences may adapt these forms to local conditions as needed.

*Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of witness or evangelism ministries.*

The Charge  / Church  Conference for the \_\_\_\_\_ Church/ \_\_\_\_\_ Charge  
of the \_\_\_\_\_ District of the \_\_\_\_\_ Annual Conference

Church street (not mailing address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Church e-mail: \_\_\_\_\_ Church website: \_\_\_\_\_

Church street (not mailing) address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Church e-mail: \_\_\_\_\_ Church website: \_\_\_\_\_

The Church/Charge Conference was held: \_\_\_\_\_, 20 \_\_\_\_\_ at \_\_\_\_\_

chaired by \_\_\_\_\_ District Superintendent / Presiding Elder,  
\_\_\_\_\_, served as secretary.

Pastor in charge: \_\_\_\_\_

Other appointed clergy: \_\_\_\_\_

A devotional service was conducted by \_\_\_\_\_

The following members were present: *(Attach an Attendance Record.)*

## I. MISSION STATEMENT FOR THE CHURCH

1. How does this church or charge define its mission to its parish, the local community, and beyond the local community (¶¶ 201-204, 247.3, 252)? *(Attach as a supplement.)*
2. How does the mission statement of the congregation connect to and fulfill the stated mission of The United Methodist Church: To make disciples of Jesus Christ for the transformation of the World?  
*(Attach as a supplement.)*

## II. REPORTS

3. What is the report of the governing and program bodies of the church or charge including a report on the goals for the previous year and recommendations for goals for the coming year (¶¶ 247, 252)? *(Attach as a supplement)*
4. What is the report of the pastor including plans for continuing education (¶¶ 340.3b (2), 348, 349)?  
*(Attach as a supplement)*

5. What is (are) the report(s) of other clergy including plans for continuing education (§ 349)?  
(Attach as a supplement)
6. What is (are) the report(s) of diaconal minister(s) including plans for continuing education (§ 314.5 1992 Discipline)?  
(Attach as a supplement.)
7. a. What is the report of the trustees (§§ 2528.1-3, 2550)? (Attach as a supplement.)  
  
b. What conveyances, grants, gifts, donations, legacies, bequests, or devices have been offered to the local church, and what policies and instructions have been developed regarding their acceptance, rejection, and administration (§§ 2529.3, 2533.5)? (Attach as a supplement.)
8. What is the annual report of the committee on membership audit (§ 231)? (Attach as a supplement.)
9. What is the report of the committee on finance, including the audit (§ 258.4d)?  
(Attach as a supplement.)
10. a. What is the report of the committee on nominations and leadership development? Include gender, racial/ethnic designation, and class of election for each person listed (§ 258.1; Refer to *Guidelines for Leading Your Congregation NOMINATIONS AND LEADERSHIP DEVELOPMENT*)?  
(Attach as a supplement.)  
  
b. Who are the members of the Committee on Nominations and Leadership Development elected at the Charge Conference? Include gender, racial/ethnic designation, and class of election for each person listed. (§ 258.1) (Attach as a supplement.)
11. What is the annual report of the lay speakers(s) (§§ 267.3, 268.3b)? (Attach as a supplement.)
12. What is the report of the church historian on the care of church records and historical materials (§ 247.5a)? (Attach as a supplement.)
13. Has the pastor reported the names and contact information for professing and baptized members attending colleges and universities to the District Superintendent and the Chairperson of the Conference Board of Higher Education and Campus Ministry as required in § 232? (If not, attach the list with contact information.)
14. Are there any reports from other groups and individuals within the church?  
(Attach as supplements.)

### III. APPORTIONED FUNDS AND BENEVOLENCE GIVING

- 15 a. What percentage of your total apportioned funds did you pay last year? (List for each church.)  
b. What percentage do you anticipate paying this year? (List for each church.)  
c. What percentage do you anticipate paying next year? (List for each church.)  
d. If less than 100%, what strategies do you have in place for making an improvement?

| Name of Church(es) | Apportioned Funds Paid Last Year | Apportioned Funds Paid This Year | Apportioned Funds to Pay Next Year |
|--------------------|----------------------------------|----------------------------------|------------------------------------|
|                    | %                                | %                                | %                                  |
|                    | %                                | %                                | %                                  |
|                    | %                                | %                                | %                                  |

Strategies for improvement: (Attach as a supplement.)

16. Have goals have been set for non-apportioned causes, such as the general Advance, conference Advance, and World Service special gifts, including special gifts for the Africa University? (List below; attach a supplemental list, if necessary.)

| Name of Church(es) | Fund Name: | Fund Name: | Fund Name: | Fund Name: | Fund Name: |
|--------------------|------------|------------|------------|------------|------------|
|                    | \$         | \$         | \$         | \$         | \$         |
|                    | \$         | \$         | \$         | \$         | \$         |
|                    | \$         | \$         | \$         | \$         | \$         |
|                    | \$         | \$         | \$         | \$         | \$         |

### IV. CLERGY SUPPORT

17. What amounts are set for clergy support for the coming new year? Include all clergy appointed by the Bishop (§ 247.13). (Attach form provided by conference as supplement)

### V. PERSONNEL

18. Who are recommended by the Pastor/Staff-Parish Relations Committee:

(a) as candidates for ordained ministry (§§ 247.8, 310.2b)?

(Note: Use racial/ethnic designations at bottom of this page. The descriptions can be found on the Worksheet for Table 1 of the Local Church Report to the Annual Conference.)

| Name | Address | Telephone/Email | Gender                   |                          | Race/<br>Ethnicity* |
|------|---------|-----------------|--------------------------|--------------------------|---------------------|
|      |         |                 | M                        | F                        |                     |
|      |         |                 | <input type="checkbox"/> | <input type="checkbox"/> |                     |
|      |         |                 | <input type="checkbox"/> | <input type="checkbox"/> |                     |

(b) for continuation as candidates for ordained ministry (§§ 247.9, 313)?

| Name | Address | Telephone/Email | Gender                   |                          | Race/<br>Ethnicity* |
|------|---------|-----------------|--------------------------|--------------------------|---------------------|
|      |         |                 | M                        | F                        |                     |
|      |         |                 | <input type="checkbox"/> | <input type="checkbox"/> |                     |
|      |         |                 | <input type="checkbox"/> | <input type="checkbox"/> |                     |

19. Who are recommended as candidates for Church-Related vocations (§ 247.10)?

| Vocation | Name | Address | Telephone/Email | Gender                   |                          | Race/<br>Ethnicity* |
|----------|------|---------|-----------------|--------------------------|--------------------------|---------------------|
|          |      |         |                 | M                        | F                        |                     |
|          |      |         |                 | <input type="checkbox"/> | <input type="checkbox"/> |                     |
|          |      |         |                 | <input type="checkbox"/> | <input type="checkbox"/> |                     |

\* A – Asian; B – Black; H – Hispanic/Latino; N – Native American; P – Pacific Islander; W – White; M – Multi-Racial

## VI. MISCELLANEOUS BUSINESS

20. Attach a copy of the minutes of any special session of the Charge/Church Conference since its last regular meeting (§ 246.7).
21. What date is set, on recommendation of the Church Council, Administrative Council or Board, for elected personnel of the local church to take office? \_\_\_\_\_
22. What other actions are taken by this Charge/Church Conference? (*Attach as a supplement.*)

## VII. ADJOURNMENT

\_\_\_\_\_, Presiding Elder  
\_\_\_\_\_, Name of Presiding Elder  
\_\_\_\_\_, Secretary  
\_\_\_\_\_, Name of Secretary