

2019 Charge Conference Paperwork Check List

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

*Required: a copy of Completed Charge Conference forms are to be submitted to the District Office 1 week prior to your scheduled charge conference for review. ***Important: Submit forms in the order of the Checklist. Insert inside Minutes to Charge Conference or a plain folder.***

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.

- ___ Checklist of Reports
- ___ 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) (1 for EACH Church) *Update the church dashboard within one week following your charge conference. Make sure all contact information (including 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 above does not replace this report. Your district office can assist you.*
- ___ * Certified Lay Servant Annual Report
- ___ *Lay Speaker Annual Report
- ___ *Certified Lay Minister Annual Report
- ___ * Report of the 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/Church 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 Finance Committee – One for EACH church on the charge – (Include a copy of most recent Financial Statement reflecting income, expenditures, and correct balance on **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 (if applicable) – (NOTE the mailing instructions on the form.)
- ___ *Appointment to Extension Ministry (if applicable) – (NOTE the mailing instructions on the form.)
- ___ Charge Wide Preaching Schedule

Also included:

- 2019 Charge Conference Schedule (on goldenrod paper)
- FYI – 2019-2020 Demopolis District Clergy Directory