

# Charge Conference Checklist

Tony is not requiring any documents to be sent to the District Office ahead of your scheduled Charge Conference. Please make him aware of any concerns that you are anticipating ahead of time, and be sure to give him a complete packet of the following items on the afternoon/evening of your Charge Conference. Let us know if you have any questions!

## Due AT Charge Conference

### Administrators:

- 1 Pastor's Report (with narrative)
- 2 Local Congregation Attendance Sign in Sheet (Please turn in to Tony at end of Charge Conference)
- 3 Minutes - can be legibly handwritten but prefer typed (send ASAP after Charge Conference)
- 4 Church Officials for 2019 (**include address, email, & PREFERRED phone...which is often cell**)
- 5 Report of the Trustees
- 6\* Continuation of Certified Candidates
- 7\* Lay Servant's Annual Report
- 8\* Report from Retirees
- 9\* Retirees and Surviving Spouses list (complete with ALL contact info)
- 10\* Copy of Safe Sanctuary Policy and/or Sexual Ethics Policy **IF** they have been updated in the past year.
- 11 Church Information document

### Finance:

- 12 Signed Compensation Form for all Appointed Clergy (**MUST have all signatures to be voted on!**)
- 13 Report of the Committee on Finance
- 14\* Proposed Budget for the Coming Year  
**Budget does not have to be voted on at your Charge Conference unless you choose to do so.**
- 15 Copy of most recent financial statements

### Other Items:

- 16 Verification of Incorporation Status - updated on annual basis
- 17 Verification of Safety Deposit Box - updated on annual basis
- 18 Cross Connection Subscriptions - go to:  
<http://txcumc-email.brtaapp.com/subscribe>
- 19 Register college students for Wesley Foundation information - go to:  
<http://www.txcumc.org/collegiateconnection>  
Click on Campus Ministry to register students
- 20 Vital Signs entry of weekly worship attendance, professions of faith, and hands on ministry numbers  
<http://txcumcsalarysheet.azurewebsites.net/ctslogin.aspx>  
(Call the District Office if you need help logging in)

\* **if applicable to your church**