

# Charge Conference Checklist

Please send all forms to the District Office with the appropriate signatures. Be sure that everything has been approved by your Administrative Council ahead of time (pastor's salary, nominations, candidates, budget if applicable, etc.) Please let us know if you have questions!

## Due ONE WEEK PRIOR to Charge Conference - via email or snail mail

### Administrators:

- 1 Charge Conference Information document
- 2 Pastor's Report (with narrative)
- 3 Church Officials for 2022 (**include address, email, & PREFERRED phone...which is often cell**)
- 4 Report of the Trustees
- 5\* Continuation of Certified Candidates
- 6\* Lay Servant's Annual Report
- 7\* Report from Retirees
- 8\* Retirees and Surviving Spouses list (complete with ALL contact info)
- 9\* Copy of Safe Sanctuary Policy and/or Sexual Ethics Policy **IF** they have been updated in the past year
- 10\* We Love All God's Children Report

### Finance:

- 10 Signed Compensation Form for all Appointed Clergy (**MUST have all signatures to be voted on!**)
- 11 Report of the Committee on Finance
- 12\* Proposed Budget for the Coming Year

### Other Items:

- 13 Verification of Incorporation Status - updated on annual basis
  - 14 Insurance Declaration Page(s)
- \* **if applicable to your church**

## Due ASAP after Charge Conference:

- 15 Minutes - can be legibly handwritten but prefer typed (send ASAP after Charge Conference)

## Don't forget...

- 16 Cross Connection Subscriptions - go to:  
<http://txcumc-email.brapp.com/subscribe>