Charge Conference Checklist

Please be sure that everything has been approved by your Administrative Council ahead of time (pastor's salary, nominations, candidates, budget if applicable, etc.) Let us know if you have questions!

Due ONE WEEK PRIOR to Charge Conference:

Administrators:

1   Charge Conference Information document
2   Pastor's Report (with narrative)
3   Church Officials for 2024 **(include address, email, & PREFERRED phone…which is often cell)**
4   Report of the Trustees
5   Copy of Safe Sanctuary Policy and/or Sexual Ethics Policy
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)

Finance:

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

Other Items:

13   Insurance declarations page(s) from church's policy/policies
14   Verification of Incorporation Status - updated on annual basis

*   **if applicable to your church**

Due ASAP after Charge Conference:
15   Minutes - can be legibally handwritten or typed

Don't forget…
16   Cross Connection Subscriptions - go to:
     http://txcumc-email.brtapp.com/subscribe

17   Connect College Students with college mininstries:
     https://docs.google.com/forms/d/e/1FAIpQLSd5saS4IACZ44I02RI0_eM25Qe4IDf0-HjQ1SJkh4QqFxIJRA/viewform?usp=sf_link