

## 2009 Charge Conference Check List

(\*indicates forms that can be accessed on-line at [www.awfumc.org](http://www.awfumc.org))

- \_\_\_\_\_ Welcome
- \_\_\_\_\_ Appointment of the Secretary
- \_\_\_\_\_ \*Registration of Attendance
- \_\_\_\_\_ Devotion
- \_\_\_\_\_ \*Minutes of the Charge/Church Conference (four page document filled out in its entirety)
- \_\_\_\_\_ Mission Statement
  - \_\_\_\_\_ Explanation of how the local church's mission helps to fulfill the stated mission of The United Methodist Church "to make disciples of Jesus Christ for the transformation of the World."
- \_\_\_\_\_ Discussion of Accomplished Goals          \_\_\_\_\_ Discussion of Future Goals
- \_\_\_\_\_ \*Report of the Clergy (Elders/Deacons/Local Pastors/Diaconal)
- \_\_\_\_\_ \*Pastor's Annual Report on Continuing Education
- \_\_\_\_\_ \*Report of the Trustees
- \_\_\_\_\_ \*Safe Sanctuaries Charge Conference Form
- \_\_\_\_\_ \*Report of the Committee on Finance
  - \_\_\_\_\_ Copy of the most recent Financial Statement reflecting income, expenditures, and correct balance on ALL funds in the Local Church.
  - \* \_\_\_\_\_ Copy of the Audit Report from the 2008 Financial Records  
(Local Church Audit Report may be found at: <http://www.gcfa.org/audit.html>)  
(\*The Fund Balance Report will be on line and needs to be completed in January accounting for the previous year's financial records).
- \_\_\_\_\_ \*Report of the Committee on Nominations and Leadership Development
- \_\_\_\_\_ \*Application to begin as a Lay Speaker
- \_\_\_\_\_ \*Lay Speaker Annual Report/Request for Renewal
- \_\_\_\_\_ \*Report of the Church Historian on the care of church records and historical materials
- \_\_\_\_\_ \*Report of the names and contact information for professing and baptized youth in the 9<sup>th</sup>-12<sup>th</sup> grades.
- \_\_\_\_\_ Report on Apportioned Funds and Benevolent Giving (See page 2 of Minutes, #15)
- \_\_\_\_\_ \*Church Pastor Compensation Report Form (include reports for all clergy serving under appointment)
- \_\_\_\_\_ \*Church Pastor Compensation Report Form: Pension Plan Compensation (include reports for all clergy serving under appointment)
- \_\_\_\_\_ \*Annual Parsonage Review Report (if applicable)
- \_\_\_\_\_ Report of persons recommended by the Pastor/Staff Parish Relations Committee:
  - \_\_\_\_\_ as a candidate for ordained ministry
  - \_\_\_\_\_ as a continuing candidate for ordained ministry
  - \_\_\_\_\_ as a candidate for a Church-Related vocation
- \_\_\_\_\_ \*Report of the Committee on Membership Audit (if required by District Superintendent)
- \_\_\_\_\_ Vote on persons to be removed from the Church Roll by action of the Charge Conference.
- \_\_\_\_\_ Copies of the minutes of any special session of the Charge/Church Conference held since its last regular meeting.
- \_\_\_\_\_ Date set for elected personnel of the local church to take office.
- \_\_\_\_\_ Other reports, information, actions.