

Charge Conference 2023 Checklist SouthWest District

CHURCH _____ Pastor in Charge _____

The following items have been entered on-line:

To complete the reports online through Data Services, start at the Conference home page at <https://www.ngumc.org> and click the "Log In" button in the upper left corner. Clergy Packet forms require a clergy ngumc.net address. Churches may also set up user accounts with permissions to create and edit reports. Directions for Clergy and those authorized to administer users are available at <https://www.ngumc.org/files/fileslibrary/chargeconference/dataservicesindividualaccounts.pdf>.

Yes No

CHARGE CONFERENCE

- _____ _____ Church Community Profile, Church Information Report, and Church Profile Report (Updated as needed)
- _____ _____ Finance Report
- _____ _____ Lay Leadership – Nominations (CURRENT Phone and Email required)
- _____ _____ Lay Members to Annual Conference (Phone and unique Email of record required)
- _____ _____ Lay Servant's Annual Report (Completed by each lay servant)
- _____ _____ Pastor's Report, Part 1 (Part 2, Membership, is submitted with the End of Year Reports)
- _____ _____ Recommendation for Ministry (If any require Charge Conference action)
- _____ _____ Treasurer's Report (Only for use when an appropriate recent financial statement is not available)
- _____ _____ Trustees' Report
- _____ _____ Vital Signs Goals for years 2024-2027
- _____ _____ Vital Signs Weekly Entry
- _____ _____ Higher Education: For college students, enter information at <https://docs.google.com/forms/d/e/1FAIpQLSdC-pK7eMOnhyAU3K2ebWY7qVBhIp-2ZIGohg691xNNOIZgpQ/viewform>. For Higher Education support please contact 770-854-7283 or gahied@bellsouth.net.

CLERGY REPORTS (one for each clergy on staff under appointment)

- _____ _____ Clergy Financial Support Worksheet (**entered & approved**)
- _____ _____ Housing Allowance Form (If applicable)
- _____ _____ Policy on Clergy Divorce (if not previously completed)
- _____ _____ Clergy Information Reports (Profile, Self-Assessment, Service) – update as needed

Hard copies of the following items are to be submitted to the District Office 2 weeks prior to Charge Conference:

(Email items in 1 PDF document to southwest@ngumc.net, if possible. Please do NOT include copies of any Data Services reports from above.)

- _____ _____ This Check List with all 3 signatures
- _____ _____ Insurance Declarations Page (top summary page)
- _____ _____ Lay Servant Ministry listing and reports (annual reports are to be submitted online in Data Services)
- _____ _____ Parsonage Inspections Report (if applicable)
- _____ _____ Recommendation for Ministry Report (if any require Charge Conference action)
- _____ _____ Financial Statement, 9/30/23 (Statement of Activities and Statement of Financial Position) **IF** Treasurer's Report is not completed in Data Services
- _____ _____ Nominations Report – list of **all** leaders and committee members (**NOT** Lay Leadership Report from above)

Indicate if the following items have been addressed:

- _____ _____ The Church Council has voted on the Pastor's Salary for 2024
- _____ _____ The Church Council has voted on the Nominations Report for 2024
- _____ _____ Membership Audit has been conducted
- _____ _____ Pastor has had Continuing Education credit this year (enter on Clergy Information Report: Service)

We affirm that the Administrative Council met and approved the above paperwork.

Date of the Church Council Meeting _____ Date of the Charge Conference _____

Signature of the Pastor

Signature of the Council Chair

Signature of the Staff Parish Chair

Signature of D.S.