**2022 CHARGE CONFERENCE REFERENCE SHEET**

The Following items will hopefully answer questions once you get started on your reports.

1. We will need a list of the following names sent to the District Office **NO LATER THAN October 6th.** We will be listing them in the Charge Conference Bulletin.

 a. Professions of Faith – This is not infant baptisms or transfers.

 b. Deceased Members – Anyone who has died since last Charge Conference

 c. Certified Lay Servants – Only those that are up to date on Lay Servant Classes

 d. Recommendation for Ministry

2. Church Community Profile/Church Information Report – This is a revised report on Data Services. This is to be filled out through Data Services/Charge Conference. It is a very detailed report pertaining to your church.

3. Clergy Information Report: Self-Assessment; Profile; Service. This are new and revised reports that must be filled out using your personal conference email and password***. (This is not available on the church side of Data Services).***

4. Leadership List - We must have the names of those filling the following positions entered the Lay Leadership List. You must enter their email and their phone numbers.

 SPRC Chair

 SPRC Members

 Trustee Chair

 Trustee Members

 Treasurer

 Lay Leader

 Lay Member ***(Delegate to Annual Conference)***

5. Lay Servants – Each **CERTIFIED** Lay Servant must enter a yearly report through Data Services. This is for those who have completed and maintained the Lay Servant Classes.

6. Recommendation for Ministry – This is only for those candidates who have or is prepared to go before the District Bd. of Ordained Ministry for Certification.

7. Higher Education – You only need to enter names of those entering as College Freshman. *(This website is maintained by Board of Higher Education.) The link Can be accessed through Charge Conference on Data Services.*

8. Vital Congregations Goals – You only need to enter 5 goals for 2026. Please review the prior years and adjust those goals if you feel the need.

9. Clergy Forms must be filled out on Data Services using your Conference email address – Instructions are attached. On the Clergy Compensation Sheet-Once the clergy has entered correct information, they will need to enter the SPRC Chairs email and forward the form to them to be approved. The effective date for this form is 1/1/2023. ***Be sure to enter and then SAVE!***

10. Minutes – Please attach the minutes of your Council meeting where you approved all the Charge Conference items.

11. Finance Statement – ***This is different from the Finance Report.*** You can use the one on Data Services or you can run off a report from the program you use for your finances.

12. Be sure to put the Checklist at the front of your packet and mark the sheet. ***Do not mark yes on it unless you have completed that task.***

13. Make sure the Pastor, Council Chair and Staff Parish Chair signs the Checklist.

13. Be sure to check your effective dates. The clergy reports and Compensation worksheets need to have the effective date of 1/1/2023.

14. Only certain documents are required to be printed and put in your packet. They are on the checklist and listed below.

 Check list with all signatures.

 Minutes of the Council Meeting

 2023 Clergy Financial Support worksheet (must be completed online)

 Insurance Declaration Page (This is just the summary page showing the amounts you are covered for)

 Parsonage Inspections Report (if applicable)

 Recommendation for Ministry Report (if there are any candidates)

Treasurer’s Report YTD on Data Services or Financial Report from our on Finance Program YTD