

2010 Checklist for Charge Conference Reports

Reports For The District Superintendent

Place in a folder (in this order). To be given to District Superintendent at the Charge Conference

- _____ 1. **Charge Conference Order (In your Charge Conference Packet handed out at Set-Up Meeting.)**
(Can serve as the Charge Conference's minutes once blanks are filled in and signed by Secretary and D.S.)

- _____ 2. **Attendance Roster (May be circulated for sign-up during the conference or taken silently by Secretary.)**

- _____ 3. **A List of the Lay Leadership Committee Nominations**
(A copy should be available for everyone present.)

- _____ 4. **Local Church Officers list (Available in the Conference online data system under "Charge Conference.")**
(Include titles and complete contact information including email addresses [If available].)

- _____ 5. **Budget Information sheet (Available in the Conference online data system under "Charge Conference.")**

- _____ 6. **Pension Worksheet (Available in the Conference online data system under "Ministerial Relations.")**

- _____ 7. **Lay Speaker(s) Reports (If you have Lay Speakers.)**
(Available in the Conference online data system under "Downloads").

- _____ 8. **Parsonage Checklist (Available in the Conference online data system.)**

- _____ 9. **A written Trustee's Report (Available in the Conference online data system under "Downloads").**

- _____ 10. **Report of the Pastor with Supplemental Sheet**
(Available in the Conference online data system under "Downloads")

