



## CHURCH CONFERENCE CHECK LIST 2010

### TO THE PASTOR:

Please be sure that the copies of ALL the following reports, especially the *Basic Information Sheet* and *Compensation Sheet*, are in the District Superintendent's folder, at the time of your conference, to take back to the District Office.

- |     |    |   |                 |
|-----|----|---|-----------------|
| ___ | 1. | <b>2010 Information Sheet.</b> <i>(BLUE sheet enclosed)</i><br><i>(Be sure to <b>completely</b> fill out name, address, zip and <b>BOTH</b> daytime and home phones)</i>  | Form enclosed*  |
| ___ | 2. | <b>2010 Compensation Information Sheet.</b> <i>(WHITE sheet for each clergy)</i>  | Form enclosed*  |
| ___ | 3. | <b>Continuing Education</b> <i>(PINK sheet filled out by ALL clergy and returned to D.S.)</i>   | Form enclosed*  |
| ___ | 4. | <b>Report of Lay Speaker/Speakers</b> <i>(Signed by pastor and D.S.)</i>  | Form enclosed*  |
| ___ | 5. | <b>United Methodist Witness</b> subscription <i>(Filled out and MAILED)</i>   | Form enclosed   |
| ___ | 6. | <b>Elected lay members to 2010 annual conference.</b> Form was sent from Conference Office*<br> <i>(Without returning this form to the D.S. your lay members will not receive information about Annual Conference)</i> |                 |
| ___ | 7. | <b>Annual Report of Trustees</b>  | Cokesbury Form* |
| ___ | 8. | <b>Financial Audit</b> Cokesbury Form*<br> <i>ALL churches need to send a copy to District Office as soon after your 2007 audit is completed)</i>  |                 |

Please fill in date (below) that the office can expect yours.

**The District Office can expect a copy of your 2009 AUDIT in the District Office by: \_\_\_\_\_ 2010**

- |     |     |  |                 |
|-----|-----|--|-----------------|
| ___ | 9.  | <b>Fund Balance Report</b>   | Cokesbury Form* |
| ___ | 10. | <b>Proposed 2010 Budget</b> <i>(Does not need to be approved by church conference)</i>             | Your Form       |
| ___ | 11. | <b>Report of Pastor</b> <i>(Include continuing education plans)</i>                                | Cokesbury Form* |
| ___ | 12. | <b>Reports of other clergy</b> <i>(Include continuing education plans)</i>                         |                 |
| ___ | 13. | <b>WRITTEN reports of retired clergy</b>   |                 |
| ___ | 14. | <b>Nominations</b> presented by Committee on Lay leadership <i>(See pp 248 Book of Discipline)</i> |                 |
| ___ | 15. | <b>Report of Membership Audit</b>  |                 |
| ___ | 16. | <b>Report of Parsonage Committee</b>   |                 |
| ___ | 17. | <b>Church Goals for 2010 and beyond</b>  |                 |
| ___ | 18. | <b>Send copy of the minutes</b> to the District Office as soon as possible after your conference.  |                 |

**OUR APPORTIONMENT STATUS and plans to fulfill church's obligation are the following:**

---

\* See District Web Site: [www.UnitedMethodistSADistrict.com](http://www.UnitedMethodistSADistrict.com) for general forms and other information