

CHARGE CONFERENCE CHECK LIST - 2011

TO THE PASTOR:

Please be sure that the copies of ALL the following reports, especially the **BASIC INFORMATION Sheet** and the **SIGNED copy of the COMPENSATION Sheet**, are in a folder for the District Superintendent, at the time of your conference, to take back to the District Office.

- ___ 1 **2012 Information Sheet**
Be sure to completely fill out name, address, zip, both day and home phone and E-MAIL ADDRESS
- ___ 2 **2012 Compensation Sheet (FOR VOTE ONLY)**
- ___ 3 **2012 Compensation Sheet. (SIGNED for each clergy)**
- ___ 4 **Continuing Education** (Filled out by ALL clergy and returned to D.S.)
- ___ 5 **Report of Lay Speaker(s)** (SIGNED by pastor and D.S.)
- ___ 6 **United Methodist Witness** subscription (Filled out)
- ___ 7 **Election & registration of Lay Members to 2012 Annual Conference**
(Without returning this form to the D.S. your lay members will not receive information about Annual Conf.)
- ___ 8 **Report of Trustees**
- ___ 9 **Financial Audit**
(ALL churches need to send a copy to District office as soon after your 2011 audit is completed)
- ___ 10 **Fund Balance Report**
- ___ 11 **Report of the Finance Committee**
- ___ 12 **Report of the Pastor**
- ___ 13 **WRITTEN reports of other clergy related to the charge**
- ___ 14 **Nominations** presented by Committee on Lay Leadership (See pp 248 *Book of Discipline*)
- ___ 15 **Report of Membership Audit**
- ___ 16 **Report of Parsonage Committee**
- ___ 17 **Church Goals for 2012 and beyond**
- ___ 18 **MINUTES** (send to District Office as soon as possible after your conference)

NOTE: The above forms are available in the following formats: _____

- (1) District Web Site: www.United Methodist SADistrict.com - Under Online Forms
- (2) www.GCFA.org (Forms, Charge Conference)
- (3) Cokesbury (in store or online)

Please do NOT bind the District copy of your Charge Conference packet. Thank you