

**2009 Charge Conference Checklist - Form #1**

A copy of responses to numbers 4-17 below should be given to the DS at the time of the Church Conference. Provide copies of responses to numbers 4 through 9 and 13 below for everyone present at Church Conference.

- 1. Church/Charge Name \_\_\_\_\_  
Date \_\_\_\_\_  
Pastor \_\_\_\_\_  
Elder Presiding \_\_\_\_\_
- 2. This is a \_\_\_\_\_ Conference (church or charge)
- 3. Name of Recording Secretary \_\_\_\_\_
- 4. Minutes of 2008 Charge Conference(s) are provided for approval \_\_\_\_\_
- 5. 2008 Annual Audit received \_\_\_\_\_
- 6. Mission Statement/Goals are provided \_\_\_\_\_  
These are new and need to be adopted \_\_\_\_\_
- 7. Pastor's Report on Membership (¶ 228,231) (Form #2) \_\_\_\_\_  
Action to be taken regarding church membership  
Charge/Church Conference action, year one \_\_\_\_\_  
Charge/Church Conference action, year two \_\_\_\_\_
- 8. Committee on Lay Leadership (formerly Nominations and Personnel) (¶ 259.1) report \_\_\_\_\_  
Lay Member(s) to Annual Conference (Form #3) \_\_\_\_\_  
Local Church Officer List for 2010 and addresses forwarded to District Office after this meeting (Form #4) \_\_\_\_\_
- 9. Results of "Work Interest Inventory" (Form #5) \_\_\_\_\_
- 10. Annual parsonage inspection report (Form #6) \_\_\_\_\_
- 11. Church-Owned Property and Child Care Program Survey(Form #7) \_\_\_\_\_
- 12. Pastoral Compensation for 2010 (Forms #8a and #8b) (Complete Form #8b) \_\_\_\_\_  
Please provide to the District Superintendent two weeks in advance of your conference \_\_\_\_\_

13. Safe Sanctuaries Report (Form #9) \_\_\_\_\_

14. Reports of Lay Speakers signed by Lay Speaker and Pastor (Form #10) \_\_\_\_\_

Names: \_\_\_\_\_ Local Church: \_\_\_\_\_

Certified: \_\_\_\_\_

15. Candidates for Ministry from this local church/charge (names and addresses):

Inquiring Candidates: \_\_\_\_\_

Exploring Candidates: \_\_\_\_\_

Declared Candidates: \_\_\_\_\_

Certified Candidates: \_\_\_\_\_

16. Reports from persons serving in these capacities:

Deacon \_\_\_\_\_ Retired Pastor \_\_\_\_\_

Diaconal Minister \_\_\_\_\_ Extension Ministries \_\_\_\_\_

Leave of Absence \_\_\_\_\_ Honorable Location \_\_\_\_\_

17. Other Business required at this session

Subject: \_\_\_\_\_

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**DUE AT END OF YEAR**

18. Clergy Profile on Continuing Education (Form #11) (Due January 31)

19. Report of the Church/Charge Trustees (Form #12) (Due January 31)

20. Annual Audit (Form #13) (Due March 15)

21. Church Treasurer's End-of-year Report (December - PSC treasurer's own form) (Due January 31)