

Big Spring District Charge Conference Check List

District-Wide Charge Conference - Sunday, November 12
4:00 p.m.
First United Methodist Church, Midland

Preparing for Charge Conference:

1. Download and complete the required forms from the District website - www.BigSpringDistrictUMC.com.
2. Charge Conference will be *Consent Calendar*. Administrative Boards or their equivalent will need to adopt the clergy compensation and lay leadership/nominations before Charge Conference.
3. Provide the District Superintendent with a copy of the signed *Pastor's Compensation and Expenses* (this includes all appointed clergy) by October 30, 2017 for review.
4. Put the forms in a binder according to the index provided by the District Office and bring to Charge Conference on November 12, 4 p.m., at First UMC, Midland.

FORMS ARE AVAILABLE ON THE DISTRICT WEBSITE - www.BigSpringDistrictUMC.com

_____ Minutes of the Charge/Church Conference Form (all-applicable blanks must be completed). **Tab 1**

_____ Report of Pastor- ***be sure to include your written report*** per instructions included on "Notes for Charge Conference Preparation, 2017-2018". **Tab 2**

_____ Report on Continuing Education for each appointed clergy. **Tab 2**

_____ Family Information **Tab 2**

_____ Annual Report of Trustees: all applicable blanks must be completed ***and signed*** **Tab 3**

_____ Annual Report of the Committee on Finance: all applicable blanks must be completed ***and signed*** **Tab 4**

_____ Audit/Fund Balance Report (**to be mailed to the District Office April 30, 2018**) **Tab 4**

_____ 2018 Proposed Budget (if you have). **Tab 4**

_____ Copy of latest Financial Statement (to include January 2017 through Charge Conference) **Tab 4**

_____ Local Church Treasurer's Bond Form and check (*one check per church*) for \$30.00 *made payable to the Big Spring District of the UMC*. **Tab 5**

_____ Pastor's Compensation and Expenses Form for 2018 **Appointed Clergy (Elders, Deacons, Local Pastors and Supply Pastors), need to fill out a form for the D.S.** Guides for figuring CPP and CRSP (W-2 Reporting is included with this form and the Guides for Figuring CPP and CRSP and an example of Accountable Reimbursement Policy and Medical Reimbursement Resolution are also included on the website.) **Tab 6**

_____ Parsonage Review **Tab 7**

_____ Report of Lay Leadership (formerly Nominations) **Tab 8**

_____ 2018 Local Church Officers List (All information is needed.) **Tab 9**

_____ 2018 Pastor Parish Relations Committee (Include all contact information.) **Tab 10**

_____ 2018 McMurry Ambassador **Tab 11**

_____ Historical Outline **Tab 12**

_____ Lay Speaker Reports with signatures **Tab 13**

_____ Candidacy for Ordained Ministry (Also enter information on the Minutes of Charge Conference form.) **Tab 14**

_____ VIM Report and Misc. Items **Tab 15**

_____ Safe Sanctuaries Policy if you haven't already submitted your policy or have made changes since last submission **Tab 15**