**Check List for Charge Conference**

**Only use Forms Downloaded from Direct e-mail or** [**www.northdistrictumc.org**](http://www.northdistrictumc.org)

The following forms and documents are necessary for your Charge Conference file to be complete for 2022. Please use this list when submitting your packet to the North District Office, 4008 Moores Lane, Texarkana, TX 75503.

**Documents and Forms Required in the packet for completion:**

* Proposed Budget for 2023 (As soon as completed – at or after Charge Conference)
* **Signed Salary/**Compensation Forms: Submit one for all ministry staff under appointment (Must be completed and printed from login area of conference website. If you need help with login or password, please contact one of the district offices. This directly affects pension and insurance for the pastor and church. Pastor must certify in the computer!!)
* From You: Complete List of Local Church Nominations/Lay Leadership (No form, please submit a list of ALL of the members of your individual committees or your single board model.)
* INSURANCE DECLARATIONS PAGE FROM YOUR POLICY

***Forms Downloadable from the District e-mail link (soon on District webpage):***

* Church/Charge Conference Meeting Attendance Sheet (sign in sheet from your local church/charge meeting to approve charge conference reports submitted)
* Minutes of the Charge/Church Conference Form (One Page Form preferred)
* Report of the Pastor and State of the Church (one per church – associate pastors will need to do a summary report only)
* Annual Report of Trustees (one per church – please fill out the entire report and sign)
* Fund Balance Report - year 2021 (aka Annual Audit Report) (one per church – This is for the calendar year 2021.) (This form is due with Charge Conference Packet.)
* Annual Report of the Finance Committee
* Contact Information Sheet for Local Church Officials for 2023
* We Love All God’s Children Report
* **SPRC/CLERGY EVALUATION FORM**

***Do NOT print or include in packet if you do not use. Only if applicable:***

* Lay Ministries Annual Report:

Certified Lay Servant, Certified Lay Minister, or Lay Speaker

(These were not sent out to the individuals, please visit <https://www.umcdiscipleship.org/resources/lay-servant-ministries-forms> make copies to distribute to all current and those interested in becoming active. They will need to fill it out, sign it, pastor signs it, and return it in your Charge Conference Packet.)

* Charge Conference Recommendations for New & Continuing Candidates in Ordained Ministry (if applicable)
* Deacon’s Report (if applicable -- listed on quick link page/site)
* List of Retired Clergy and Surviving Spouses related to Local Church

(one form per church if applicable)

**FINALLY:**

**PLEASE LIST THE CITY**

**YOUR CHURCH IS LOCATED IN**

**ON ALL FORMS**

**AS WE HAVE**

**MORE THAN ONE**

**OF THE FOLLOWING CHURCHES:**

**FIRST,CROSSROADS,**

**ST. PAUL’S, AND ST. LUKE’S**

**(AND OTHERS).**