

Minutes of & Reports to the Charge Conference

CHURCH: _____ DISTRICT: _____

PASTOR: _____ ASSOCIATE PASTOR(S): _____

- I. **MEMBERSHIP** (Include items a, b & c as a supplement)
 - a. The names of those received into membership of the church or churches since last Charge Conference, and how each was received.
 - b. The names of those who have been removed from membership, and how the removal from membership occurred.
 - c. The names of those on the 2nd Year List being recommended for removal by action of this Charge Conference (consult with care the separate sheet entitled, "**Report on Professed Members Who Have Been Absent From The Fellowship**")
 - d. When was the last Membership Audit conducted? _____ By whom? _____
 - e. Number of new member orientation classes since last Charge Conference? _____
 - f. Have you conducted a Confirmation Class since last Charge Conference? _____

- II. **STATISTICAL INFORMATION** – Please review your Local Church's Statistical Information from the previous two years (2005-2006), **Lines 1-11 and 16-20 of Table I**, to discuss with your D.S. at the church conference. These items deal with membership, attendance and enrollment in your various programs.

- III. **WRITTEN** - Include as a supplement a report to the Charge Conference and Annual Conference of your pastoral ministry since last Charge Conference.

- IV. **CONTINUING EDUCATION** – Complete separate form, "**Continuing Education, Formation, and Spiritual Growth Report,**" and include past year participation and plans for the year to come.

- V. **ROSTER OF PERSONS SERVING IN MINISTRY AND AFFIRMED AT THE CHARGE CONFERENCE** (See supplement).

- VI. **REPORT OF COMMITTEE ON LAY LEADERSHIP**
 - a. List names of all officers, chairpersons, and committee members to be elected by charge conference, and where required, list in classes. (This report should be printed for distribution.)
 - b. Directory of Officers elected by charge conference. (See supplement) Please make every effort this year to include EMAIL addresses for your officials. This will help the Conference and District offices build an email database, thereby reducing mailing costs!

- VII. **REPORT OF TRUSTEES** (See Supplement)

- VIII. **PASTORS ANNUAL COMPENSATION REPORT**

- a. 2008 Compensation Form (To be presented by Chair of Church Council).
- b. Optional Recommendations:
 - i. IRS Pension /403b Forms (other than General Board of Pension Forms)
 - ii. Pension Payment Reduction Forms for Personal Investment Plan
 - iii. Section 125 Plan / Health Flexible Spending Account Forms
 - iv. Housing Allowance Exclusion Resolution

IX. **FINANCE REPORT**

- a. Copy of the 2006 Audit (To be reported by Finance Chairperson. This should be printed for distribution and approval.)
- b. Copy of the most recent Treasurer's Report (This should be printed for distribution.)
- c. Copy, if available, of the 2008 budget. (This should be printed for distribution.)

X. **MISCELLANEOUS BUSINESS**

- a. **Additional reports to be submitted:** Parsonage inspection report, Relay circulation list, Safe Sanctuaries Policy, Church Incorporation papers.
- b. **Minutes of any special charge conference(s)** held since the last regular meeting.
- c. **Other actions** to be taken by this charge conference? Attach any resolutions that are to come before the charge conference.

District Superintendent (or Presiding Elder)

Secretary

Date