

## 2007 Church/Charge Conference Checklist

Name of Church \_\_\_\_\_ Date of Conference \_\_\_\_\_

Presiding Elder \_\_\_\_\_ Recording Secretary \_\_\_\_\_

Please have all forms listed below prepared and ready to present to the Church/Charge Conference. All forms, unless otherwise indicated, are available on the Rocky Mountain Conference website ([www.rmcmc.org](http://www.rmcmc.org))

\_\_\_\_\_ **Church Leadership Directory** – use on-line form – includes name, address, phone, email of Lay Leadership which is used for newsletter and other informational mailings.\*

\_\_\_\_\_ **Committee on Lay Leadership Report** – use your own format to elect church leaders\* ¶249

\_\_\_\_\_ **Report of Membership and Worship Attendance** – use on-line form to report worship attendance and total membership. Also include a list of names of persons to be reenlisted or removed in the two-year process. ¶231\*

\_\_\_\_\_ **Church Council Representative Reports** – use your own forms; ¶252\*

\_\_\_\_\_ **Budget Report** – use your own form to report budget for year 2008\*

\_\_\_\_\_ **Report of the Annual Audit for the year 2006 (also include Audit for year 2005 if not sent previously)** – use on-line form; ¶259.4c\*

\_\_\_\_\_ **Charge Conference Minutes** – don't forget to send these to the District Office as soon as they are completed; ¶247.4\*

\_\_\_\_\_ **2008 Clergy Compensation Report** – use on-line form. Please send a copy to Conference Treasurer's office by December 14, 2007 and a copy to District Office with church/charge conference materials; ¶247.13\*\*

\_\_\_\_\_ **Report of Annual Parsonage Walk-Through** – Checklist available on-line; ¶2532.4\*\*

\_\_\_\_\_ **Approval of Candidates for Ordained Ministry: Declaring (¶311.26) or Continuation of (¶ 312) Candidates** – use on-line forms\*\*

\_\_\_\_\_ **Clergy Continuing Education Report** – use on-line form.

\_\_\_\_\_ **Report of the Pastor(s)** must be submitted by all clergy appointed to our Conference; ¶331.3, 351\*\*\*

- 1) As the spiritual leader, describe how the short and long-term vision of the church has moved forward in the past year.
- 2) In your role as spiritual leader, what are your priorities for the coming year?
- 3) What are your continuing education plans for 2008?
- 4) When and where did you last attend a Conference Church Ethics and Sexual Misconduct Prevention Training? (Refer to 2006 Annual Conference Petition AC-11)

\_\_\_\_\_ **Report of Diaconal Ministers and Deacons, and Clergy in Extension Ministries** – forms sent from the Bishop's office); ¶335.3, 322\*\*\*\*

\_\_\_\_\_ **Retired Clergy, Incapacity Clergy, Family Leave Clergy, Leave of Absence Clergy, Honorable Location Clergy and Retired Clergy Residing Outside the Bounds of the Conference** – form found on-line; ¶352-360\*\*\*\*

\_\_\_\_\_ **Lay Speakers Reports** – form sent from Lay Speaker Director or found on-line (send one copy to Lay Speaker Director and include a copy in the Charge Conference packet); ¶267-270 – ¶247.11\*\*\*\*

\_\_\_\_\_ **Certified Lay Minister/Candidate Annual Report** – (new form) form found on-line.

\_\_\_\_\_ **“Tithe Plus” Wider Missions Information Discussion**

\* Responsibility of Church Council  
\*\*\*\* Include if applicable

\*\* Responsibility of Staff Parish Committee

\*\*\* Responsibility of Pastor(s)

¶ refers to Paragraph number in 2004 Book of Discipline where information is found

**If you have any questions or require any additional information, please do not hesitate to contact the secretary of your District**

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