

2008 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.rmcmuc.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 2009*

_____ **Report of the Annual Audit for the year 2007 (also include Audit for year 2006 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*

_____ **2009 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 2009?
- 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 Mission Commitment”**

_____ **Interpreter Subscription** updated and sent to UM Communications

* Responsibility of Church Council

** Responsibility of Staff Parish Committee

*** Responsibility of Pastor(s)

**** Include if applicable

¶ 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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