

Church

CHECK LIST FOR CHARGE CONFERENCE – 2007

Modified for use in the Waxahachie District

(Attach in front of Charge Conference folder)

- _____ AGENDA Furnished by District Superintendent
- _____ Minutes of the Charge/Church Conference (Outline in MS Word doc, download from conference website)
- _____ Written Report of Pastor, State of the Church (II. B. in the minutes above)
- _____ Continuation of Candidate for Ministry Form(s) (if your church has candidates, MS Word doc, download from conference website)
- _____ Pastoral Support & Compensation Form(s) (PSCF) including UMPIP Form (MS Excel, download from conference website)
- _____ Lay Speaker Recertification Report (MS Word doc, download from conference website)
- _____ Report of the Committee on Finance (PDF form, download from conference website)
- _____ Current Financial Statement (generated by church itself)
- _____ CTC Payment Report (CF&A report from the conference office)
- _____ Report of the Annual Audit – Calendar Year 2006 (PDF form, download from conference website)
Also provide Audit First Page Summary – Auditor’s Comments
- _____ Report of Trustees (PDF form, download from conference website)
- _____ Accessibility Audit (Complete Audit needed once every 4 years). Last year completed _____
Update listing improvements every year.(MS Word doc, download from conference website)
- _____ Pastor’s Yearly Continuing Education Program Report (MS Word doc, download from conference website)
- _____ Hispanic Ministry Report (To be completed online at conference website)
- _____ Report of Tenth Grade Students (To be completed online at conference website)
- _____ Talent Bank Forms (To be completed online at conference website)
- _____ ** Attendance Registration Form/ signatures of Charge Conference attendees (Actual signatures or zerox copy, NO typed list)

(Please include ALL forms in your folder. If one does not apply to you, mark “Not Applicable” across it and leave in the C.C. folder.)