CHARGE NAME:
_____

CHARGE CONFERENCE REPORTS CHECKLIST

All reports and lists are to be completed and returned to the district office **at the direction of your District Superintendent**. All forms can be downloaded from the Documents section of www.wnccadmin.org. Please save the file you download, complete the form, and save it again before printing. Please keep a copy of each item submitted.

Please do not use staples on documents turned in to the district office.

The following reports are to be submitted one per PASTOR:

- ☐ Clergy Compensation Report (Complete online; return with signatures)

The following reports are to be submitted one per CHURCH:

- ☐ Agenda and Minutes for Charge Conference
- ☐ Clergy Benefits Summary (Generates automatically after clergy compensation report is submitted)
- ☐ Local Church Leadership Contact List (Complete online, then print and include with charge conference materials.)
- ☐ Copy of complete list of all Church Committees/Teams
- ☐ Report of the Pastor
- ☐ Report of the Finance Committee
- ☐ Report of the Trustees
- ☐ Fund Balance Report (Must be turned in at charge conference for the preceding fiscal year)
- ☐ Safe Sanctuaries Checklist
- ☐ Checklist for Protection of Church Finances

The following report is to be submitted one per PARSONAGE:

- ☐ Parsonage Committee (as applicable)

Lay Servant Name (attach Lay Servant Report for each name)	**Candidates for Ordained Ministry**	**Names presents for removal from church membership roll**