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:

Church 1 Name: _____

Church 2 Name: _____

Church 3 Name: _____

Church 1	Church 2	Church 3	
☐	☐	☐	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**