

Church _____
 City _____
 Date _____

_____ District
2008 Charge Conference

The "Preparation Checklist" is designed for the person responsible for gathering the Charge Conference Reports together and preparing the Annual Charge Conference files. If after carefully reviewing the Instruction Letter from the DS, the Preparation Check List, and the Charge Conference Forms, you have further questions, please contact your District Office for assistance.

Prepare Charge Conference files for three persons: the Pastor, the Recording Secretary (which becomes the church copy), and the District Superintendent (to be used by the presiding Elder). Material in the files should be placed in the order that reports are referred to in the Preparation Check List below. Remember, **the FINAL signed District Superintendent's file must be at the District Office in accordance with your D.S. Instructions, (in some cases prior to your church's scheduled Charge Conference – be sure to check your district's specific instructions). This is the copy that will be used at the Charge Conference. All reports MUST BE SIGNED prior to submitting to the D.S. Please do not make changes after this time.**

- A. Reports cover the period of **January 2008 to the date** of this year's conference, with **two exceptions:**
 1) **The Membership Audit (Lists) cover the period from last year's Charge Conference report to this one.**
 2) **The Annual Audit is to cover the fiscal period of January 1, 2007 through December 31, 2007.**
- B. This Preparation Check List contains the forms that must be **compiled and included** in the District Superintendent's folder. (Note: Pastor, Recording Secretary and District Superintendent should have matching sets). *Use the line to the left of the number to manually check off that all reports are included.*
- C. The SPRC Chairperson should be prepared to recommend pastor(s) salary, reimbursable account, continuing education benefits, utilities, and housing if applicable for the year beginning January 1, 2009. The SPRC Committee should review "Setting the Pastor's Salary" as a guide to the process. This is located with the Conference Wide Forms.
- D. The Finance Committee chairperson should be prepared to confirm that 100 percent of the total 2009 assigned apportionments **have been explained** to the Board/Council and are **included** in the 2009 Budget. We do not vote on apportionments.

CHECKLIST:

- ___ 1. Charge Conference Agenda (District Wide Form) – Copy and distribute to all in attendance at the Charge Conference.
- ___ 2. Attendance Record (Conference Wide Form)
- ___ 3. Report of the Committee on Membership Audit. **Note:** 1. Removing members? Follow steps in Par. 228, **2004 Book of Discipline**. 1st and 2nd year names must be read. 2. **The audit should be from the date of the last Charge Conference. Every church must do this audit each year.** Review "Joint Statement on the Removal of Members by Charge Conference Action" (Conference Wide Form)
- ___ 4. Review form number 5 The Methodist Way, complete report as outlined in box on page one.
- ___ 5. Setting the Pastor's Compensation (Conference Wide Form)
- ___ 6. Report of 2009 Clergy Compensation and Benefits - (Conference Wide Form)
- ___ 7. Accountable Reimbursement Policy – complete form for each staff member receiving RA (Conference Wide Form)
- ___ 8. Housing Resolution – required if parsonage or housing allowance provided to pastor (Conference Wide Form)
- ___ 9. Report of Deacon – if applicable (Conference Wide Form)
- ___ 10. Report of the Committee on Lay Leadership (Conference Wide Form OR form of the churches design

providing names of nominated Lay Leadership for 2009) - **Make available for projection viewing or reproduce for distribution to participants at the Charge Conference.**

- ___ 11. District and Conference Nomination Forms - These forms are created to aid the District Lay Leadership Committee in locating gifted and available laity to serve at the District and Conference level. Every church is encouraged to submit names of those who have the gifts and talents to bring fresh voices to District and/or Conference Committees as well as recommend people to serve as District at Large Lay Members to Annual Conference 2009. **These forms are optional and should only reflect names of people who are willing and gifted to serve.**
- ___ 12. Candidates for Ordained Ministry - Declaration of Candidacy (Conference Wide Form) Persons **beginning** the process of **Ordained Ministry** (deacon, elder) must follow steps in Par. 311, **2004 Book of Discipline**. Candidacy must be renewed by Charge Conference annually Par. 312, **2004 Book of Discipline**. (Voice vote). (Conference Wide Form)
- ___ 13. Lay Speaker's Annual Report (Conference Wide Form) Local Church and Certified Lay Speakers must be renewed by Charge Conference annually. Each Lay Speaker is to complete his/her personal form on-line. Must be reviewed and signed by Lay Speaker and Pastor prior to inclusion with Charge Conference paperwork sent to the District Office.
- ___ 14. Annual Report of the Committee on Finance (Conference Wide Form)
- ___ 15. Treasurer's Report (the latest financial statement is appropriate). Must include receipts and expenditures to date.
- ___ 16. Fund Balance Report (Conference Wide Form). This is a disciplinary requirement and must be submitted no later than your charge conference date. The Fund Balance Report should cover the calendar year January 1, 2007 through December 31, 2007. It should include ALL Church Funds.
- ___ 17. Annual Report of the Trustees (Conference Wide Form)
- ___ 18. Local Church Officers Mailing List (Conference Wide Form) – Current Leaders and contact information can be accessed via the Church Log-in on the Florida Conference website www.flumc.org. Final updates and changes should be made on the hard copy list and sent to the District Office no later than November 26, 2008. **Updates and changes in local church officers should be reported to your District Office as they occur throughout the year.**
- ___ 19. Employee Conduct Policy (Conference Wide Form) – Include the Pastor's signed copy in the Charge Conference package, all other copies are to be filed at the church not at the District office.

Note To the Pastor:

Please check that **signed copies** of all of the above requested reports (1 through 19) are in the District Superintendent's office in accordance with your District Superintendent's instructions. (in some cases prior to your church's scheduled Charge Conference date). *If they are due to the D.S. in advance it is not acceptable to have your reports signed at the Charge Conference, but they should be signed when the D.S. receives them. Please plan accordingly.*

We verify that the above **signed requested** reports are included in the D.S.'s packet and in the District Office in accordance to the D.S. instructions. (District Wide Form). Please print and sign names below.

Pastor's Signature _____	Date _____
Recording Secretary Signature _____	Date _____
Presiding Elder Signature _____	Date _____
District Superintendent Signature _____	Date _____