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 and/or completed at www.wnccadmin.org. Please keep a copy of each item submitted.

The following reports are to be submitted one per CHURCH:

- ☐ Charge Conference Minutes
- ☐ 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.)
- ☐ 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)

The following report is to be submitted one per PASTOR:

- ☐ Clergy Compensation Report (complete/submit electronically, then print and return to district office)

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