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 1	Church 2	
☐	☐	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**