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 <a href="www.wnccadmin.org">www.wnccadmin.org</a> . Please
save the file you download, complete the form, and save it again before printing. Please keep a copy of each item submitted.
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 Candidates for Ordained Ministry  Names presents for removal from
(attach Lay Servant Report for each name) church membership roll