

# CHECKLIST FOR CHARGE CONFERENCE - 2004

## Reports For District Superintendent

Place in folder (in this order). To be given to DS 15 minutes prior to CC for her review.

- \_\_\_\_\_ 1. Agenda (sent from District Office to be completed in advance.)  
**You may fax, email, or bring by office your completed agenda at least one week prior to your Charge Conference.**  
Also have copies in CC folder for DS and yourself.) The agenda will be the minutes for your charge conference.
- \_\_\_\_\_ 2. Charge Conference Roster or Roll. (This is a list of your current governing body. There is an attendance roll on the conference website or you may use your own.)
- \_\_\_\_\_ 3. Report of the Committee on Lay Leadership (to include clearly defined membership of the governing body for 2005 with names / address / phone numbers.)
- \_\_\_\_\_ 4. Trustees Report
- \_\_\_\_\_ 5. Parsonage Check Sheet (to be completed and reported on by your parsonage committee chp. or Trustee chp. )
- \_\_\_\_\_ 6. Local Church Officers 2005. (This is the information sheet that has all the contact information for the district and conference office. Please include zip code and seven-digit phone number on all officers. If there are email addresses, please include those also.)
- \_\_\_\_\_ 7. Treasurer's Report (1 copy for each church. Use method of reporting that your treasurer now uses to report to Administrative Council/Board.)
- \_\_\_\_\_ 8. Report of the Pastor (s)
- \_\_\_\_\_ 9. Audit (Use online form or whatever your auditor provides. If done at end of year this will be due by January 31, 2005)
- \_\_\_\_\_ 10. All other CC Reports from the web in order found on web: Brown Bag Forms
- \_\_\_\_\_ 11. District Hispanic Ministries Financial Promise
- \_\_\_\_\_ 12. Community Impact Report (Work with your church leadership and Adm. Council to develop your response. This is to be included in the composite report: *see # 5 on Charge Conference Information Sheet.*)