

CHECKLIST FOR CHARGE CONFERENCE - 2006

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 must fax, email, or bring to the District 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 2007).
4. Trustees Report
5. Parsonage Check Sheet (to be completed and reported on by your parsonage committee chairperson or Trustee chairperson.)
6. Local Church Officers 2007. (This is the information sheet that has all the contact information for the district and conference office. Please include zip code and ten-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. Copy of the Pastor's Pension Worksheet
9. Report of the Pastor (s)
10. Audit (Use online form or whatever your auditor provides. If done at end of year this will be due by January 31, 2007)
11. Act 2 Church Ministry Action Plan
12. All other CC Reports from the web in order found on web: Brown Bag Forms
13. District Hispanic Ministries Financial Promise

12. Other Charge Conference Reports

Budget Info

Lay Members of Annual Conference

High School/College Students

Youth ACS

Witness Beyond the Church Walls

Safe Sanctuaries

Institutional Ministry Support

Camping/Retreat Ministries

Report of Continuing Education Plans – Jim Bell

Annual Report of the Committee on Finance

Property Insurance Information

2007 Durham District Work Fund

Accountable Reimbursement Policy

Clergy Housing Allowance Exclusion

Reading for Removal of Members



NCCUMC On-line Data Collection System

[Brown Bag](#) [Ministerial Relations](#) [Related Forms](#) [Downloads](#) [Statements](#) [FEIN](#) [Conference Home](#) [Log Out](#)

District: 2 **Church:** 81 - DUR - Duke Memorial

Email us if you have any questions or to report any issues.

Brown Bag Forms

- 1. [Budget Info](#)
- 2. [Lay Members of Annual Conference](#)
- 3. [Local Church Officers](#)
- 4. [High School/College Students](#)
- 5. [Youth ACS](#)
- 6. [Witness Beyond the Church Walls](#)
- 7. [Safe Sanctuaries](#)
- 8. [Institutional Ministry Support](#)
- 9. [Camping/Retreat Ministries](#)

[Print Brown Bag Forms](#)

= Complete = Incomplete



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Related Forms

- [1. Report of the Annual Audit](#)
- [2. Annual Report of the Committee on Finance](#)
- [3. Annual Report of Trustees](#)
- [4. Property Insurance Information](#)
- [5. Minutes of the Church/Charge Conference](#)

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