

2008 Church Charge Conference Checklist

Church _____

Conference Location _____ Date _____ Time _____

SPRC Place and Time _____

_____ Pastoral Compensation Recommendation – must be voted on
Compensation _____
Travel _____
Con't. Ed. _____

Apportionments Due \$ _____ Apportionments Paid \$ _____

Requiring Vote:

- _____ Membership Audit
- _____ Removal of Membership Names
- _____ Lay Speaker (*signed*)
- _____ Candidates for Ministry
- _____ Lay Leadership

Pastor Parish Relations Reports:

- _____ Pastoral Leadership Assessment
- _____ Profile of the Congregation
- _____ Church Leadership Address List
- _____ Non appointed Staff

Trustee Reports:

- _____ Annual Report
- _____ Parsonage Annual Review - MUST

Pastor and Deacon Reports:

- _____ Profile
- _____ Outdoor and Retreat Ministries _____ **Minutes**

Finance Report:

- _____ Annual Audit
- _____ PIP Worksheet
- _____ Local Church Report to Brent Webster
- _____ Cafeteria Plan (*if used - church signature required*)
- _____ Accountable Reimbursement (*if used - church signature required*)
- _____ Resolutions (*if used - church signature required*)