

Charge Conference Forms:

Minutes of the Charge/Church Conference

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Minutes of the Charge / Church Conference

This form contains the disciplinary questions that must be answered as well as reports most frequently called for at Charge or Church Conferences.

The Charge ___ Church ___ Conference for the _____ Church _____ Charge
of the _____ District of the _____ Annual Conference.

Church street (*not* mailing) address: _____

Church telephone number: _____

Church fax number: _____

Church email address: _____

Church web site address: _____

Annual Conference was held _____, _____, at _____

chaired by _____, District Superintendent

_____ served as secretary.

Pastor in charge: _____

Other Appointed Clergy: _____

A devotional service was conducted by _____.

The following members were present:

(Attach an Attendance Record.)

I. MISSION STATEMENT FOR THE CHURCH: How does this church or charge define its mission to its parish, the local community, and beyond the local community (§§ 201-204, 247.3, 252)?
(Attach as a supplement.)

II. REPORTS

1. What is the report of the governing and program bodies of the church or charge including a report on the goals for the previous year and recommendations for goals for the coming year (§§ 247, 252)?
(Attach as a supplement.)

2. What is the report of the pastor including plans for continuing education (§§340.3b(2), 349, 350)? **(Attach as a supplement.)**
3. What is (are) the report(s) of other clergy including plans for continuing education (§ 350)? **(Attach as a supplement.)**
4. What is (are) the report(s) of diaconal minister(s) including plans for continuing education (§ 314.5 1992 Discipline)? **(Attach as a supplement.)**
5. a. What is the report of the trustees (§§ 2527.1-3, 2549)? **(Attach as a supplement.)**
 b. What conveyances, grants, gifts, donations, legacies, bequests, or devices have been offered to the local church, and what direction shall be given the Board of Trustees by this Charge Conference with respect to their acceptance, rejection, and administration (§§ 2528.3, 2532.5)? **(Attach as a supplement.)**
6. What is the annual report of the committee on membership audit (§ 231)? **(Attach as a supplement.)**
7. What is the report of the committee on finance, including the audit (§ 259.4)? **(Attach as a supplement.)**
8. a. What is the report of the committee on lay leadership? Include gender, racial/ethnic designation, and class of election for each person listed (§ 259.1; Refer to *Guidelines for Leading Your Congregation LAY LEADER/ LAY MEMBER*)? **(Attach as a supplement.)**
 b. Who are the members of the committee on lay leadership elected at the Charge Conference? Include gender, racial/ethnic designation, and class of election for each person listed. (§ 259.1) **(Attach as a supplement.)**
9. What is the annual report of the lay speakers(s) (§§ 268.3, 269.3b)? **(Attach as a supplement.)**
10. What is the report of the church historian on the care of church records and historical materials (§ 247.5a)? **(Attach as a supplement.)**
11. Who are the baptized and professing members reported earlier to the District Superintendent and the Conference Chair of the Board of Higher Education and Campus Ministry, as required by § 232? **(Attach the list with contact information.)**
12. Are there any reports from other groups and individuals within the church? _____

III. APPORTIONED FUNDS AND BENEVOLENCE GIVING

- 1 a. What percentage of your total apportioned funds did you pay last year? **(List for each church.)**
 b. What percentage do you anticipate paying this year? **(List for each church.)**
 c. What percentage do you anticipate paying next year? **(List for each church.)**
 d. If less than 100%, what strategies do you have in place for making an improvement?

Name of Church(es)	Apportioned Funds Paid Last Year	Apportioned Funds Paid This Year	Apportioned Funds to Pay Next Year
	%	%	%
	%	%	%
	%	%	%

Strategies for improvement: **Attach as a supplement.**

2. What goals have been set for general Advance, conference Advance, and World Service special gifts, including special gifts for the Africa University? (List below; attach a supplemental list, if necessary.)

Name of Church(es)					
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

IV. CLERGY SUPPORT

What amounts are set for clergy support for the new year? Include all clergy appointed by the bishop (§ 247.13). (Please refer to the **Church Pastor Compensation Report** (General Board of Pension and Health Benefits Form), for a listing of the items to be included in each of the following categories of the pastor's(s,) compensation.)

Name of Clergy or Churches					TOTAL
Base Compensation Total of Lines 1-6	\$	\$	\$	\$	\$
Housing-Related Allowances (Line 6)	\$	\$	\$	\$	\$
Reimbursements (Line A)	\$	\$	\$	\$	\$
Other (Line B)	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

Year Covered: _____, _____, to _____, _____

V. PERSONNEL

1. Who are recommended by the Pastor/Staff-Parish Relations Committee:

(a) as candidates for ordained ministry (§§ 247.8, 311.2b)?

(Note: Use racial/ethnic designations at bottom of this page. The descriptions can be found on the **Worksheet for Table I of the Local Church Report to the Annual Conference.**)

Name	Address	Telephone/Email	Gender	Racial/ Ethnic
			M F	
			M F	

(b) for continuation as candidates for ordained ministry (§§ 247.9, 312)?

Name	Address	Telephone/Email	Gender	Racial/ Ethnic
			M F	
			M F	

2. Who are recommended as candidates for Church-Related vocations (§ 247.10)?

Vocation	Name	Address	Telephone/Email	Gender	Racial/ Ethnic
				M F	
				M F	
				M F	

3. Who are recommended for continuation as candidates for the office of Diaconal Minister under the 1992 *Discipline*?

Vocation	Name	Address	Telephone/Email	Gender	Racial/ Ethnic
				M F	
				M F	
				M F	

4. Who are recommended as lay speakers (§§ 247.11, 267, 268, 269)?

Name	Address	Telephone/Email	Gender	Racial/ Ethnic
			M F	
			M F	
			M F	

VI. MISCELLANEOUS BUSINESS

1. Attach a copy of the minutes of any special session of the Charge/Church Conference since its last regular meeting (§ 246.7).
2. What date is set, on recommendation of the Church Council, Administrative Council or Board, for elected personnel of the local church to take office? _____
3. What other actions are taken by this Charge/Church Conference?

VII. ADJOURNMENT

_____, Pastor

_____, Secretary

_____, District Superintendent

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.