



2021 Charge Conference Preparation Sheet

Date of Conference

Churches with the Simplified Accountable Structure MUST have a Church Conference.

CHURCH NAME(S)	
PASTOR(S)	
ELDER PRESIDING	
Packets prepared	<input type="checkbox"/> 1 packet each with all forms and signatures for DS – Pastor - Secretary <input type="checkbox"/> Packets with all items requiring a vote for members attending
TYPE OF CONFERENCE (charge, church, church local)	
NAME OF RECORDING SECRETARY	
MINUTES OF 2020 CHARGE CONFERENCE and any subsequent CHARGE CONFERENCE(S) FOR APPROVAL	<input type="checkbox"/> In packet Were there any special charge conferences? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, list when and place minutes in packet:
2020 FORM 12 LOCAL CHURCH ANNUAL FINANCIAL AUDIT (¶258.4d) One per church (attach if it has not been accepted by Council)	<input type="checkbox"/> Completed List date(s) audit(s) presented to the church council for acceptance: <input type="checkbox"/> Have not been presented to Council and must be accepted
2020 FORM 13 CHARGE FINANCIAL AUDIT If applicable	<input type="checkbox"/> Ready to present <input type="checkbox"/> Not applicable – there are no financial accounts shared by the churches in the charge Audits for charge accounts are to be presented for review and acceptance.
2020 Church Trustees Reports 2020 Charge Trustees Reports	<input type="checkbox"/> Ready to present <input type="checkbox"/> Ready to present <input type="checkbox"/> Not Applicable
SHARES OF MINISTRY, PENSION & INSURANCE(S) Make notations for each church as necessary	It is the expectation that all covenantal responsibilities (Shares of Ministry, pension [if applicable] and insurances) are to be paid in full. If not, attach your finance committee's plan (per action of 2012 Annual Conference) Shares expected to be paid in full for charge: <input type="checkbox"/> If no, Plan attached

2021 FORM #2 PASTOR'S REPORT ON MEMBERSHIP (§230,231) One per church	For any/all churches on the charge: Are there actions to be taken for year one? [] Yes [] No Are there actions to be taken for year two? [] Yes [] No Vote needed ONLY if names are presented for removal
COMMITTEE ON LAY LEADERSHIP REPORTS (§ 249, 258.2b)	[] FORM #3 Certification of Election by the Charge Conference of the Lay Member(s) of the Annual Conference [] FORM #4 Local Church Officers – <i>Provide Zip+4 zip codes</i>
Local Church Nominations Report - REQUIRED	[] Local Church Elections/Committee Lists – <i>your choice of format. All elected positions must be included</i>
2021 FORM #5 ANNUAL PARSONAGE INSPECTION REPORT	[] Complete with signatures required [] Check here if there are issues with the parsonage [] Not applicable – there is no church-owned home in which pastor resides.
2021 FORM #6 or #6b WORKSHEET FOR 2021 PASTORAL COMPENSATION(S)	Pages 1 & 2 [] Complete with required signature
2021 FORM #7 SAFE SANCTUARIES REPORT – one per church	[] Complete [] New/Updated Policy attached (Date approved: _____)
2021 FORM #8 LAY SERVANT AND LAY SPEAKERS REPORTS <i>Signature of pastor and lay servant required One report for each person</i>	# of certified lay servants ; #certified lay speakers ; #certified lay ministers Names of certified lay servants (§266): Names of certified lay speakers (§267): Names of certified lay ministers (§268):
CANDIDATES FOR MINISTRY Provide names in spaces to the right. Date candidate was approved by S/PPRC	Are there candidates (approved by S/PPRC) to be voted on at this charge conference? [] YES, List names. [] NO Beginning Candidates (first vote by church, requires 2/3 approval on written ballot) §310.1e: Certified Candidates (annual renewal) §313.1 (voice or hand vote, simple majority):
REPORTS of Clergy who hold Charge Conference membership:	List names of reports to be received and category. Indicate if no report received.

Lease(s) to be approved (¶2540.1 and 2, 2541.1 and 2) List Property and to whom leased	
Discussion about Report Prepared from MissionInsite Data	
OTHER BUSINESS TO BE DONE AT THIS SESSION: list to the right or attach information	

2021 REPORTS DUE AT A LATER DATE:

On-line	STATISTICAL REPORTS (Ezra)	DUE JANUARY 31	
No Specific Form	Church Treasurer's End-of-Year Report	DUE JANUARY 31	one per church
FORM # 9	Church Trustees Report	DUE JANUARY 31	one per church
FORM # 9 a	Weekday Ministry Report	DUE JANUARY 31	if needed
FORM # 10	Charge Trustees Report	DUE JANUARY 31	if needed
FORM # 11	Clergy Profile on Continuing Formation	DUE JANUARY 31	pastor's responsibility
FORM # 12	Local Church Annual Financial Audit	DUE MARCH 15	one per church
FORM # 13	Charge Annual Financial Audit	DUE MARCH 15	if needed

Upon completion of the audit, it should be presented to the council for approval.

Pastors:

** Safe Sanctuaries training for all pastors and persons serving as pastoral leaders of congregations must be renewed every **FIVE** years. NO EXCEPTIONS.

** Clearances are valid for 60 months (5 years)

PA State Police Check

PA Child Abuse Clearance (Act 33)

FBI Fingerprints

** Boundaries training is required of all pastors. Additionally, a boundaries course is required each Quadrennium. Available courses are Boundaries (recently updated course combining Basic and Boundaries II) and Keeping Our Sacred Trust (www.keepingoursacredtrust.org)

Forms 1-8 and all other documents/items requiring action must be submitted electronically to the District Office at least two weeks prior to the charge conference date.