CHURCH: _____ **CHARGE:** _____

CHARGE CONFERENCE REPORTS CHECKLIST

All reports and lists are to be completed and returned to the district office **at the direction of your District Superintendent**. All forms can be downloaded from the Documents section of www.wnccadmin.org. Please save the file you download, complete the form, and save it again before printing. Please keep a copy of each item submitted. **For multi-point charges, complete a checklist and include all forms for each church on the charge.**

Please do not use staples on documents turned in to the district office.

The following reports are to be submitted:

- ☐ Agenda and Minutes for Charge Conference
- ☐ Clergy Compensation Report *(Complete online; return with signatures)*
- ☐ Clergy Benefits Summary *(Generates automatically after clergy compensation report is submitted)*
- ☐ Local Church Leadership Contact List *(Complete online, then print and include with charge conference materials.)*
- ☐ Copy of complete list of all Church Committees/Teams
- ☐ Report of the Pastor
- ☐ Report of the Finance Committee
- ☐ Report of the Trustees
- ☐ Fund Balance Report *(Must be turned in at charge conference for the preceding fiscal year)*
- ☐ Safe Sanctuaries Policy Review
- ☐ Report of the Parsonage Committee *(if applicable)*

Names presented for removal from church membership roll	