

Church: _____

Date of Charge Conference _____

Pastor: _____

Checklist of Charge Conference Documents

- ___ 1. Minutes of the Charge Conference
- ___ 2. Report of the Finance Committee
- ___ 3. Report of the Pastor
- ___ 4. Report of the Trustee
- ___ 5. Officers for 2018
- ___ 6. Budget for 2018 (if available)
- ___ 7. Certified Lay Servant Report (Optional)
- ___ 8. Deacon Report (Optional)
- ___ 9. Retirees Reports – (Optional)
- ___ 10. Clergy Salary Sheets for 2018
- ___ 11. Recertification of Certified Candidates (include in Minutes of Charge Conference Form – Please do not include local pastors.)
- ___ 12. Copy of Safe Sanctuary Policy
- ___ 13. Minutes from Administrative Meeting approving officers, budget and clergy salary.
- ___ 14. Copy of Insurance Policy