**Charge Conference Checklist for Pastors 2017**

**CHURCH      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PASTOR(S)    \_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  2017-Instructions: General (5 pages)

[ ]  2017-Instructions: Pastor’s Compensation (7 pages)

[ ]  2017-Instructions: Insurance (1 page)

[ ]  2017-Instructions: Pension (1 page)

[ ]  2017-Attendance Registration

[ ]  2017-01A or B Charge Conference Report [ ]  ***Signatures***

*[ ]* 2017-02 Pastor’s Charge Conference Report ***(Form plus written report)***

[ ]  2017-02 Reaching and Discipling 2400+ & 2400 [ ]  ***Signatures***

[ ]  2017-03 Recommendations for Ministry

[ ]  2017-04 Lay Servant’s Annual Report [ ]  ***Signatures***

[ ]  2017-05A or B Service Schedule: A-Single; B-Multi-Church Charge

[ ]  2017-06A Report of Clergy Support or -06B Assigned Supply [ ]  ***Signatures***

[ ]  2017-07 Accountable Reimbursement Policy [ ]  ***Signatures***

[ ]  2017-08 Medical Reimbursement Policy [ ]  ***Signatures***

**[ ]** 2017-09 Request forEquitable Compensation ***(IF APPLICABLE )*** [ ]  ***Signatures***

**[ ]** 2017-10 Nominations (Hard Copy created by conference and distributed by district)

[ ]  2017-11 Parsonage Inspection & Needs Assessment [ ]  ***Signatures***

[ ] 2017-12 Multiple Church Charge Trustees Only

[ ]  2017-13 Annual Report of Trustees [ ]  ***Signatures***

[ ]  2017-14 Annual Report of the Committee on Finance [ ]  ***Signatures***

[ ]  2017-15 Gifts and Service to Mission

[ ]  2017-16 Fair Share Form [ ]  ***Signatures*** (Hard Copy created by conference and distributed by district)

[ ]  2017-17 Certificate of Election of Charge Trustees (Usually applies only to multi-point charges)

[ ]  2017-18 Certificate of Election of Trustees ***(Courthouse filing required if there are changes)***

 Additional forms included in this packet are: Annual Reports for Retirees; Account Reimbursement Items; Internal Controls; Opportunities for Ministry, Fair Share Calculations;

*This checklist is provided for the pastor’s convenience. It is not necessary to return it to the district superintendent.*