**Charge Conference Checklist for Pastors 2018**

*(This checklist is provided for the pastor’s convenience.*

*It is not necessary to return it to the district superintendent.)*

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

[ ]  2018-Instructions: General (5 pages)

[ ]  2018-Instructions: Pastor’s Compensation (7 pages)

[ ]  2018-Instructions: Insurance (1 page)

[ ]  2018-Instructions: Pension (1 page)

[ ]  2018-Attendance Registration

[ ]  2018-01A or B Charge Conference Report [ ]  ***Signatures***

*[ ]* 2018-02 Pastor’s Charge Conference Report ***(Form plus written report)***

[ ]  2018-02 Reaching and Discipling 2400+ & 2400 [ ]  ***Signatures***

[ ]  2018-03 Recommendations for Ministry

[ ]  2018-04 Certified Lay Servant’s, Certified Lay Speaker, CLM Annual Reports [ ]  ***Signatures***

[ ]  2018-05A or B Service Schedule: A-Single; B-Multi-Church Charge

[ ]  2018-06A Report of Clergy Support or -06B Assigned Supply [ ]  ***Signatures***

[ ]  2018-07 Accountable Reimbursement Policy [ ]  ***Signatures***

[ ]  2018-08 Medical Reimbursement Policy [ ]  ***Signatures***

**[ ]** 2018-09 Request forEquitable Compensation ***(IF APPLICABLE)*** [ ]  ***Signatures***

**[ ]** 2018-10 Nominations (Hard Copy created by conference and distributed by district)

[ ]  2018-11 Parsonage Inspection & Needs Assessment [ ]  ***Signatures***

[ ] 2018-12 Multiple Church Charge Trustees Only

[ ]  2018-13 Annual Report of Trustees [ ]  ***Signatures***

[ ]  2018-14 Annual Report of the Committee on Finance [ ]  ***Signatures***

[ ]  2018-15 Gifts and Service to Mission

[ ]  2018-16 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)

[ ]  2018-18 Certificate of Election of Trustees ***(Courthouse filing required if there are changes)***

 Additional Reports: Retired Pastors, Annual Report of Deacon, Extension Ministry

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