**Charge Conference Checklist for Pastors 2020**

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

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

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

 2020-Instructions: General (3 pages)

[ ]  2020-Attendance Registration

[ ]  2020-01 or 01A Charge Conference Report [ ]  ***Signatures***

*[ ]* 2020-02 Pastor’s Charge Conference Report ***(Form plus written report)*** [ ]  ***Signatures***

[ ]  2020-02B Administrative Council or Church Council Report

[ ]  2020-03 Recommendations for Ministry

[ ]  2020-04 Sent separately to individuals - Certified Lay Servant’s, Certified Lay Speaker,

 CLM Annual Reports, Deacon, Extension Ministry [ ]  ***Signatures***

[ ]  2020-05A or B Service Schedule: A-Single; B-Multi-Church Charge

 2020-Instructions: Pastor’s Compensation (7 pages)

 2020-Instructions: Insurance (1 page)

 2020-Instructions: Pension (1 page)

[ ]  2020-06A Report of Clergy Support or -06B Assigned Supply [ ]  ***Signatures***

[ ]  2020-07 Accountable Reimbursement Policy [ ]  ***Signatures***

 2020 Additional Information: Accountable Reimbursement (9 pages)

 Suggested Reimbursement Policy Worksheet

[ ]  2020-08 Medical Reimbursement Policy [ ]  ***Signatures***

**[ ]** 2020-09 Request forEquitable Compensation ***(IF APPLICABLE)*** [ ]  ***Signatures***

 2020 Instructions for Nominations

**[ ]** 2020-10 Single, Church and Charge Nominations List and Nominations with Contact Information

[ ]  2020-11 Parsonage Inspection & Needs Assessment [ ]  ***Signatures***

[ ] 2020-12 Multiple Church Charge Trustees Only [ ]  ***Signatures***

[ ]  2020-13 Annual Report of Trustees [ ]  ***Signatures***

 United Methodist Church Minimum Insurance Requirements (4 pages)

[ ]  2020-14 Annual Report of the Committee on Finance [ ]  ***Signatures***

 2020 Additional Information: Internal Controls (2 pages)

[ ]  2020-15 Certificate of Election of Charge Trustees (Usually applies only to multi-point charges)

[ ]  2020-16 Certificate of Election of Trustees ***(Courthouse filing required if there are changes)***

 Computing the 2021 Fair Share Factors

 Opportunities for Ministry 2021-2020

[ ]  Fair Share Form (Will be distributed after special Annual Conference session) [ ]  ***Signatures***

[ ]  Retired Pastors Report