**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