**Charge Conference Checklist for Pastors 2021**

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

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

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

 2021-Instructions: General (3 pages)

 2021-2022 Conference Health Insurance Rates

[ ]  2021-Attendance Registration

[ ]  2021-01 or 01A Charge Conference Report [ ]  ***Signatures***

*[ ]* 2021-02 Pastor’s Charge Conference Report ***(Form plus written report)*** [ ]  ***Signatures***

[ ]  2021-02B Administrative Council or Church Council Report

[ ]  2021-03 Recommendations for Ministry

[ ]  2021-04 Sent separately to individuals - Certified Lay Servant’s, Certified Lay Speaker,

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

[ ]  2021-05A or B Service Schedule: A-Single; B-Multi-Church Charge

 2021-06 Accountable Reimbursement – Proper & Improper (6 pages)

 2021-06 Instructions: Pastor’s Compensation (11 pages)

 2021-06 Instructions: CLM/Assigned Supply Compensation (4 pages)

 2021-06 Instructions for 2022 Pension Contributions

[ ]  2021-06A Report of Clergy Support or -06B Assigned Supply [ ]  ***Signatures***

[ ]  2021-07 Accountable Reimbursement Policy [ ]  ***Signatures***

[ ]  2021-08 Medical Reimbursement Policy *(If applicable)* [ ]  ***Signatures***

 2021-10 Instructions for Nominations List

**[ ]** 2021-10 Nominations List

[ ]  2021-11 Parsonage Inspection & Needs Assessment [ ]  ***Signatures***

[ ] 2021-12 Multiple Church Charge Trustees Only [ ]  ***Signatures***

[ ]  2021-13 Annual Report of Trustees [ ]  ***Signatures***

 United Methodist Church Minimum Insurance Requirements (4 pages)

[ ]  2021-14 Annual Report of the Committee on Finance [ ]  ***Signatures***

 2021 Additional Information: Internal Controls (2 pages)

[ ]  2021-15 Certificate of Election of Charge Trustees (Usually applies only to multi-point charges)

[ ]  2021-16 Certificate of Election of Trustees ***(Courthouse filing required if there are changes)***

 Computing the 2022 Fair Share Factors

 Opportunities for Ministry 2022-2021

[ ]  Fair Share Forms  [ ]  ***Signatures***

[ ]  Retired Pastors Report