**Charge Conference Checklist for Multi-Church Charges 2022**

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

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

**CHARGE      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PASTOR(S)    \_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***--Please read the General Instructions--***

[ ]  2022-Attendance Registration

[ ]  2022-01 Charge Conference Report [ ]  ***Signatures***

*[ ]* 2022-02 Pastor’s Charge Conference Report ***(Form plus written report)***  [ ]  ***Signatures***

[ ]  2022-02B Administrative Council or Church Council Report (1 per church)

[ ]  2022-03 Recommendations for Ministry

[ ]  2022-04 Certified Lay Servant, Certified Lay Speaker, CLM Annual Reports, Deacon,

 Extension Ministry (Sent separately to individuals) [ ]  ***Signatures***

[ ]  2022-05B Service Schedule

[ ]  2022-06A\* Report of Clergy Support (or -06B\* if Assigned Supply) [ ]  ***Signatures***

[ ]  2022-07\* Accountable Reimbursement Policy [ ]  ***Signatures***

[ ]  2022-08 Medical Reimbursement Policy *(If applicable)* [ ]  ***Signatures***

**[ ]** 2022-10\* Nominations List *(one per church and charge officers)*

[ ]  2022-11 Parsonage Inspection & Needs Assessment [ ]  ***Signatures***

[ ]  2022-12\* Annual Report of Charge Trustees (for property owned by 2 or more churches) [ ]  ***Signatures***

[ ]  2022-13\* Annual Report of Trustees (one per church) [ ]  ***Signatures***

[ ]  2022-14\* Annual Report of the Committee on Finance (one per church) [ ]  ***Signatures***

[ ]  2022-15 Certificate of Election of Charge Trustees ***(Courthouse filing required if there are changes)***

[ ]  2022-16 Certificate of Election of Trustees ***(Courthouse filing required if there are changes)***

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

[ ]  Retired Pastors Report

***\*please refer to these special instruction documents or reference materials:***

 2022i General Instructions

 2022-06Ai Clergy Compensation Instructions (6 pages)

 2022-06Aii Pension Contributions Instructions

 2022-06Aiii 2023 WV Conference UM Health, Dental & Vision Costs

 *Find the premium calculator at: https://www.wvumc.org/wvumc-health-benefits-plan/*

 2022-06Bi CLM/Assigned Supply Compensation Instructions (4 pages)

 2022-07r Accountable Reimbursement – Proper & Improper (6 pages)

 2022-10i Nominations List Instructions

 2022-12/13r United Methodist Church Minimum Insurance Requirements (4 pages)

 2022-14r Internal Controls (2 pages)

 Computing the 2023 Fair Share Factors

 Opportunities for Ministry 2022-2023