**Charge Conference Checklist for Multi-Church Charges 2023**

*(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--***

[ ]  2023-Attendance Registration

[ ]  2023-01 Charge Conference Report [ ]  ***Signatures***

*[ ]* 2023-02 Pastor’s Charge Conference Report ***(Form plus written report)***  [ ]  ***Signatures***

[ ]  2023-02B Administrative Council or Church Council Report (1 per church)

[ ]  2023-03 Recommendations for Ministry

[ ]  2023-04 Certified Lay Servant, Certified Lay Speaker, CLM Annual Reports, Deacon,

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

[ ]  2023-05B Service Schedule

[ ]  2023-06A\* Report of Clergy Support (or -06B\* if Assigned Supply) [ ]  ***Signatures***

[ ]  2023-07\* Accountable Reimbursement Policy [ ]  ***Signatures***

[ ]  2023-08 Medical Reimbursement Policy *(If applicable)* [ ]  ***Signatures***

**[ ]** 2023-10\* Nominations List *(one per church and charge officers)*

[ ]  2023-11 Parsonage Inspection & Needs Assessment [ ]  ***Signatures***

[ ]  2023-12\* Annual Report of Charge Trustees (for property owned by 2 or more churches) [ ]  ***Signatures***

[ ]  2023-13\* Annual Report of Trustees (one per church) [ ]  ***Signatures***

[ ]  2023-14\* Annual Report of the Committee on Finance (one per church) [ ]  ***Signatures***

[ ]  2023-15 Certificate of Election of Charge Trustees ***(Courthouse filing required if there are changes)***

[ ]  2023-16 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 for these forms:***

Use with form #:

 2023-06A/B Clergy Compensation Instructions (9 pages)

 2023-06A Pension Contribution Requirements

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

 2023-06A 2023 HealthFLex Participant Premium Calculator

 2023-06A/B 2023 Shared Cost Template

 2023-07 Accountable Reimbursement – Proper & Improper (9 pages)

 2023-10 Nominations List Instructions

 2023-12/13 United Methodist Church Minimum Insurance Requirements (4 pages)

 2023-14 Church Minimum Financial Practices and Internal Controls (2 pages)

 Fair Share 2023-24 Fair Share Calculation Explanation

 Fair Share 2023-24 Fair Share Breakdown Chart

 Fair Share Opportunities for Ministry 2023-2024