

## 2017 CHARGE CONFERENCE INSTRUCTIONS

**Pastors:** It is your responsibility to see that any and all appropriate reports be filed with the Charge / Church Conference, completely and correctly. Your reports will be due in the District office for review before your charge conference.

### General Instructions:

- Please type or print in ink on all returnable reports.
- You may also complete the forms (available online) on your computer. These are fillable PDFs. *Please save the form after completion by adding your name or the church name to the end of the file name.* This prevents overwriting the original form.
- Forms are numbered to help you keep their order.
- You can access the forms online on your district website or on the conference website at [ccpacket.holston.org](http://ccpacket.holston.org). Forms can also be emailed to you if you prefer. *Please check with your district office to receive any district-specific forms.*

### Forms Instructions:

↓ Check-off when complete

- 1. **Charge Conference Business / Minutes:** Official record, completed at Charge Conference.
- 2. **Roll Call:** Sign in sheets for attendees. Official record, completed at Charge Conference.
- 3. **Officers, Leaders, & Employed Staff for 2018: It is important that this year's form is used instead of older forms from previous years.** Membership of the Church Council can be found in ¶252.5. When completing this form, be sure to list the person's current address. If a person holds more than one office in the church, you only need to write their address, phones, and email once. PRINT, TYPE, or complete fillable form. Pages 1-5 required for all churches. On pages 6-8, please complete the positions that are included in your church leadership. For your charge conference please prepare a complete list of all persons nominated for leadership.  
**For your church's convenience, an on-line version will soon be an available option.**  
*Instructions will be sent when it is ready for use.*
- 3A. **Guidelines for Leading Your Congregation 2017-2020.** For informational purposes only.
- 4. **Pastor's Support Worksheet (PSW):** The Administrative Board / Church Council needs to approve the PSW at its meeting prior to the Charge Conference. Please have all appropriate lines completed and signatures collected. Refer to the backside for instruction. Please make sure the information is legible and double check your math. Minimum salary levels are on the back of the PSW. The Commission on Equitable Compensation recommended, and the Annual Conference approved, a 2% increase to the minimum salary levels for 2018.
- 5. **Accountable Expense Form:** Expense reimbursement policy for pastors. Please have all appropriate lines completed and signatures collected. 5A **GCFA Resource** – for informational purposes only.
- 6. **Annual Report of Clergy's Continuing Education:** All pastors under appointment (excludes Supply Pastors and Students) must complete the report.
- 7. **Minister's Housing Allowance Resolution:** If there is an amount reported on Line #11 or #15 of the Pastor Support Worksheet (*form 4*), then this form is required. Please have all appropriate lines completed and signatures collected.
- 8. **Charge Conference Recommendations for 2018:** Use if applicable.
- 8A. **Lay Servant/Lay Speaker/Lay Minister Reports:** All Lay Servants/Lay Speakers/Lay Ministers should complete the appropriate form. If space is needed, you may attach more paper.
- 8B. **Lay Servant/Lay Speaker/Lay Minister Flow Charts:** All Lay Servants/Lay Speakers/Lay Ministers should receive the appropriate flow chart for information purposes only.
- 9. **BEHOLD:** This year's pastor and congregation report.
- 10. **Outreach/Mission Participation Report:** Self-explanatory.
- 10A. **Mission Teams Planned Through your Congregation:** Enter this information on-line or on this form.
- 11. **Trustees Report for 2017:** Self-explanatory.
- 11A. **Sample Certificate of Property Insurance:** Informational only.
- 11B. **Sample Certificate of Liability Insurance:** Information only.

- 12. **Parsonage Report:** Self-explanatory. Please complete if the church owns a parsonage (even if rented). To ensure proper maintenance, a physical walk-through is required.
- 13. **Student Inventory:** Please complete all known information for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders only. If an address isn't listed for your student(s), no official record will be made for them.
- 14. **Safe Sanctuaries Report:** Self-explanatory.
- 15. **Preaching Station Report:** Use only if applicable.
- 16. **Deacon's Report:** Use only if applicable.
- 17. **Report of the Retired Pastor:** Use only if applicable; must not be under appointment.
- 18. **Report of Clergy on Voluntary Leave of Absence:** Use only if applicable.
- 19. **Report of Clergy on Honorable Location:** Use only if applicable.