

2016 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. 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 2017: It is important that this year's form is used instead of older forms from previous years.** 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.
4. **N.O.W. Structure:** This form is for churches using N.O.W. Structure.
5. **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 2017.
6. **Accountable Expense Form:** Expense reimbursement policy for pastors. Please have all appropriate lines completed and signatures collected. 6A **GCFA Resource** – for informational purposes only.
7. **Annual Report of Clergy's Continuing Education:** All pastors under appointment (excludes Supply Pastors and Students) must complete the report.
8. **Minister's Housing Allowance Resolution:** If there is an amount reported on Line #11 or #15 of the Pastor Support Worksheet (*form 5*), then this form is required. Please have all appropriate lines completed and signatures collected.
9. **Charge Conference Recommendations for 2017:** Use if applicable.
- 9A. **Lay Servant/Lay Speaker Report:** All Lay Servants/Lay Speakers should complete this form. If space is needed, you may attach more paper. 9B **Lay Servant Ministries and Beyond** – for informational purposes only.
10. **BLESS: More than Enough to Share.** This year's pastor and lay leader report.
11. **Outreach/Mission Participation Report:** Self-explanatory.
12. **Trustees Report for 2016:** Self-explanatory.
13. **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.
14. **Student Inventory:** Please complete all known information for 10th, 11th, and 12th graders only. If an address isn't listed for your student(s), no official record will be made for them.
15. **Safe Sanctuaries Report:** Self-explanatory.
16. **Preaching Station Report:** Use only if applicable.
17. **Deacon's Report:** Use only if applicable.
18. **Report of the Retired Pastor:** Use only if applicable; must not be under appointment.
19. **Report of Clergy on Voluntary Leave of Absence:** Use only if applicable.
20. **Report of Clergy on Honorable Location:** Use only if applicable.