

## **Charge Conference Forms:**

### **Minutes of the Charge/Church Conference**

This form may be filled out online and printed.

**Please note:** The filled out form **can not** be saved on your computer.

[Click here](#) or [Scroll down](#) to view the Minutes of the Charge/Church Conference.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of witness or evangelism ministries.

THE UNITED METHODIST CHURCH

CHARGE CONFERENCE



# Minutes of the Charge / Church Conference

This form contains the disciplinary questions that must be answered as well as reports most frequently called for at Charge or Church Conferences.

The Charge \_\_\_\_\_ Church \_\_\_\_\_ Conference for the \_\_\_\_\_ Church \_\_\_\_\_ Charge  
of the \_\_\_\_\_ District of the \_\_\_\_\_ Annual Conference.

Church street (*not* mailing) address:

Church telephone number: \_\_\_\_\_

Church fax number: \_\_\_\_\_

Church email address: \_\_\_\_\_

Church web site address: \_\_\_\_\_

Annual Conference was held \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_

chaired by \_\_\_\_\_, District Superintendent  
\_\_\_\_\_ served as secretary.

Pastor in charge: \_\_\_\_\_

Other Appointed Clergy: \_\_\_\_\_

A devotional service was conducted by \_\_\_\_\_.

The following members were present:

*(Attach an Attendance Record.)*

**I. MISSION STATEMENT FOR THE CHURCH:** How does this church or charge define its mission to its parish, the local community, and beyond the local community (§§ 201-204, 247.3, 252)? **(Attach as a supplement.)**

## II. REPORTS

1. What is the report of the governing and program bodies of the church or charge including a report on the goals for the previous year and recommendations for goals for the coming year (§§ 247, 252)? **(Attach as a supplement.)**

2. What is the report of the pastor including plans for continuing education (§§340.3b(2), 349, 350)? **(Attach as a supplement.)**
3. What is (are) the report(s) of other clergy including plans for continuing education (§ 350)? **(Attach as a supplement.)**
4. What is (are) the report(s) of diaconal minister(s) including plans for continuing education (§ 314.5 1992 *Discipline*)? **(Attach as a supplement.)**
5. *a.* What is the report of the trustees (§§ 2527.1-3, 2549)? **(Attach as a supplement.)**
  - b.* What conveyances, grants, gifts, donations, legacies, bequests, or devices have been offered to the local church, and what direction shall be given the Board of Trustees by this Charge Conference with respect to their acceptance, rejection, and administration (§§ 2528.3, 2532.5)? **(Attach as a supplement.)**
6. What is the annual report of the committee on membership audit (§ 231)? **(Attach as a supplement.)**
7. What is the report of the committee on finance, including the audit (§ 259.4)? **(Attach as a supplement.)**
8. *a.* What is the report of the committee on lay leadership? Include gender, racial/ethnic designation, and class of election for each person listed (§ 259.1; Refer to *Guidelines for Leading Your Congregation LAY LEADER/ LAY MEMBER*)? **(Attach as a supplement.)**
  - b.* Who are the members of the committee on lay leadership elected at the Charge Conference? Include gender, racial/ethnic designation, and class of election for each person listed. (§ 259.1) **(Attach as a supplement.)**
9. What is the annual report of the lay speakers(s) (§§ 268.3, 269.3b)? **(Attach as a supplement.)**
10. What is the report of the church historian on the care of church records and historical materials (§ 247.5a)? **(Attach as a supplement.)**
11. Who are the baptized and professing members reported earlier to the District Superintendent and the Conference Chair of the Board of Higher Education and Campus Ministry, as required by § 232? **(Attach the list with contact information.)**
12. Are there any reports from other groups and individuals within the church?

**III. APPORTIONED FUNDS AND BENEVOLENCE GIVING**

- 1 a.* What percentage of your total apportioned funds did you pay last year? **(List for each church.)**
- b.* What percentage do you anticipate paying this year? **(List for each church.)**
- c.* What percentage do you anticipate paying next year? **(List for each church.)**
- d.* If less than 100%, what strategies do you have in place for making an improvement?

| Name of Church(es) | Apportioned Funds Paid Last Year | Apportioned Funds Paid This Year | Apportioned Funds to Pay Next Year |
|--------------------|----------------------------------|----------------------------------|------------------------------------|
|                    | %                                | %                                | %                                  |
|                    | %                                | %                                | %                                  |
|                    | %                                | %                                | %                                  |

Strategies for improvement: **Attach as a supplement.**

2. What goals have been set for general Advance, conference Advance, and World Service special gifts, including special gifts for the Africa University? (List below; attach a supplemental list, if necessary.)

|                    |    |    |    |    |    |
|--------------------|----|----|----|----|----|
| Name of Church(es) |    |    |    |    |    |
|                    | \$ | \$ | \$ | \$ | \$ |
|                    | \$ | \$ | \$ | \$ | \$ |
|                    | \$ | \$ | \$ | \$ | \$ |
|                    | \$ | \$ | \$ | \$ | \$ |

**IV. CLERGY SUPPORT**

What amounts are set for clergy support for the new year? Include all clergy appointed by the bishop (§ 247.13). (Please refer to the **Church Pastor Compensation Report** (General Board of Pension and Health Benefits Form), for a listing of the items to be included in each of the following categories of the pastor's(s,) compensation.)

|   |           |           |           |           |           |
|---|-----------|-----------|-----------|-----------|-----------|
| Name of Clergy or Churches              |           |           |           |           | TOTAL     |
| Base Compensation<br>Total of Lines 1-6 | \$        | \$        | \$        | \$        | \$        |
| Housing-Related Allowances<br>(Line 6)  | \$        | \$        | \$        | \$        | \$        |
| Reimbursements (Line A)                 | \$        | \$        | \$        | \$        | \$        |
| Other<br>(Line B)                       | \$        | \$        | \$        | \$        | \$        |
| <b>Total</b>                            | <b>\$</b> | <b>\$</b> | <b>\$</b> | <b>\$</b> | <b>\$</b> |

**Year Covered:** \_\_\_\_\_, \_\_\_\_\_, to \_\_\_\_\_, \_\_\_\_\_

**V. PERSONNEL**

1. Who are recommended by the Pastor/Staff-Parish Relations Committee:

(a) as candidates for ordained ministry (§§ 247.8, 311.2b)?

(Note: Use racial/ethnic designations at bottom of this page. The descriptions can be found on the **Worksheet for Table I of the Local Church Report to the Annual Conference.**)

| Name | Address | Telephone/Email | Gender | Racial/<br>Ethnic |
|------|---------|-----------------|--------|-------------------|
|      |         |                 | M F    |                   |
|      |         |                 | M F    |                   |

(b) for continuation as candidates for ordained ministry (§§ 247.9, 312)?

| Name | Address | Telephone/Email | Gender | Racial/<br>Ethnic |
|------|---------|-----------------|--------|-------------------|
|      |         |                 | M F    |                   |
|      |         |                 | M F    |                   |

2. Who are recommended as candidates for Church-Related vocations (§ 247.10)?

| Vocation | Name | Address | Telephone/Email | Gender | Racial/<br>Ethnic |
|----------|------|---------|-----------------|--------|-------------------|
|          |      |         |                 | M F    |                   |
|          |      |         |                 | M F    |                   |
|          |      |         |                 | M F    |                   |

3. Who are recommended for continuation as candidates for the office of Diaconal Minister under the 1992 *Discipline*?

| Vocation | Name | Address | Telephone/Email | Gender | Racial/<br>Ethnic |
|----------|------|---------|-----------------|--------|-------------------|
|          |      |         |                 | M F    |                   |
|          |      |         |                 | M F    |                   |
|          |      |         |                 | M F    |                   |

4. Who are recommended as lay speakers (§§ 247.11, 267, 268, 269)?

| Name | Address | Telephone/Email | Gender | Racial/<br>Ethnic |
|------|---------|-----------------|--------|-------------------|
|      |         |                 | M F    |                   |
|      |         |                 | M F    |                   |
|      |         |                 | M F    |                   |

**VI. MISCELLANEOUS BUSINESS**

1. Attach a copy of the minutes of any special session of the Charge/Church Conference since its last regular meeting (§ 246.7).
2. What date is set, on recommendation of the Church Council, Administrative Council or Board, for elected personnel of the local church to take office?
3. What other actions are taken by this Charge/Church Conference?

**VII. ADJOURNMENT**

\_\_\_\_\_, President

\_\_\_\_\_, Secretary