

GENERAL INSTRUCTIONS FOR CHARGE CONFERENCE FORMS

The purpose of Charge Conference forms is for each local church to annually assess their effectiveness in making and maturing disciples and to chart their intended course for the coming year. These forms are opportunities to tell your church's story of ministry and mission. **2024 paperwork is available on your district website under the "forms" tab, [the forms highlighted in red are required](#).** If you print any of the paperwork to complete, please ensure that you complete the fields that include drop-down boxes. By completing the questions on the computer, the new design allows for churches to save the pdf and update each year, instead of retyping data from year to year. The best practice is to submit completed digital copies via email. Digital signatures are acceptable. Forms may also be signed during consultations or as your district instructs. **Each district will send a schedule specific to the churches and pastors in their district.** District due dates and instructions override these general directives. **Submit all forms to your DS [2-3 weeks prior to meetings](#) or as otherwise requested.**

Consultation Paperwork Packet

Clergy: The following are due TWO weeks before your consultation with the District Superintendent

- [Clergy Self-Assessment](#)
 - [Deacons Only Report](#)
- Clergy Personal Information Form – only required for new clergy.
- Clergy Profile – Long Term Information – updated every 3 years.

S/PPR: The following are due TWO weeks before the S/PPR meeting with the District Superintendent

- [Clergy Assessment Form](#) – This form will be completed with your clergyperson. If your church is a multi-point or cooperative parish, please complete this form together.
- [Local Church Self-Assessment](#) – This form *can* be completed with other churches in a multi-point or cooperative parish, but we do ask that each church submit their individual goals.

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Charge Conference Paperwork Packet

Charge Conference: The Church Board or Administrative Council, working with the Trustees & Finance Committees, along with the clergy should send the following to the District Office per their instruction. Typically, these forms are due THREE weeks before the date of Charge Conference

- **Charge Conference Minutes and the following reports** (if a report is missing, please explain to the district office why, otherwise we will email you requesting it):
 - **Packet includes:**
 - **Candidacy/Ministry Recommendation**
 - **Church Leadership**
 - **Church Membership**
 - **Church Safe Sanctuary**
 - ***Additional Reports:***
 - **Pastor Report**
 - **Lay Leader Report**
 - **Church Bio Report** ***only required if changes have been made***
 - **Church Parsonage Inspection Report** ***if applicable to your church***
 - **Church Trustees Report** ***only required if changes have been made***
 - **Church Volunteer in Mission Team Report** ***if applicable to your church***

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- 2025 Compensation Forms & Budget
 - 2025 Clergy Compensation Report **include all worksheets**
 - Clergy Housing Exclusion Resolution
 - 2025 Local Church Budget – due December 1, 2024
- Lay Servant Reports
 - Submit to the District Office after approved by Church Council and signed by clergy. Upon approval by Charge Conference, the DS will sign & send it to the District Lay Committee Director.
 - Only CERTIFIED Lay Servants, Certified Lay Minister, & Lay Speakers submit reports.
 - Lay Servants **MUST** attend training every 3 years.
 - Lay Speakers & Certified Lay Minister standards are explained on their forms.