

## 2022 CHARGE CONFERENCE CHECKLIST (UPDATED 8.11.22)

Below is a listing of all reports due for charge conferences. This list includes the leadership position typically responsible for completing each report, and where and how to complete and submit the reports. **It is the pastor's responsibility to ensure that ALL reports are completed properly and submitted in full by the deadline.** Please contact your District Resource Assistant well in advance of your charge conference if you have any questions.

**All reports are due by September 15, 2022.**

FORM:	COMPLETED BY:	HOW TO COMPLETE AND SUBMIT:
<input type="checkbox"/> Clergy Profile	Pastor	MissionConnect Church Reporting Portal – <b>Clergy Login</b>
<input type="checkbox"/> Church Profile	SPRC Chair	MissionConnect Church Reporting Portal – <b>Church Login</b>
<input type="checkbox"/> Leadership Report ( <i>TBA August 15</i> )		
<input type="checkbox"/> Finance Committee Report (*Church Budget)	Finance Chair / Audit Team Chair	Download: <a href="#">Fillable PDF</a>
<input type="checkbox"/> Fund Balance Report (of Prior Year)	Audit Team Chair	Download: <a href="#">Fillable PDF</a>
<input type="checkbox"/> Pastor's Report	Senior Pastor	Download: <a href="#">PDF</a> or <a href="#">DOC</a> & Produce Additional Files
<input type="checkbox"/> Trustees' Report	Trustees Chair/Member	Download: <a href="#">PDF</a> or <a href="#">DOC</a>
<input type="checkbox"/> Covenant between SPRC & Clergy	SPRC & Pastor	Download: <a href="#">Fillable PDF</a>
<input type="checkbox"/> Pastoral Evaluation	SPRC Chair	Download: <a href="#">PDF</a> or <a href="#">DOC</a>
<input type="checkbox"/> Candidates for Ministry Report		Download: <a href="#">Fillable PDF</a>
<input type="checkbox"/> Clergy Compensation	SPRC & Pastor	Download: <a href="#">Excel</a>
<input type="checkbox"/> Nominations / Lay Leadership Report	Church Committee on Nominations	File Produced by Church
<input type="checkbox"/> Safe Sanctuary Policy for 2023	SPRC & Pastor	File Produced by Church
<input type="checkbox"/> Charge Conference Minutes (2021)	Recording Secretary	File Produced by Church

Upload completed file to MissionConnect Church Reporting Portal (*upload option will be available by August 15*)

**OR**

Submit by email:  
[east@epaumc.church](mailto:east@epaumc.church)  
[north@epaumc.church](mailto:north@epaumc.church)  
[south@epaumc.church](mailto:south@epaumc.church)  
[west@epaumc.church](mailto:west@epaumc.church)

*\*Please note that the 2023 Church Budget is not due until 12/31/22 as the Health Insurance Premiums and Apportionment/Direct Bill will not be available before September 15th.*

**The following reports are to be completed only if applicable to your church:**

FORM	COMPLETED BY	HOW TO COMPLETE AND SUBMIT
<input type="checkbox"/> Appointment to an Extension Ministry	Extension Minister	Download: <a href="#">Fillable PDF</a>
<input type="checkbox"/> Lay Servant Ministry Reports (CSM/CLM)	CSM/CLM & Pastor	Download: <a href="#">Fillable PDF</a>
<input type="checkbox"/> Report of Approval by Admin. Council / Lead Team (required for group charge conferences)	Admin. Council / Lead Team / SPRC	Download: <a href="#">PDF</a> or <a href="#">DOC</a>
<input type="checkbox"/> Parsonage Inspection		Download: <a href="#">Fillable PDF</a>