

2022 CHARGE CONFERENCE CHECKLIST (UPDATED 8.31.22)

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 Reporting Portal – Clergy Login
<input type="checkbox"/>	Church Profile	SPRC Chair	MissionConnect Reporting Portal – Church Login
<input type="checkbox"/>	Leadership Report		
<input type="checkbox"/>	Finance Committee Report (*Church Budget)	Finance Chair / Audit Team Chair	Download: PDF or DOC
<input type="checkbox"/>	Fund Balance Report (of Prior Year)	Audit Team Chair	Download: PDF
<input type="checkbox"/>	Pastor's Report	Senior Pastor	Download: PDF or DOC & Produce Additional Files
<input type="checkbox"/>	Trustees' Report	Trustees Chair/Member	Download: PDF or DOC
<input type="checkbox"/>	Covenant between SPRC & Clergy	SPRC & Pastor	Download: PDF
<input type="checkbox"/>	Pastoral Evaluation	SPRC Chair	Download: PDF or DOC
<input type="checkbox"/>	Candidates for Ministry Report		Download: PDF
<input type="checkbox"/>	Clergy Compensation	SPRC & Pastor	Download: Excel (File updated 8/31 with a corrected formula)
<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

OR

Submit by email:
east@epaumc.church
north@epaumc.church
south@epaumc.church
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: PDF
<input type="checkbox"/>	Lay Servant Ministry Reports (CSM/CLM)	CSM/CLM & Pastor	Download: PDF
<input type="checkbox"/>	Report of Approval by Admin. Council / Lead Team (required for group charge conferences)	Admin. Council / Lead Team / SPRC	Download: PDF or DOC
<input type="checkbox"/>	Parsonage Inspection		Download: PDF