

2011 Charge/Church Conference Checklist for the Church Pastor

In advance of the charge/church conference, the pastor will:

- ___ Plan with the appropriate leaders whether the conference will be a charge or church conference (see the cover page of the 2011 Charge Conference Forms for an explanation)
- ___ Secure an ordained elder from the district to preside at the charge/church conference (each elder is expected to preside at not more than two or three conferences). **Please note:** *If the pastor and leadership of the church expect controversial issues or conflict to take place at the charge/church conference, please contact Jim Waugh at the district office for an elder to be assigned.*
- ___ Submit via mail or by the district website (<http://www.capareasouthumc.org/ccrequest>) the information about the date, time, place of the conference and the name of the elder who will preside at the meeting.
- ___ Contact the presiding elder to go over details and provide her/him with any updates for the agenda. **Please note:** *If there is additional business (beyond the items in the standard charge conference agenda), please inform the presiding elder at least one week in advance of the conference.*
- ___ Contact all participants to make sure that written reports and verbal presentations will be ready.
- ___ Review all reports and forms (including annual reports submitted by lay speakers) so that all are ready and correct for the charge/church conference.

At the charge/church conference, the pastor will:

- ___ Provide to all attendees with the following reports:
 - A copy of the slate of officers to be elected at the conference
 - A copy of the membership report including the first and second year readings of names to be removed from the professing roll of the church.

After the charge/church conference, the pastor will:

- ___ Confirm that all of the above forms, as well as the following reports/forms are completed, signed, and mailed to the district office in the addressed envelope provided in the packet ***within one week of the charge/church conference.***
 - The 2011 Charge Conference Forms
 - The completed West Ohio 2012 Breakthrough Goals Card
 - Parsonage/Housing Allowance Exclusion Resolution
 - Accountable Reimbursement Resolution
 - The updated contact information packet for local church officers
- ___ Check that all of the reports are signed by all appropriate parties prior to the packet being sent to the district office.