

Charge Conference Paperwork
Instruction Guide

Print out the Annual Report Form Checklist

- a. **Date of Charge Conference:** This is assigned to your church by the district office. Look for the email in September.
- b. **Church:** Your Church Name
- c. **Pastor:** Your Leader (this could be a Lay Leader. The person who is on the Pulpit giving the sermon on Sundays)
Note: if you do not have a person in the pulpit then put the name of the person filling out the form.

1. Disciple Making Pathway Form (Ad council fill out)

- a. Fill in one blank, check the box that best answers the question. If yes, answer the following questions. If you do not know the answers, make note of that on the form.

2. Church Outreach and Volunteers In Mission Form (Ad council fill out)

- a. Your District is Mohawk
- b. Your church name and date form is filled out
- c. Pastor (see above)
- d. If your church does not have an outreach program, state this on form.

3. Report of Pastor

- a. Your Church
- b. Mohawk District
- c. Charge are all churches served by one Staff Pastor Paris Relations Committee
- d. "For the period beginning" is a range from the last charge conference date to the current charge conference date

4. Imagine No Racism (Ad council fill out)

- a. Your church's name
- b. Mohawk District
- c. Pastor (see above)

5. Clergy Compensation (Staff Pastor Parish Relations Committee &/or Finance Team fill out)

a. Pastor (see #1 above)

b. Your Church Name

c. General Council on Finance and Administration (this can be obtained from the district office)

d. Effective Date is the Jan. 1 of this year or the first date your pastoral leader began serving if it is later than Jan. 1.

1. List each church that your Church Pulpit Leader serves.

2. This is the percentage of each Pulpit Leader church charge. EX: $\frac{1}{4}$ time or $\frac{1}{2}$ time or $\frac{3}{4}$ time or full time

3. This is the salary that each charge offers the Pulpit Leader

4. This is the parsonage percentage of the Pulpit Leader per church

5. This is for full time Clergy

6. For full time Clergy lines 3 + 5

7. For full time Clergy line 6 and follow instruction

7a Follow instruction line 6 x 9%

8. For full time Clergy line 6 x .03)

9. self-explanation

10 a Professional expense: supplies used by Pulpit Leader. Write on the form the maximum amount allowed.

10b Educational expenses: continuing training of Pulpit Leader. Write on the form the maximum amount allowed.

10c Total Accountable Reimbursement Plan (ARP): Full Time Clergy

11 self-explanation add lines 3,5,7a,8,9,10c

5a. Clergy Housing Exclusion: Your Clergy Leader Only (Staff Parish Relations Committee &/or Finance Team fill out)

5b. ARP Resolution (Accountable Reimbursement Plan) For Clergy Leader only. (Staff Parish Relations Committee &/or Finance Team fill out)

6.Trustee Election Ballot: This is for your nominating and lay leadership development committee to list names of nominees for a new three-year term or those nominees to fill an unexpired term with a vacancy.

7.Local Church Leadership Interface: Ad council fill out (if you do not have this position, leave blank)

- a. Church: Your Church Name
- b. Pastor (see #1 above)
- c. Associate Pastor (if you have one)
- d. Office Secretary (this is a paid position)

8.Safe Sanctuary Compliance Report (Safe Sanctuary Chair fill out. If none, another leader fill out.)

- a. Congregation is Your Church Name
- b. Mohawk District
- c. Pastor (see above)

9.Accessibility Audit (due odd calendar year ex.: 202**1**, 202**3**, 202**5**) Your Trustee Chair should fill this out when it is due. It is not due in 2022, 2024, 2026, etc.

Church: Your church name

Mohawk District

Check the box that best suits the situation

10.Declaration of Candidacy for Licensed/Ordained Ministry
Ordained or Licensed Ministry Candidate

11.Certified Lay Ministers Report (To be filled out by the Certified Lay Minister)

12.Certified Lay Servant (To be filled out by the Certified Lay Servant)

13.Lay Speaker (To be filled out by Certified Lay Speaker)

14. Bequest Resolution (To be filled out by Finance Secretary if your church is receiving a bequest)

- a. Church: Your church name
- b. Mohawk District
- c. Charge Conference location assigned by district office

15. Retired Clergy In the church (To be filled out if there is a Retired Clergyperson)

16. Parsonage Inspection & Committee (To be filled out by Trustees' Chair with the Parsonage Committee Chair)

-Church/Charge Conference Minutes (To be filled out by ad council secretary or the recording secretary substituting at the charge conference meeting)

-Church/Charge Conference Sign In Sheet (To be filled out by ad council secretary or each participant at charge conference meeting)

-Report of Trustees (To be filled out by Trustee Chair)

- a. Church: Your church name
- b. Mohawk District
- c. Charge: location of meeting
- d. Beginning 1/1 ending 12/31

-Report of Finance Committee (To be filled out by Finance Team)

- a. Church: Your church name
- b. Mohawk District
- c. Charge: location of meeting
- d. beginning 1/1 ending 12/31

-2022 Local Church Annual Audit (To be filled out by Auditor, can be member of church other than one who is on the Finance Committee or involved in church finance)

The following are available as Online Forms only: Anyone at church with Computer access may assist

1. Pastor's Appointment Advisory Form (To be filled out by Pulpit Leader)

2. S/PPRC Appointment Advisory Form (To be filled out by Staff Pastor Relations Committee Leader)

3. Pastor-SPPRC Covenant Form (To be filled out by Staff Pastor Relations Committee Chair)

4. Church Profile (To be filled out by Pulpit Leader or SPRC Chair)

5. Pastor Profile (To be filled out by Pulpit Leader)

If you need assistance in filling out these forms please contact one of the District Leadership Team members below:

Rev. Abel Roy	AbelRoy@unyumc.org
Pastor Wayne Clemens	bclemens@twcny.rr.com
Pastor Brad Chesebro	pastorbrad424@gmail.com
Laity Mark Adsit	withfaith11@gmail.com
Pastor Casey Bradley	caseybradley@gmail.com
Pastor Dorcas Dunn	pastordorcasdunn@yahoo.com
Lay Pastor Ken Guilfoyle	Kguilf2855@aol.com

Dorcas Dunn 3/23/22