

Church/Charge Conference Recording Secretary's Minutes Form

DUE at the close of Church/Charge Conference

Church/Charge \_\_\_\_\_ Date: \_\_\_\_\_

Pastor: \_\_\_\_\_ Secretary: \_\_\_\_\_

Number in Attendance: \_\_\_\_\_ Please attach the sign-in sheet(s) to this form.

Items for Approval

Last Year's Annual Audit: Yes \_\_\_\_\_ No \_\_\_\_\_

Last Year's Charge Conference Minutes: Yes \_\_\_\_\_ No \_\_\_\_\_

Celebrating Ministry:

- 1. Disciple Making
2. Outreach & VIM Ministry
3. Pastor's Report
4. INR-Imagine No Racism

Annual Church/Charge Conference Business Items:

Pastoral Compensation for 2022

Please attach a copy of the signed compensation & ARP forms (only if new appointment or change ARP)

5. Gross Salary approved: \$ \_\_\_\_\_

5a. Housing Exclusion Resolution: If adopted, please attach a copy of the resolution.

5b. Accountable Reimbursement Plan \$ \_\_\_\_\_ (only if new appointment or change)

Amount approved: \$ \_\_\_\_\_

- 6. Election of Trustees: Please attach ballots used.
7. Local Church Leadership Interface/ Nominations & Personnel
8. Safe Sanctuary Compliance
9. Accessibility Report

If Applicable:

- 10. Declaration of Candidacy for Licensed/Ordained Ministry
11. Certified Lay Ministers: Please attach copies of signed report forms.
12. Certified Lay Servant: Please attach copies of signed report forms.
13. Lay Speaker: Please attach copies of signed report forms.

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14. Bequest Resolution: Acceptance of Bequest or Other Gifts *Please attach copy of resolution.*

Name of Donor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Specified Use of Bequest: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

15. Retired Clergy in the church (if applicable) ¶ 357.5

16. Parsonage Inspection & Committee

**Removal of Members from the Rolls** *Please attach copy of names and year(s) notification.*

**Signatures:**

**Secretary:** \_\_\_\_\_

**Pastor:** \_\_\_\_\_

**Presider:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_