

## 2022 GENERAL INSTRUCTIONS FOR CHARGE CONFERENCE FORMS

The purpose of Church/Charge Conference forms is for each local church to annually assess their effectiveness in making and maturing disciples and to chart their intended course for the coming year. These forms are opportunities to tell your church's story of ministry and mission. **2022 paperwork is available on your district website under the "forms" tab, some forms have been redesigned this year.** The new design allows for churches to save the pdf and update each year, instead of retyping data from year to year. The best practice is to submit completed digital copies via email. Digital signatures are acceptable. Forms may also be signed during consultations or as your district instructs. **Each district will send instructions with a schedule specific to the churches and pastors in their district.** District due dates and instructions override these general directives. **Submit all forms to your DS 2-3 weeks prior to meetings or as otherwise requested.**

### **Clergy: The following are due TWO weeks before your consultation with the District Superintendent**

- Clergy Self-Assessment (formerly known as CPA – Clergy Profile Annual)
  - Deacons Only Report
- Clergy Personal Information Form – only required for new clergy or those that did not update in 2021
- Clergy Profile – Long Term Information (CPL) – updated every 3 years

### **S/PPR: The following are due TWO weeks before the S/PPR meeting with the District Superintendent**

- Clergy Assessment Form (formerly known as the Ministry Assessment that was due in the Spring) – **COMPLETE THIS FORM WITH YOUR CLERGY**
- Local Church Self-Assessment (formerly known as the LCPA – Local Church Profile Annual)

**Charge Conference: The Church Board or Administrative Council, working with the Trustees & Finance Committees, along with the clergy should send the following to the District Office per their instruction. Typically, these forms are due THREE weeks before the date of Charge Conference**

- Charge Conference Minutes, including the following reports
  - Pastor Report
  - Lay Leader Report
  - Candidacy/Ministry Recommendation Report
  - Church Bio Report
  - Church Leadership Report
    - All information must be entered into Brick River no later than December 1
  - Church Membership Report
  - Church Safe Sanctuaries Policy Report
  - Church Trustees Report and Parsonage Inspection Report
  - Church Volunteer in Mission Team Report
- 2023 Compensation Forms & Budget
  - 2023 Clergy Compensation Report **\*include all worksheets\***
  - Clergy Housing Exclusion Resolution
  - 2023 Local Church Budget – due December 1, 2022
- Lay Servant Reports
  - Submit to the District Office after approved by Church Council and signed by clergy. Upon approval by Charge Conference, the DS will sign & send to the District Lay Committee Director.
    - Only CERTIFIED Lay Servants, Certified Lay Minister, & Lay Speakers submit reports
      - Lay Servants **MUST** attend training every 3 years.
      - Lay Speakers & Certified Lay Minister standards are explained on their forms