

## 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, each form has been redesigned this year and is required.** 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.

### **Clergy: The following are due no later than **AUGUST 10****

- 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 no later than **SEPTEMBER 6****

- 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 no later than **SEPTEMBER 14****

- 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