

**Kentucky Annual Conference of The United Methodist Church
Minutes of the Charge/Church Conference**

This is the primary required document for all Charge/Church conferences in 2016. Also note several areas on the form call for additional documents/pages, which can be found on the website (www.kyumc.org/2016chargeconferenceforms). Please include name, phone, email addresses, mailing addresses, gender and ethnicity on all attached pages/forms.

Charge _____ **Date** _____

Church(es) _____

Pastor _____ **District Superintendent** _____

Members present (*Attach page with attendance record.*)

Lay Servant Reports (*Attach reports regarding activities and services in the past year*)

Recommendations for Lay Servants:

(*Attach page with name, address, phone number(s) and email address for each person recommended.*)

Conference Apportionment report – Complete and attach **2017 Our Mission Covenant** form

District Apportionment report

Projection for the year 2017 _____

Dollar Amount Given in 2015 _____

Dollar Amount Given to date (2016) _____

Clergy Reports (*All appointed clergy attach written reports including plans for continuing education for next year.*)

Retired Clergy Reports (*written report*)

Administrative Reports

Staff/Pastor-Parish Relations Committee

Please complete the attached Clergy Compensation Form for every clergy person (elders, deacons, local pastors and supply pastors) under appointment to the Church/Charge.

Recommendations for Candidacy (and continuation in candidacy):

(*Attach sheet with name, address, phone number(s) and email addresses for each candidate.*)

Trustees

Has your church or charge made changes in property matters (values, purchases, improvements)? _____

(If "Yes" provide written report)

Adequately insured? _____

Workers' Compensation? _____ (According to state law, every church MUST have Workmen's Compensation that covers the pastor and any other paid employees.)

Parsonage survey conducted in past 12 months? _____ *(Attach written report)*

Finance

Balances as of _____

General Fund \$ _____

Missions Fund _____

Building Fund _____

Trustees Fund _____

_____ Fund _____

_____ Fund _____

_____ Fund _____

(Attach page with information about other funds)

How often are the financial reports presented to the Board/Council? _____

Have the books of the church finances been audited in the past year? _____

Nominations *(Due to the growing reliance on electronic communication, it is essential to provide email addresses, if possible, for every elected officer.)*

**CHAIRPERSON, ADM. BOARD/
COUNCIL**

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

LAY LEADER

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

CHARGE LAY MEMBER/ANNUAL CONF.

Each charge (not each church) *must* elect a lay member to AC.

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

Additional Lay Member to Annual Conf.

There should be one elected lay delegate for every clergy person (elder, deacon, local pastor) appointed to the charge. (Attach additional forms if necessary)

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

Additional Lay Member to Annual Conf.

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

Alternate Lay Member to the Annual Conference. Represents charge at Annual Conf. if lay member is unable to attend.

Phone: _____
Email: _____
Address: _____
City: _____
Zip: _____
M ___ F ___
Racial/Ethnic _____

CHAIRPERSON, CHARGE STAFF/PASTOR PARISH RELATIONS COMMITTEE

Phone: _____
Email: _____
Address: _____
City: _____
Zip: _____
M ___ F ___
Racial/Ethnic _____

(IF MULTI-CHURCH CHARGE) S/PPRC CHAIRPERSON OF OTHER CHURCH

Phone: _____
Email: _____
Address: _____
City: _____
Zip: _____
M ___ F ___
Racial/Ethnic _____

(IF MULTI-CHURCH CHARGE) S/PPRC CHAIRPERSON OF OTHER CHURCH

Phone: _____
Email: _____
Address: _____
City: _____
Zip: _____
M ___ F ___
Racial/Ethnic _____

TREASURER

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

RECORDING SECRETARY

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

CHAIRPERSON, BOARD OF TRUSTEES

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

CHAIRPERSON, COMMITTEE ON FINANCE (if not church employee)

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

FINANCIAL SECRETARY (if not church employee)

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

MEMBERSHIP SECRETARY

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

RECORDING SECRETARY, CHARGE CONFERENCE

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

CHURCH HISTORIAN (strongly recommended)

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

PRESIDENT UMW

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic _____

PRESIDENT UMM

Phone: _____

Email: _____

Address: _____

City: _____

Zip: _____

M ___ F ___

Racial/Ethnic

ADDITIONAL OFFICERS & LEADERS

Additional offices that may be elected at Charge Conference include: at-large members of Administrative Board/Council, nurture, outreach, witness, Age-Level, Family, and Specialized Ministries Coordinators (children’s ministries, youth ministries, adult ministries, family ministries, young-adult ministries, older-adult ministries, scouting coordinator, single adults, specialized ministries); Christian unity and interreligious concerns; church and society; community volunteers; education; evangelism; higher education and campus ministry; missions; prayer advocacy; religion and race; status and role of women; earth advocacy; stewardship; worship; advocacy for persons with special needs; church media resources; superintendent of the church school; coordinator of small-group ministries; health-and-welfare ministries coordinator; communications coordinator; disaster response coordinator and other offices specific to your local church. Please include names, phone number, email addresses, mailing addresses, gender and ethnicity and attach additional pages as needed.

SAMPLE

OFFICE: Children’s Team

Jane Doe

Phone: 555-555-5555
Email: jdoe@aol.com
Address: 123 Main St.
City: Anywhere, KY Zip: 40000
M F Racial/Ethnic: Native American

OFFICE: _____

Phone: _____
Email: _____
Address: _____
City: _____
Zip: _____
M_____ F_____
Racial/Ethnic _____

OFFICE: _____

Phone: _____
Email: _____
Address: _____
City: _____
Zip: _____
M_____ F_____
Racial/Ethnic _____

OFFICE: _____

Phone: _____
Email: _____
Address: _____
City: _____
Zip: _____
M_____ F_____
Racial/Ethnic _____

OFFICE: _____ Phone: _____
_____ Email: _____
_____ Address: _____
_____ City: _____
_____ Zip: _____
M_____ F_____
Racial/Ethnic _____

OFFICE: _____ Phone: _____
_____ Email: _____
_____ Address: _____
_____ City: _____
_____ Zip: _____
M_____ F_____
Racial/Ethnic _____

OFFICE: _____ Phone: _____
_____ Email: _____
_____ Address: _____
_____ City: _____
_____ Zip: _____
M_____ F_____
Racial/Ethnic _____

OFFICE: _____ Phone: _____
_____ Email: _____
_____ Address: _____
_____ City: _____
_____ Zip: _____
M_____ F_____
Racial/Ethnic _____

STAFF/PARISH RELATIONS COMMITTEE

<i>Class of</i> _____	<i>Class of</i> _____	<i>Class of</i> _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Lay Member, Annual Conference: _____

Lay Leader: _____

FINANCE COMMITTEE

Class of _____

Class of _____

Class of _____

Lay Member, Annual Conference: _____

Lay Leader: _____

Treasurer: _____

BOARD OF TRUSTEES

Class of _____

Class of _____

Class of _____

NOMINATIONS AND LAY LEADERSHIP DEVELOPMENT COMMITTEE

Class of _____

Class of _____

Class of _____

Lay Leader _____

Pastor _____
(Chairperson)

Please sign on the lines below indicating that the nominees listed above agree to serve in their various positions.

Signature of Pastor

Signature of Lay Leader

Signature of Witness

Annual Information for the Charge Conference

Safe Sanctuaries

Do you have a Safe Sanctuaries policy?

When was the policy reviewed last?

When was your last training of volunteers?

Comments:

High School Students Information

Please enter information for your church for all high school freshmen, sophomores, juniors and seniors at <http://www.kyumc.org/collegeandcampusministries>. Click on the CHURCHES link next to the UMLS symbol. The information entered will be shared with our United Methodist colleges and Wesley Foundations.

Membership Audit

Please note that specific information concerning gains/increases in membership, number of Baptisms, and Professions of Faith are part of the reporting on the year end reports completed in January. However, the results of an audit of the membership rolls must be approved by Charge/Church Conference action and should be attached. Also, you are encouraged to use the Church/Charge Conference as a time to recognize and celebrate all of those who have been baptized and/or joined the church since the last Charge Conference.

Occasional Reports to the Charge Conference (On the Conference Web Site there are the optional forms listed below. These are not required of all churches/charges for the Business of the Charge Conference. Please complete any that are applicable to your church and attach here.)

2016 Accessibility Mini-Audit

2016 Annual Report Appointment to an Extension Ministry

2016 Annual Report Diaconal Minister

2016 Appointment of Deacon in Full Connection and Probationary Members in the Deacon Track

2016 Congregational Assessment Report

2016 Lay Servant Annual Report

2016 Parsonage Survey

2016 Recommendations for Lay Servant

2016 Retired Clergy Annual Report

[Charge Conference Membership Information](#)

UMLS Website Instructions