

## CHECKLIST : 2010 Elizabeth City District Fall Charge Conference

CWS = Conference web site <a href="http://www.nccumc.org">www.nccumc.org</a>	DWS = District web site <a href="http://www.elizabethcitydistrictumc.org">www.elizabethcitydistrictumc.org</a>	YF = Your custom Form	Church / Charge :
CC = Charge Conference	AC = Annual Conference	DSF = (DS Folder)	Pastor :

Prepare all written materials in order and have your people prepared in such a way that communicates the importance of the Charge Conference. Early preparation will prove invaluable.

On the table below in the left column there is a "Report #" that should be written in the upper right corner of the DS copy of appropriate forms. 3 completed folders are to be provided at the CC. (1) for the pastor in charge, (1) for the recording secretary, (1) for District Superintendent or presiding elder.

Include all copies due to the DS listed below. **If not applicable, mark N/A.** This way it is known a form is not lost, forgotten, etc.

If you believe there is **OTHER BUSINESS**, the pastor should inform the DS or Presiding Elder at least one day in advance.

VERIFY the math on appropriate forms and have all forms properly signed **before** the CC!

**The Charge Conference Cluster pastors will be expected to decide host church and notify district office as soon as possible.**

Written Reports :					Carefully review the following items and place a ✓ in each section as the task is completed.
Report #	✓	Form	Where	Copies to DS	Instructions
1		This Checklist	DSF	1	Place a ✓ next to each item as you complete it. Remember to number your reports to match the Report # in the column on the left (see instructions above).
2		Agenda	DWS	1	This charge conference Agenda Form will serve as the official Minutes. Place in DS's charge conference folder as page 2. Complete Agenda according to actions taken by your Administrative Council in preparation for CC. <b>(Do NOT USE COKEBURY OR ONLINE MINUTES FORM.) Completed copy to be emailed or faxed to district office 1 week prior to the scheduled charge conference date.</b> <a href="http://www.elizabethcitydistrictumc.org">www.elizabethcitydistrictumc.org</a>
3		CC Roster--2010	YF	1	A create a roster of your own. <b>Recording Secretary should sign at bottom of page.</b>
4		Committee on Nominations & Leadership Development	YF	1	The 2008 <i>Discipline</i> (§251.1.c) recommends that the Lay Leader may also serve as the Lay Member of Annual Conference. Both the Lay Leader and Lay Member of Annual Conference are voting members of the S/PPRC (§258.2.a). <u>Every</u> CC office holder must appear on the report. <u>Underline</u> officers <u>new</u> for 2013 & those filling vacancies in 2011 & 2012.
5		Lay Speaker	DWS	1	Each Lay Speaker completes the form as <u>new</u> or <u>renewing</u> , signs it and gets the pastor to sign as well. Please note the renewal requirements. ADD their email address to the form, please. <a href="http://www.elizabethcitydistrictumc.org">www.elizabethcitydistrictumc.org</a>
6		Budget Info Sheet	CWS	1	Follow instructions on the form. Separate forms for each church on a charge. <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... <b>Charge Conference Forms ... Menu Item # 1</b>
7		Local Church Officers-2011	CWS	1	Use titles Mr., Ms., Mrs., Miss, Dr., etc. Use separate form for each church on a charge. Include <u>area code</u> and <u>7-digit phone number, e-mail and zip codes</u> . Include the <i>church name</i> on the top of each page. <b>(Online, select "view printable page" before printing.) PLEASE update mailing addresses, phone numbers, and email addresses. Sometimes we tend to let these slide.</b> <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... <b>Charge Conference Forms ... Menu Item # 3</b>
		Lay Members to Annual Conf.	CWS	0	Complete online; <b>no hardcopy for DS.</b> (This should be included in the Local Church Officers, #7 above) <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... <b>Charge Conference Forms ... Menu Item # 2</b>

CHECKLIST ... continued : **2010 Elizabeth City District Fall Charge Conference**

Carefully review the following items and place a ✓ in each section.

<b>CWS = Conference web site</b> <a href="http://www.nccumc.org">www.nccumc.org</a>	<b>DWS = District web site</b> <a href="http://www.elizabethcitydistrictumc.org">www.elizabethcitydistrictumc.org</a>	<b>YF = Your custom Form</b>
<b>CC = Charge Conference</b>	<b>AC = Annual Conference</b>	<b>DSF = (DS Folder)</b>

	HS students	CWS	0	Complete this online then mail letters to the colleges listed on form on behalf of the college bound students. Do <b>not</b> place in DS's folder. <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... Charge Conference Forms ... Menu Item # 4
	Youth to ACS	CWS	0	Complete this online only. Do not include in DS' paperwork. (This should be included in the Local Church Officers, #7 above) <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... Charge Conference Forms ... Menu Item # 5
8	Contribution To Personal Investment Plan	CWS	1 (Fax)	Notice that a PIP contribution is not required but is highly recommended and a PIP FORM MUST BE FILLED OUT REGARDLESS. <b>A completed copy of the PIP to be emailed or faxed to district office 1 week prior to the scheduled charge conference date. (252) 335 – 5127 Fax</b> <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... Ministerial Relations ... Menu Item # 1
9	2011 Pension Worksheet	CWS	1 (Fax)	It is <b>recommended</b> that all travel and utilities be <b>vouchered</b> (paid directly by church and not directly to the pastor) except in the case of a H/A when utilities are not vouchered. Continuing education is to be included as a cash allowance if church does not pay directly to the provider. <b>Pastor must sign this form.</b> Notice that a PIP contribution is not required but is highly recommended and a PIP FORM MUST BE FILLED OUT REGARDLESS. <b>A completed copy of the Pension Worksheet to be emailed or faxed to district office 1 week prior to the scheduled charge conference date. (252) 335 – 5127 Fax</b> <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... Ministerial Relations ... Menu Item # 2
10	Continuing Education	CWS	1	Copy for each clergy, deacon, and diaconal, as assigned to your church. <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... Ministerial Relations ... Menu Item # 3
11	District Work Fund	DWS	1	Complete a form for <u>each</u> church on a charge. <a href="http://www.elizabethcitydistrictumc.org">www.elizabethcitydistrictumc.org</a>
12	Trustees	CWS	1	Report to include information on insurance policies and all financial holdings as of CC date. <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... Related Forms ... Menu Item # 3
13	Committee on Finance	CWS	1	<b>Complete the online form.</b> Audit must be done by someone other than family member of treasurer. Does not have to be a CPA. <b>(Audit report for January 1-December 31, 2010 due before 3/1/2011 to DS.</b> Audit is required by <i>The Book of Discipline</i> ). <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... Related Forms ... Menu Item # 2
14	Safe Sanctuaries	CWS	1	Complete a form for <u>each</u> church on a charge. Place in DS's folder as page 13. <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... Charge Conference Forms ... Menu Item # 6
15	Report of Pastor	Plain Paper	1	A <b>WRITTEN</b> report on ministry of each appointed pastor (See #13 on Agenda). Pastors should submit report on <b>PLAIN</b> paper, appropriately <b>labeled "Pastor's Report."</b> <b>Do NOT provide statistical report on Cokesbury or online form.</b>
(if applicable) 16	Parsonage Checklist	CWS	(if) 1	This form must be completed, signed, and submitted at the charge conference for clergy who live in parsonages and who did <b>NOT</b> move June-August, 2010. <a href="http://www.nccumc.org">www.nccumc.org</a> ... Resources ... On-line Data Collection ... Charge Conference Forms ... Menu Item # 8

RECORDING SECRETARY - PLEASE PRINT

RECORDING SECRETARY'S SIGNATURE

DATE

# NCCUMC On-line Data Collection System

Main Menu Charge Conference Ministerial Relations Related Forms More ... Logout

District: 3 Church: 132 - Hebron  
 Pastor: 1548 - Frank L. Alexander

Lock Church Data  Lock Pastor Data

[Email us if you have any questions or to report any issues](#)

## Main Menu

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- 5. Youth ACS
- 6. Safe Sanctuaries
- 7. Camping/Retreat Ministries
- 8. Parsonage Checklist

[Print Charge Conference Forms](#)

= Complete  = Incomplete

- Downloads
- Statements
- FEM
- Conference Home
- Directory Information
- Change My Password
- Comment on this System



# NCCUMC On-line Data Collection System

Main Menu Charge Conference Ministerial Relations Related Forms More ... Logout

District: 3 Church: 131 - Ahuskie  
 Pastor: 1291 - Harvey Lee Edwards

Lock Church Data  Lock Pastor Data

[Email us if you have any questions or to report any issues](#)

## Related Forms

- 1. Fund Balance Report (Report of the Annual Audit)
- 2. Report of the Finance Committee
- 3. Annual Report of the Board of the Trustees
- 4. Minutes of the Church/Charge Conference

[Print All Related Forms](#)

= Complete  = Incomplete



**EOY Report  
 1/1 - 12/31/10  
 DUE  
 3/1/2011 to  
 ECD DS Office**

# 1