

**Summary of reports due for the Fall Charge Conference 2022**  
 All forms other than compensation are found on the Church Dashboard.

<b>Report</b>	<b>Who is Responsible?</b>	<b>Required Form(s)</b>	<b>Action Required by CC?</b>	<b>Share with congregation?</b>	<b>Need to turn in to District Office?</b>
<b>Pastoral Compensation</b>	SPRC, Pastor, Finance Committee; Must be approved by Church Council /Board. Then recommended to the Charge Conference.	Go to the People Portal to complete the compensation form. Let the district office know when it is completed. Print this form for use at the charge conference meeting.	Yes, 2016 Discipline ¶ 247.13	Yes	Yes – complete on People Portal at least one week prior to the charge conference. The district office will review it before your charge conference.
<b>Report of Lay Ministry - Nominations</b>	Nominating committee	Church Officers Contact List and Nominations for 2023. Also upload complete nominations list with this report.	Yes	Yes, 2016 Book of Discipline ¶ 249  Only the list of names is required	Yes- submitted with other reports via the Church Dashboard FormVites
<b>Board of Trustees Report</b>	Board of Trustees	Report of the Trustees 2022	No.	Yes, a written report is required by 2016 Discipline ¶2550	Yes – submitted with other reports via the Church Dashboard FormVites
<b>Safe Sanctuaries Policy Review</b>	Ad Board/Council	Safe Sanctuary Annual Policy Review 2022 – Also upload current copy of Safe Sanctuary Policy	No	No	Yes – submitted with other reports via the Church Dashboard FormVites
<b>Financial Information</b>	Pastor, Finance, Church Council Chair, Trustees	Financial Information	No	No	Yes – submitted with other reports via the Church Dashboard FormVites

<b>Report</b>	<b>Who is Responsible?</b>	<b>Required Form(s)</b>	<b>Action Required by CC?</b>	<b>Share with the congregation?</b>	<b>Need to turn in to the District Office?</b>
<b>Membership Report: 1<sup>st</sup> &amp; 2<sup>nd</sup> Year Readings Only</b>	Pastor, Membership Secretary	First and Second Readings 2022	Yes	Yes, 2016 Book of Discipline ¶228.2b(4)	Yes – submitted with other reports via the Church Dashboard FormVites
<b>Reports of Clergy who are members of your charge conference, if you have any.</b>	1. Retired Ministers, 2. Extension Ministers, narrative report 3. Ministers on Honorable Location, 4. Ministers on Voluntary Leave of Absence	Required forms are sent to the clergy and they will give the church a copy. Please notify each clergy person of the date of Charge Conference and when you want them to submit the form to you.	No	Yes	No – the clergy submit this to the conference office.
<b>Certified Lay Servant/Lay Speaker Annual Report, if you have any.</b>	Certified Lay Servants, Certified Lay Speakers,	Certified Lay Servant Annual Report to the Charge Conference 2022	Yes, 2016 Discipline ¶ 247.11	Yes	Yes – submitted with other reports via the Church Dashboard FormVites.
<b>Certified Lay Minister Report, if you have any.</b>	Certified Lay Minister	No form – use same report submitted to DCOM	Yes, 2016 Discipline ¶ 247.11	Yes	No – this report is submitted by the CLM to DCOM
<b>Approval and/or renewal of candidates for ordained ministry, if you have any.</b>	SPRC	No form – but vote to be by written ballot and approval requires 2/3 majority	Yes, 2016 Book of Discipline ¶ 310.1.e. and 313.1 and ¶ 247.8 and 247.9	If there is written material to share, it can be emailed or printed for participants	Yes – this is recorded in the minutes which are submitted after your Charge Conference
<b>Minutes</b>	Recording Secretary	Charge Conference Quick Minutes	No	No	Yes, 2016 Book of Discipline ¶ 247.4  Submitted through the Church Dashboard after the charge conference meeting.