

## Table of Contents/Check List

**Charge Conference Papers may either be emailed to [mbelt@txcumc.org](mailto:mbelt@txcumc.org)  
or mailed to the District Office, 324 West Elm St., Tyler, TX 75702**

### Mandatory: Due at Charge Conference:

Form on District Tab	Charge Conference Attendance Sign-In Sheet (This is to be signed at Charge Conference by attendees.)
CC_A_03_2018	TAC Continuation of Certification Form (If you have new Certified Candidates let us know to hold a separate Charge Conference at your church.)

### **The Following Should Be Approved & Signed At Your Church Council Prior To Charge Conference**

#### Mandatory: (Section A) - Due **ONE WEEK PRIOR** to Charge Conference:

<b>CC_A_02_2018</b>	<b>Minutes of the Charge/Church Conference</b>
<b>CC_A_04_2018</b>	<b>Report of the Pastor (including NARRATIVE portion)</b>
No Form	State of Church (what has been accomplished this year) & Objectives for Upcoming Year (written by Lay Leader or other Key Leadership)
No Form	Any issues/concerns that the DS needs to be aware of before Charge Conference
<b>CC_A_05_2018</b>	<b>Report of the Trustees</b>
<b>CC_A_06_2018</b>	<b>Report of the Committee on Finance</b>
<b>CC_A_07_2018</b>	<b>Nominations Report (can include names only)</b>
<b>Form on District Tab</b>	<b>Church Officials for the Coming Year (please include address, phone # and e-mail address)</b>
<b>CC_A_09_2018</b>	<b>Signed Compensation Form (form located in Salary Sheet program)</b>
Form on District Tab	Lay Servant/Speaker
Form on District Tab	Certified Lay Minister Report
Form on District Tab	Certified Lay Minister Candidate Charge Conference Approval
<b>Form on District Tab</b>	<b>Congregational and Clergy Effectiveness Assessment (Due November 1<sup>st</sup>)</b>
<b>Form on District Tab</b>	<b>Clergy and Lay Minister Self-Evaluation (Due November 1<sup>st</sup>)</b>
Form on District Tab	2018 Summary Minimum Salary – Group Health Benefits – Pensions

#### If Applicable: (Section B):

<b>CC_B_10_2018</b>	<b>Church Proposed Budget for the coming year (Upon completion, but by the end of the year) (Budget does not have to be voted on at your Charge Conference unless you choose to do so.)</b>
CC_A_10_2018	Verification of Registered Directors and Agents
CC_B_01_2018	Deacon Report
CC_B_02_2018	Diaconal Report
CC_B_04_2018	Cross Connection Electronic Edition
<b>CC_B_05_2018</b>	<b>Retirees and Surviving Spouses (complete with ALL contact information)</b>
CC_B_06_2018	Appointment to Extension Ministry (due November 1 <sup>st</sup> )
CC_B_09_2018	Full & Prep Member attending Colleges & Universities
CC_B_11_2018	Report from Retirees
No Form	Copy of deed(s) for property owned by church (if you did not turn this in last year)
<b>CC_B_03_2018</b>	<b>Fund Balance Report (Due February 1<sup>st</sup>)</b>

#### Informational: (Section C)

**All Document "C" Series - Informational CC\_C\_01\_2018 through CC\_C\_15\_2018 - download as needed**