



## 2023 Charge Conference Preparation Sheet

*This form must be included in your church/charge packet.*

**Date of Conference**

**Churches with the Simplified Accountable Structure MUST have a Church Conference.**

CHURCH NAME(S)	
PASTOR(S)	
ELDER PRESIDING	
Packets prepared (Electronic copy to the District Office for Conf Superintendent is preferred)	<input type="checkbox"/> 1 packet each with all forms/signatures for (1)DS, (1)Pastor, (1) Recording Secretary <input type="checkbox"/> Packets with all items requiring a vote for members attending
TYPE OF CONFERENCE (charge, church, church local)	
NAME OF RECORDING SECRETARY	
MINUTES OF 2022 CHARGE CONFERENCE and any subsequent CHARGE CONFERENCE(S) FOR APPROVAL	<input type="checkbox"/> In packet Were there any special charge conferences? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, list when and place minutes in packet:
2022 FORM 12 LOCAL CHURCH ANNUAL FINANCIAL AUDIT (¶258.4d) <b>One per church (attach if it has not been accepted by Council)</b>	<input type="checkbox"/> Completed List date(s) audit(s) presented to the church council for acceptance:  <input type="checkbox"/> Have not been presented to Council and must be accepted
2022 FORM 13 CHARGE FINANCIAL AUDIT <b>If applicable</b>	<input type="checkbox"/> Ready to present <input type="checkbox"/> Not applicable – there are no financial accounts shared by the churches in the charge <b>Audits for charge accounts are to be presented for review and acceptance.</b>
2022 Church Trustees Reports 2022 Charge Trustees Reports	<input type="checkbox"/> Ready to present <input type="checkbox"/> Ready to present <input type="checkbox"/> Not Applicable
SHARES OF MINISTRY, PENSION & INSURANCE(S)  <b>Make notations for each church as necessary</b>	It is the expectation that all covenantal responsibilities (Shares of Ministry, pension [if applicable] and insurances) are to be paid in full.  <b>If not, attach your finance committee's plan (per action of 2012 Annual Conference)</b> Shares expected to be paid in full for charge: <input type="checkbox"/> If no, Plan attached



<b>Lease(s) to be approved</b> (§2540.1 and 2, 2541.1 and 2) <b>List Property and to whom leased</b>	
<b>OTHER BUSINESS TO BE DONE</b> <b>AT THIS SESSION: list to the</b> <b>right or attach information</b>	

**2023 REPORTS DUE AT A LATER DATE:**

<b>On-line</b>	<b>STATISTICAL REPORTS (Ezra)</b>	<b>DUE JANUARY 31</b>	
<b>No Specific Form</b>	Church Treasurer's End-of-Year Report	<b>DUE JANUARY 31</b>	<b>one per church</b>
<b>FORM # 9</b>	Church Trustees Report	<b>DUE JANUARY 31</b>	<b>one per church</b>
<b>FORM # 9 a</b>	Weekday Ministry Report	<b>DUE JANUARY 31</b>	<b>if needed</b>
<b>FORM # 10</b>	Charge Trustees Report	<b>DUE JANUARY 31</b>	<b>if needed</b>
<b>FORM # 11</b>	Clergy Profile on Continuing Formation	<b>DUE JANUARY 31</b>	<b>pastor's responsibility</b>
<b>FORM # 12</b>	Local Church Annual Financial Audit	<b>DUE MARCH 15</b>	<b>one per church</b>
<b>FORM # 13</b>	Charge Annual Financial Audit	<b>DUE MARCH 15</b>	<b>if needed</b>

***Upon completion of the audit, it should be presented to the council for approval.***

**Pastors:**

\*\* Safe Sanctuaries training for all pastors and persons serving as pastoral leaders of congregations must be renewed every **FIVE** years. NO EXCEPTIONS.

\*\* Clearances are valid for 60 months (5 years)

PA State Police Check

PA Child Abuse Clearance (Act 33)

FBI Fingerprints

\* **Required Boundaries must be taken within the first six months of an appointment or assignment. Once an initial Boundaries course is completed, a refresher course is required every four years.** Currently, the options are to re-take required boundaries or "Understanding Sexual Ethics" through the Lewis Center for Online Learning - <https://www.lewisonlinelearning.org/Default>

***Forms 1-8 and all other documents/items requiring action must be submitted electronically to the District Office by the due date set by your District Supervisory Area.***