

What to bring to Charge Conference

Each church should be prepared to give a copy of the following documents signed appropriately by church leaders to the Charge Conference Secretary, Donna Desper, on the morning of November 18. The DS and CC Secretary will sign later, and those signed forms will be uploaded by our office into Unity. Also, have copies available for your voting members in attendance.

- Minutes (required- Unity generated)
- Attendance (blank attendance forms will be provided on-site)

- Clergy Compensation Summary (required for ALL actively serving pastors)
- Accountable Reimbursement Form (if applicable)
- Housing Exclusion Form (if applicable)
- Pastor Statistics Report (required – stats from 2022 CC to 2023 CC)
- Pastor Narrative Report (required)
- Pastor Continuing Education Report (required for most)

- Finance Committee Report (required)
- Budget and Fund Balance Report/Audit (required and can be included or uploaded to Unity by December 31)
- Trustees Report (required)
- Nominations and Leadership Development Report (required)
- S/PPRC Report (if applicable- do not complete if there is nothing to report)

- Diaconal/Deacon Report (if applicable)
- Lay Servant Reports (if applicable- must meet training requirements for certification)
- Declaration of Candidacy Reports (if applicable)
- Non-Appointed Clergy Reports (includes retired Elders if applicable)

You may upload supporting documentation as a PDF for any report. Please label appropriately.