

Church/Charge Conference Recording Secretary's Minutes Form

DUE at the close of Church/Charge Conference

Church/Charge _____ Date: _____

Pastor: _____ Secretary: _____

Number in Attendance: _____ *Please attach the sign-in sheet(s) to this form.*

Items for Approval

Last Year's Annual Audit 2022: Yes _____ No _____

Last Year's Charge Conference Minutes 2022: Yes _____ No _____

Celebrating Ministry:

- 1. Disciple Making
- 2. Outreach & VIM Ministry
- 3. Pastor's Report
- 4. INR-Imagine No Racism

Annual Church/Charge Conference Business Items:

Pastoral Compensation for 2024

Please attach a copy of the signed compensation & ARP forms (only if new appointment or change ARP)

5. Gross Salary approved: \$ _____

5a. Housing Exclusion Resolution: *If adopted, please attach a copy of the resolution.*

5b. Accountable Reimbursement Plan \$ _____ *(only if new appointment or change)*

Amount approved: \$ _____

- 6. Election of Trustees: *Please attach ballots used.*
- 7. Local Church Leadership Interface/ Nominations & Personnel
- 8. Safe Sanctuary Compliance
- 9. Accessibility Report

If Applicable:

- 10. Declaration of Candidacy for Licensed/Ordained Ministry
- 11. Certified Lay Ministers: *Please attach copies of signed report forms.*
- 12. Certified Lay Servant: *Please attach copies of signed report forms.*
- 13. Lay Speaker: *Please attach copies of signed report forms.*

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14. Bequest Resolution: Acceptance of Bequest or Other Gifts *Please attach copy of resolution.*

Name of Donor: _____ Amount: \$ _____

Specified Use of Bequest: _____

Approved _____ Not Approved _____

15. Retired Clergy in the church (if applicable) ¶ 357.5

16. Parsonage Inspection & Committee

Removal of Members from the Rolls *Please attach copy of names and year(s) notification.*

Signatures:

Secretary: _____

Pastor: _____

Presider: _____

Superintendent: _____