

Church/Charge Conference Recording Secretary's Minutes Form

DUE at the close of Church/Charge Conference

(Tab through document to fill in form)

Date: _____

Church/Charge: _____

Pastor: _____

Recording Secretary: _____

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

Annual Church/Charge Conference Business Items:

1. Pastoral Compensation for 2018 Please attach a copy of the signed compensation & ARP forms.

Gross Salary approved: \$ _____

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

Amount approved: \$ _____

Accountable Reimbursement Plan \$ _____

Total Compensation package: \$ _____

2. Lay Leadership / Elections

a. Trustees Please attach ballots used.

Please list names and class years of those newly elected:

Name	Class

b. Lay Leadership Team (formerly Nominations & Personnel)

Please list names and class years of those newly elected:

Name	Class

c. Election of Lay Leadership

Please attach a complete/corrected listing of those elected.

Approved

Not Approved

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3. Candidates for Ministry

Please list names and designate "Initial Approval" or "Subsequent Approval"

Note that an additional form will be required by the District Committee on Ordained Ministry.

Name	Initial Approval	Subsequent Approval
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

4. Certified Lay Ministers

Please list names and designate "Newly Approved" or "Recertified"

Name	Newly Approved	Recertified
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

5. Recommendation of Lay Servants *Please attach copies of signed report forms.*

List Name, followed by designation:

Name	Certified Lay Servant	Certified Lay Speaker
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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Other Business Items *(as applicable):*

1. Acceptance of Bequest or Other Gifts

Please attach copy of resolution.

Name of Donor: _____ Amount: \$ _____

Specified Use of Bequest: _____

Approved Not Approved

2. Removal of Members from the Rolls

Name	Year of Notification			Church	Removed	Not Removed
	First	Second	Third			
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

3. Other Business Items:

Other Items for Approval:

1. Last Year's Audit:

Approved

Not Approved

2. Minutes of last year's Church/Charge Conference:

Approved

Not Approved

Reports Received *(as applicable)*

Please attach a copy.

1. From Clergy

List names:

2. From Laity

List names:

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3. College Students

- | | Submitted | Not Submitted |
|--|--------------------------|--------------------------|
| 4. S/PPRC | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Parsonage Inspection & Committee Report | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. VIM & Outreach Reports | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Safe Sanctuary Compliance | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Accessibility Audit | <input type="checkbox"/> | <input type="checkbox"/> |

Other Business:

Signatures: Secretary: _____

Pastor: _____

Presider: _____

Superintendent: _____