

Charge Conference Forms Breakdown –

You will follow the Agenda for your conference (attached).

Your Charge Conference folders must include the following:

From the Conference Web Page – www.vaumc.org, Administrative Services, Policies and Forms, Charge Conference Forms -

- *Form 1 - Minutes (please mark the blocks of the forms you have included)
- *Form 2 - Attendance Roll (important)
- *Form 3 - State of the Church (by Lay Leadership)
- *Form 4 - Pastor's Report (all names of persons involved in the changes in membership need to be listed – a total of each category would be appreciated)
- *Form 9 - Report of the Trustees
- *Form 18 - Report of the Pastor/Staff Parish Relations Committee
- *Form 21 - Report of the Finance Committee
- *Form 23 - Clergy Compensation Report
- *Form 22 - Building a Local Church Annual Budget (Church Budget)
- *Form 25 - Accountable Reimbursement Policy
- *Form 26 - Parsonage Housing Exclusion

From the District Web Page – www.umcfarmville.org, Resources, Charge Conference Forms

- *Form 101 – Charge Officers – (very important to the work of the district – please return both 101 & 102)
- *Form 102 – Local Church Officers (very important to the work of the district – please return both 101 & 102)

Include the following if they relate to you or your charge:

From the Conference Web Page – www.vaumc.org, Administrative Services, Policies and Forms, Charge Conference Forms -

- Form 5 - Continuing Education (one C.E.U. per year-eight per quadrenium)
- Form 7 - Membership Care - Cover Sheet
- Form 8 - Membership Care - A Detailed Report
- Form 12 - Non-Appointed Clergy Charge Conference Report
- Form 13 - Incapacity Leave - Optional
- Form 14 - Appointment to Extension Ministry
- Form 15 - Diaconal Minister Report
- Form 16 - Deacons and Provisional Deacons
- Form 19 - Lay Speaking Ministries Report
- Form 20 - Declaration of Candidacy for Ordained Ministry

From the District Web Page – www.umcfarmville.org, Resources, Charge Conference Forms

- Form 104-United Methodist Women Report
- Form 105 – United Methodist Men Report
- Form 106 – United Methodist Youth Report
- Form 107 – Church Historian (This reports deals with church record keeping)
- Form 108 – Parsonage Review
- Form 109 – Parsonage Inventory
- Form 110 – Trustee Petition – This form is just for guidance. Your County Courthouse will be able to tell you exactly what they need in order to record your Trustees.

Audits of all financial records need to be in our office:

- Form 10 - Annual Audit - Summary Page
- Form 11 - Annual Audit - Individual Account Auditing
- Annual Audit Instructions

Informational:

- Lay Leader Information (pdf)
- Instructions - Clergy Compensation Report
- CRSP/PPP Calculation Instructions
- CRSP/PPP Calculations (Excel)
- Guidelines for the Nominations and Leadership Development Committee

Other:

- Form 6 – No Longer Needed (See Form 4)
- Form 17 - No Longer Needed