



# Minutes of the Charge Conference 2022

Church: \_\_\_\_\_ Pastor: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Recording Secretary: \_\_\_\_\_

### Reports:

Lay Servant’s Continuation Report (include each report on proper form)

Who has been approved for continuation as a Lay Servant:

\_\_\_\_\_  
\_\_\_\_\_

List those who would like to become a Lay Servant and is ready for LACE training

\_\_\_\_\_  
\_\_\_\_\_

Are you on track to paying 100% of your apportionments? Yes \_\_\_\_\_ No \_\_\_\_\_

(If “NO”, please give a detailed explanation on separate page)

Has the Parsonage been inspected? Yes \_\_\_\_\_ No \_\_\_\_\_

This must be completed annually by the PPRC designated person, a Trustee and Pastor the report needs to be attached to Minutes.

Were identified problems at the parsonage fixed? Yes \_\_\_\_\_ No \_\_\_\_\_

When was roof replaced? \_\_\_\_\_

Appliances and HVAC Checked? Yes \_\_\_\_\_ No \_\_\_\_\_

Changes in property matters? Yes \_\_\_\_\_ No \_\_\_\_\_

If “Yes” please give a detailed report on separate sheet

Are all properties fully / adequately insured? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_



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Recommended persons for Candidacy for Ordained Ministry:

Continuing: \_\_\_\_\_

New: \_\_\_\_\_

The following must be acted upon by the Administrative Council / Board / Lead Team prior to Charge Conference to be ready to submit the Report in its entirety.

\_\_\_ Nominations Report:

\_\_\_ Pastor's Compensation:

\_\_\_ Apportionment Contribution: 15% for each church on the charge

We certify that the above items of business have been approved by action of the governing body of our church and request that these actions be considered as our vote for the Charge Conference.

Date: \_\_\_\_\_

\_\_\_\_\_

Chair Person of Administrative Board

\_\_\_\_\_

Pastor

\_\_\_\_\_

Treasurer

\_\_\_\_\_

Pastor Parish Relations Committee Chair