

## Charge Conference Checklist for Pastors 2020

*(This checklist is provided for the pastor's convenience.  
It is not necessary to return it to the district superintendent.)*

CHURCH \_\_\_\_\_ PASTOR(S) \_\_\_\_\_

2020-Instructions: General (3 pages)

- 2020-Attendance Registration
- 2020-01 or 01A Charge Conference Report  **Signatures**
- 2020-02 Pastor's Charge Conference Report **(Form plus written report)**  **Signatures**
- 2020-02B Administrative Council or Church Council Report
- 2020-03 Recommendations for Ministry
- 2020-04 Sent separately to individuals - Certified Lay Servant's, Certified Lay Speaker, CLM Annual Reports, Deacon, Extension Ministry  **Signatures**
- 2020-05A or B Service Schedule: A-Single; B-Multi-Church Charge

2020-Instructions: Pastor's Compensation (7 pages)

2020-Instructions: Insurance (1 page)

2020-Instructions: Pension (1 page)

- 2020-06A Report of Clergy Support or -06B Assigned Supply  **Signatures**
- 2020-07 Accountable Reimbursement Policy  **Signatures**  
2020 Additional Information: Accountable Reimbursement (9 pages)  
Suggested Reimbursement Policy Worksheet
- 2020-08 Medical Reimbursement Policy  **Signatures**
- 2020-09 Request for Equitable Compensation **(IF APPLICABLE)**  **Signatures**  
2020 Instructions for Nominations
- 2020-10 Single, Church and Charge Nominations List and Nominations with Contact Information
- 2020-11 Parsonage Inspection & Needs Assessment  **Signatures**
- 2020-12 Multiple Church Charge Trustees Only  **Signatures**
- 2020-13 Annual Report of Trustees  **Signatures**

United Methodist Church Minimum Insurance Requirements (4 pages)

- 2020-14 Annual Report of the Committee on Finance  **Signatures**  
2020 Additional Information: Internal Controls (2 pages)
- 2020-15 Certificate of Election of Charge Trustees (Usually applies only to multi-point charges)
- 2020-16 Certificate of Election of Trustees (***Courthouse filing required if there are changes***)  
Computing the 2021 Fair Share Factors  
Opportunities for Ministry 2021-2020
- Fair Share Form (Will be distributed after special Annual Conference session)  **Signatures**
  
- Retired Pastors Report