

# CHARGE CONFERENCE FORM #0: INSTRUCTIONS & TRACKING

Every local church should be organized and ordered. Part of ordering the church is holding your annual charge conference, a business meeting

- To satisfy the requirement for your corporate entity to have an annual meeting
- To approve salary packages for appointed clergy and/or assigned laity at your church
- To affirm, continue, or discontinue candidates for ministry and/or certified lay ministers in your congregation
- To vote on annual budgets, leadership roles, equitable compensation applications, or other significant operational changes like changes in by-laws
- To review and vote on changes in the church membership roll
- To hear reports from church leaders on the state of the church and its ministry

Steps to plan and prepare for your charge conference.

1. **Schedule your charge conference with your district office.** Consider deadlines below, especially if you are applying for an equitable compensation grant.
2. **Build an agenda** around the following reports and action items that are applicable to your congregation. You need not follow the order these items are listed. Check with your district office and district superintendent on any additional items or specific requests.

| REPORTS (written or oral) (complete forms BEFORE charge conference meets) (committee named or your equivalent)                                                                                                                                                     | ACTION ITEMS for voting (complete forms AFTER charge conference meets)                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report from the Board of Trustees (#1)<br>-- Report on Accessibility of Church<br>-- Report on the Carbon Net Neutrality of the Church                                                                                                                             | -- Vote on any changes to by-laws or property ownership or charter.                                                                                                                                                                                                                                                                                                                                                                                                         |
| Report from the Committee on Finance (#2)<br>-- Report on the most recent Fund Balance Report / Audit (2025)                                                                                                                                                       | -- Vote on budget for following year                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Report from the Staff-Parish Relations Committee<br>-- Introduction of any candidate declaring (#16) or continuing candidacy for ministry (#17).<br>-- Status of church's Abuse Prevention & Sexual Harassment Prevention Certification (#6)                       | -- Vote on Salary & Benefits packages for appointed clergy & assigned laity (#3a, 3b, or 3c worksheet)<br>-- Vote equitable compensation applications for clergy support if applicable (#24)<br>-- Vote to affirm any new (#16) or continuing (#17) candidate for ministry who is affirmed by the SPRC<br>-- Vote for appointed clergy housing allowance resolution (if applicable)<br>-- Vote whether to affirm or continue any candidate for certified lay ministry (#15) |
| Report from the Pastor (#7)<br>-- Report on how the church is experiencing astonishment this year<br>-- Acknowledge clergy who relate to this charge, as applicable (clergy on leave, clergy on location, retired clergy, clergy in extension ministry) (#9 - #13) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Report from the Lay Leadership of the Church<br>-- Report of the Lay Leader<br>-- Acknowledge / affirm church's Certified Lay Servants (#14)                                                                                                                       | -- Vote on leadership and committee membership for following year<br>-- Vote on changes in the member rolls (use #18 worksheet to prepare)                                                                                                                                                                                                                                                                                                                                  |

3. **By 1 week before charge conference**, your church leadership should complete and sign the following (**be sure to allow extra time for signing, and notify all signers to watch for an email with the signing link**). We recommend you start as early as possible.
  - a. CCF#1 Report of the Trustees
  - b. CCF#2 Report of the Finance Committee
  - c. CCF#3 Salary & Benefits Compensation **worksheet** (3a, 3b, 3c) – email to district office
  - d. CCF#4 Report on Church Staffing
  - e. CCF#6 Abuse & Sexual Harassment Prevention Verification
  - f. CCF#7 Report of the Pastor
  - g. CCF#18 Membership Audit **worksheet** – email to district office
4. **During the charge conference**, you will have a presiding elder to guide your charge conference. Some basic organizational items are
  - a. The charge conference is a corporate meeting, but it is still a church meeting. Do not forget to organize for an opening prayer and devotion.
  - b. Elect a Secretary (or Recording Secretary). This person should
    - i. Take detailed notes or record the meeting with an automated note-taker writing a summary that the Secretary carefully reviews & verifies.
    - ii. Take attendance of all voting members to include in the minutes.
    - iii. Record motions, names of motion-makers, and seconds, and the outcome of each vote. Include the actual vote #s for changes to by-laws, membership changes, candidates for ministry, and certified lay ministers.
    - iv. Include when and where the charge conference was held, the full name of the presiding elder, the full name of your church.
    - v. Include the vote and text of the housing allowance resolution (if passed) in the minutes or include it as a noted attachment (Appendix f).
    - vi. Produce the minutes of the charge conference in a timely manner
  - c. You will need the minutes of the previous charge conference so they can be reviewed and approved by the attending members.
  - d. If you are voting a housing allowance resolution for your appointed clergy, be sure to have this prepared in advance (see Appendix f).
  - e. Members may call for secret ballots on votes. Be sure you have a method to do this (other than a raise of hand vote).
5. **After the charge conference is concluded**, do not forget to finish the post-charge conference tasks.
  - a. The recording secretary should produce the minutes and several people should read them for completeness and accuracy.
  - b. Complete the following forms online as applicable. All of these forms are recommended to prepare in advance, then finish with votes or other final information following the charge conference, submit and sign.
    - i. CCF#24 Equitable Compensation Application, as applicable (by November 2)
    - ii. CCF#3a, 3b, or 3c Salary & Benefits Compensation Packages for appointed clergy & assigned laity, as applicable (by November 30)
    - iii. CCF#15 Certified Lay Minister Report, if applicable (before DCOM interview)
    - iv. CCF#16 Declaration of Candidacy for Ministry, if applicable (before DCOM interview)
    - v. CCF#17 Annual Report of Candidates for Ministry, if applicable (before DCOM interview)
    - vi. CCF#18 Membership Audit (after December 31 and before February 5)
    - vii. CCF#19 Post-Charge Conference Recap (by February 5)
    - viii. CCF#21 Fund Balance Report for 2026 (annual audit) (after December 31, by February 5, also accepted all year)
    - ix. CCF#22 Local Church Profile & Leadership for following year (after you vote your Nominations Report) (by February 5)
    - x. CCF#23 UWF Membership Report (after December 31, by February 5)

**6. Additional Required Staff-Parish Relations Committee & Clergy Forms**

- a. SPRC should also complete CCF#5 SPRC Appointment Request & Clergy Evaluation (#5) (by November 30)
- b. Appointed Clergy & LPAs should also complete CCF#8 Clergy Appointment Request (#8) (by November 30)
- c. CCF#20 Certification of Payment (for appointed clergy and assigned LPAs) (by February 5)

**7. For assistance with charge conferences, try the following**

- a. Your District Office (start here)
- b. Contact Conference Data Services at [dataservices@calpacumc.org](mailto:dataservices@calpacumc.org).
- c. Associate Director of Data Services Jennifer Gaylord ([jgaylord@calpacumc.org](mailto:jgaylord@calpacumc.org) / (626) 568-7363)).

**FORMS CAN BE FOUND ONLINE AT [www.calpacumc.org/chargeconference](http://www.calpacumc.org/chargeconference)**

| CHURCH & ACTIVE CLERGY FORMS (^new form number)             |                                                                                           | Church Committee or Equivalent    | Deadline              | Your Notes        |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------|-----------------------|-------------------|
| 1                                                           | Annual Report of the Trustees                                                             | Trustees                          | 1 week before CC      |                   |
|                                                             | -- General Maintenance Worksheet                                                          | Trustees                          | With #1               |                   |
|                                                             | -- Owned Residential Unit Worksheet                                                       | Trustees                          | With #1               |                   |
|                                                             | -- Annual Accessibility Audit                                                             | Trustees                          | With #1               |                   |
|                                                             | -- Carbon Net-Neutral Worksheet                                                           | Trustees                          | With #1               |                   |
|                                                             | -- Disaster Response Plan                                                                 | Trustees                          | With #1               |                   |
| 2                                                           | Annual Report of the Finance Committee                                                    | Staff-Parish Relations            | 1 week before CC      |                   |
| 3                                                           | Salary & Benefits Compensation Package                                                    | Staff-Parish Relations            | November 30           |                   |
| 3a                                                          | -- 3a Clergy in Single Charge                                                             | Staff-Parish Relations            | November 30           |                   |
| 3a                                                          | -- 3a Clergy in Single Charge worksheet                                                   | Staff-Parish Relations            | 1 week before CC      |                   |
| 3b                                                          | -- 3b Clergy in Two Charges                                                               | Staff-Parish Relations            | November 30           |                   |
| 3b                                                          | -- 3b Clergy in Two Charges worksheet                                                     | Staff-Parish Relations            | 1 week before CC      |                   |
| 3c                                                          | -- 3c Lay Person Assigned                                                                 | Staff-Parish Relations            | November 30           |                   |
| 3c                                                          | -- 3c Lay Person Assigned worksheet                                                       | Staff-Parish Relations            | 1 week before CC      |                   |
| 4                                                           | Annual Report on Church Staffing                                                          | Staff-Parish Relations            | 1 week before CC      |                   |
| 5                                                           | SPRC Appointment Request & Clergy Evaluation                                              | Staff-Parish Relations            | November 30           |                   |
| 6                                                           | Abuse & Sexual Harassment Prevention Verification                                         | Staff-Parish Relations, Trustees  | 1 week before CC      |                   |
| 7                                                           | Annual Report of the Pastor                                                               | Pastor                            | 1 week before CC      |                   |
| 8                                                           | Clergy Appointment Request                                                                | Pastor                            | November 30           |                   |
| 18^                                                         | Membership Audit worksheet^                                                               | Pastor                            | 1 week before CC      |                   |
| <b>INDIVIDUAL CLERGY &amp; LAITY FORMS as applicable</b>    |                                                                                           |                                   | <b>Deadline</b>       | <b>Your Notes</b> |
| 9^                                                          | Annual Report of Retired Clergy Member^                                                   |                                   | 1 week before CC      |                   |
| 10^                                                         | Annual Report of Clergy on Location^                                                      |                                   | 1 week before CC      |                   |
| 11                                                          | Annual Report of Clergy on Leave of Absence                                               |                                   | 1 week before CC      |                   |
| 12                                                          | Annual Report of Deacon in a Local Church                                                 |                                   | 1 week before CC      |                   |
| 13                                                          | Annual Report of Extension Minister                                                       |                                   | 1 week before CC      |                   |
| 14                                                          | Annual Report of Certified Lay Servant                                                    |                                   | 1 week before CC      |                   |
| 15                                                          | Annual Report of Certified Lay Minister or Applicant                                      | Staff-Parish Relations            | before DCOM interview |                   |
| 16                                                          | Declaration of Candidacy for Ministry                                                     | Staff-Parish Relations            | before DCOM interview |                   |
| 17                                                          | Annual Report of Candidate for Ministry                                                   | Staff-Parish Relations            | before DCOM interview |                   |
| <b>END OF YEAR FORMS (same as 2026 Statistics due date)</b> |                                                                                           |                                   | <b>Deadline</b>       | <b>Your Notes</b> |
| 18^                                                         | Membership Audit^                                                                         | Pastor                            | February 5            |                   |
| 19^                                                         | Post-Charge Conference Recap^                                                             | Pastor                            | February 5            |                   |
| 20^                                                         | Certification of Payment^                                                                 | Staff-Parish Relations, Treasurer | February 5            |                   |
| 21^                                                         | Fund Balance Report^                                                                      | Finance                           | February 5            |                   |
| 22^                                                         | Local Church Profile & Leadership^ (for 2027)                                             | Lay Leadership / Nominations      | February 5            |                   |
| 23^                                                         | Annual Report on UWF Membership^                                                          | United Women in Faith             | February 5            |                   |
| <b>ADDITIONAL SUPPORTING FORMS (only as needed)</b>         |                                                                                           |                                   | <b>Deadline</b>       | <b>Your Notes</b> |
| 24^                                                         | Equitable Compensation Application^ (district referral)                                   | Church Council / Officers         | November 2            |                   |
| 25^                                                         | Housing Exemption Form^ (district referral)                                               | Staff-Parish Relations            | as needed             |                   |
| 26^                                                         | Insurance Declination for Employee or Clergy Member^                                      | Staff-Parish Relations            | as needed             |                   |
| 27^                                                         | Insurance Benefits Eligibility Form^                                                      | Staff-Parish Relations            | as needed             |                   |
| <b>APPENDICES</b>                                           |                                                                                           |                                   | <b>Deadline</b>       | <b>Your Notes</b> |
| a^                                                          | Salary & Benefits Guidelines 2027^                                                        | Pastor & Staff-Parish Relations   | not applicable        |                   |
| b^                                                          | Minimum Compensation Standards 2027^                                                      | Pastor & Staff-Parish Relations   | not applicable        |                   |
| c^                                                          | California Health Insurance Rates 2027^                                                   | Pastor & Staff-Parish Relations   | not applicable        |                   |
| d^                                                          | Hawaii Health Insurance Rates 2027^                                                       | Pastor & Staff-Parish Relations   | not applicable        |                   |
| e^                                                          | Compass Enrollment Change Instructions^                                                   | Pastor & Staff-Parish Relations   | not applicable        |                   |
| f^                                                          | GCFA Tax Packet^                                                                          | Pastor & Staff-Parish Relations   | not applicable        |                   |
| g^                                                          | Clergy IRS Housing Allowance Explained^<br>-- see Housing Resolution Samples (page 14-15) | Pastor & Staff-Parish Relations   | not applicable        |                   |