

# 2022-2023 Charge Conference Forms Checkoff Sheet

## Forms on Church Dashboard

Church Dashboard forms must be completed at least **ONE to Two Weeks Prior** to Charge Conference

**REQUIRED:** *All forms must be completed in full in order to Submit.*

- Board of Trustees Report
- Church Membership Report
- Historian Report
- Mission & Ministry Plan for 2023

### **OPTIONAL:**

- Lay Servant/Speaker Recommendation Form - **REMEMBER** if this is filled out – there must be a Lay Servant/Speaker Annual Report completed for EACH person listed
- Certified Lay Minister Report for 2023
- Ministry Enlistment Report for 2022
- School for Lay Ministry Report for 2022

## On Dashboard ABOVE Required Forms

***All of these forms REQUIRE signatures and are all due to the District Office no more than One Week After Charge Conferences.***

- 2023 Pastoral Support / Form I
- Resolution on Accountable Reimbursement
- Resolution on Church Owned Housing  
Or
- Resolution on Clergy Owned Housing
- Certified Lay Servant Annual Report
- 2022 Charge Conference Minutes – completed and signed before turning in to District Office
  - **NOTE:** 2023 Lay Member to Annual Conference need to be voted in and approved on Charge Conference Minutes
- Leadership Worksheet - **Effective Jan. 1, 2023** (Found on front page of Church Dashboard)
  - Include a paper copy of all Committees with Contact information (Name, address, phone number(s) and Email address)

### **Annual Parsonage Inspection Report**

- DUE IN DISTRICT OFFICE ON/OR BEFORE OCTOBER 15th
- Found on the Conference website under Forms

Other

## Questions? Contact Your District Administrative Assistant

Aldersgate District Administrative Assistant

Sue Booth

Email – [sue.booth@iaumc.org](mailto:sue.booth@iaumc.org)

or call: 515-207-8709

Camp Clear Lake District Administrative Assistant

Judi Calhoon

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Pictured Rocks District Administrative Assistant

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