

Elizabeth River District, Virginia Conference

Minutes of the Charge Conference

**Church:**

**Date of Charge Conference:**

**Senior Pastor:**

**Presiding:** District Superintendent Seonyoung Kim **Location:**

**Charge Conference Recording Secretary:**

* Indicates reports to be signed before Charge Conference and uploaded to EVC Charge Conference Dashboard.

\*\* Indicates reports to be uploaded to EVC Charge Conference Dashboard.

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|  | \*Minutes of the Charge Conference |
|  |  Charge Conference Attendance Roll (Completed at Charge Conference) |
|  | \*Clergy Compensation Report (✯Provide to Charge Conference Members) |
|  | \*Accountable Reimbursement Report |
|  | \*Parsonage / Housing Exclusion Report |
|  | \*Finance Committee Report |
|  | \*Trustees Report |
|  | Pastor's Narrative Report |
|  | Continuing Education Report |
|  | Pastor's Statistical Report  |
|  | \*Annual Audit-Funds Balance Report (year preceding charge conference, if not submitted to the District Office) |
|  | Diaconal / Deacon / Extension / Non-Appointed Reports |
|  | \*Lay Servant Report (If there are Lay Servant(s) to be approved) (✯Provide List to Charge Conference members) |
|  | Staff/Pastor Parish Relations Report (candidates) |
|  | \*Declaration of Candidacy (candidates for initial approval with prior notification to District Superintendent) |
|  | Nominations Leadership Development Report (✯Provide to Charge Conference members)  |
|  | \*\* Church Budget (✯Provide to members of the Charge Conference) |
|  | \*\* Other Reports (Mission, UMW, UMM, etc.) |

 ✯Provide to members of the Charge Conference the [Agenda](https://elizabethriverumc.com/wp-content/uploads/2021/09/ERD-Charge-Confer-Instructions.Agenda-2021.pdf) from the [CC Instruction Packet](https://elizabethriverumc.com/forms/)

**Any other actions require ten days' notice to the District Superintendent and to the Congregation.**

**Charge Conference Recording Secretary's Signature:**

**Pastor's Signature:**

**District Superintendent's Signature:**