

Church Conference Packet Checklist:

Church Name:


Church ID Number:

Date of Charge Conference:

Presiding Elder:

The following forms are included in this packet and may require action:

Black checklist items have been completed by the District Office. Blue checklist items should be completed by the Presiding Elder at the time of Church Conference.

 **A blank check mark in this row means that data was not entered into Arena as required (form was blank). Please ask the church if they have the missing form. If they do not, the church must schedule a special church conference with Rev. JW Park to ensure required, actionable business is completed.**

- Pastor's Report:** Pastor provided brief summary of report Pastor Signature
(Includes Report from ALL Ordained Clergy)
- Candidate for Ordained Ministry Approval** _____ Candidates No Candidate(s) (no action required)
For each candidate (if applicable):
 2/3 majority vote conducted by written ballot Vote count (#-Y / #-N) has been recorded on each candidate's declaration form
 "Approved" or "Not Approved" has been indicated on each candidate's declaration form
Signed by: Candidate Presiding Elder
- Lay Servant Ministries Annual Reports / Voting**
 No LSM Reports (no action required)
 _____ LSM Reports (see reverse)

Lay Servant Ministries Annual Reports / Voting

REQUIRES ACTION AT CC:

The following LSM reports were provided 10 days in advance of CC and do not indicate approval by Church Council prior to CC. Any form that did not have the pastor's and church council chair's electronic signature 10 days prior to CC are on this list. If the individual was, in fact, approved by Church Council prior to CC, please request confirmation of those proceedings and acquire pastor and church council chair signatures.

- _____ Required Certificates Provided Majority Vote Conducted Recommended
If not recommended, please provide reason: ___ Certificates not presented ___ Certification is out of date ___ Other
- _____ Required Certificates Provided Majority Vote Conducted Recommended
If not recommended, please provide reason: ___ Certificates not presented ___ Certification is out of date ___ Other
- _____ Required Certificates Provided Majority Vote Conducted Recommended
If not recommended, please provide reason: ___ Certificates not presented ___ Certification is out of date ___ Other
- _____ Required Certificates Provided Majority Vote Conducted Recommended
If not recommended, please provide reason: ___ Certificates not presented ___ Certification is out of date ___ Other
- _____ Required Certificates Provided Majority Vote Conducted Recommended
If not recommended, please provide reason: ___ Certificates not presented ___ Certification is out of date ___ Other
- _____ Required Certificates Provided Majority Vote Conducted Recommended
If not recommended, please provide reason: ___ Certificates not presented ___ Certification is out of date ___ Other

RECOMMENDED BY CHURCH COUNCIL:

The following LSM reports were provided 10 days in advance of CC and indicate recommendation by Church Council prior to CC. Any form that included the pastor's and church council chair's electronic signature 10 days prior to CC are on this list. Please request confirmation of approval proceedings. If a majority vote did not, in fact, take place, please proceed with voting.

- _____ Confirmation of Recommendation by Church Council
If not, in fact, recommended by Church Council: Required Certificates Provided Majority Vote Conducted Recommended
- _____ Confirmation of Recommendation by Church Council
If not, in fact, recommended by Church Council: Required Certificates Provided Majority Vote Conducted Recommended
- _____ Confirmation of Recommendation by Church Council
If not, in fact, recommended by Church Council: Required Certificates Provided Majority Vote Conducted Recommended
- _____ Confirmation of Recommendation by Church Council
If not, in fact, recommended by Church Council: Required Certificates Provided Majority Vote Conducted Recommended
- _____ Confirmation of Recommendation by Church Council
If not, in fact, recommended by Church Council: Required Certificates Provided Majority Vote Conducted Recommended

MISSING LSM REPORTS:

The following LSM reports were expected, but were not completed in Arena. These individuals are not eligible for vote unless they present a report and the corresponding, required certificates on the day of their Church Conference. Please request.

* Indicates forms were presented to Presiding Elder at CC and the following are true:

- Required Certificates Provided Majority Vote Conducted Approved // (please add forms and certificates to packet)

- Certification of Compliance**..... Missing Signature Omitted item(s) Did not complete in Arena
- Nominations Report:** Updates made to CLT _____
 Majority vote conducted Changes made and noted on change form
 Pastor signature on original report and on change form (if applicable)
 Presiding Elder signature on original report and on change form (if applicable) Notes:
- Inactive Membership Report:** Recommendations for removal are indicated or Requires no action
 (1) Majority Vote Conducted (no recommendations for removal)
 (2) Changes made and noted on form
- Clergy Compensation Form(s):** Notes:
 Forms for ALL Clergy appointed to the church are included and are complete. _____
 Majority vote conducted
Signed by: PE Pastor SPRC Treasurer or Finance Chair (of each church in charge)

The following forms may require action if missing or if items have been omitted:



A blank check mark in this row indicates that data was not entered into Arena as required. Please ask the church if they have the missing form. If they do not, the church must complete the form in Arena within 7 days of their church conference. "Certification of Compliance" and "Clergy Sexual Misconduct" forms MUST be completed and returned with original signatures as of the day of CC. A copy of these forms is provided if applicable. Likewise, copies of forms with missing signatures and/or omitted items are also included so that the forms can be completed at CC.

- Clergy Sexual Misconduct Form(s)...** Missing Signature Omitted item(s) Did not complete in Arena
- Congregational Profile** (Electronic Form)
- Accessibility Report**..... Missing Signature Omitted item(s) Did not complete in Arena
- Finance Report**..... Missing Signature Omitted item(s) Did not complete in Arena
- Parsonage Report**..... N/A Missing Signature Omitted item(s) Did not complete in Arena
- Trustees Report**..... Missing Signature Omitted item(s) Did not complete in Arena

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CHURCH CONFERENCE NOTES

Church: _____ **Presiding Elder:** _____

From the District Office:

Important information and details not reflected on the checklist may be included below. A ✓ in the action column will denote that there is action to be taken by the Presiding Elder at CC.

From the Presiding Elder:

Please note, here, important information and details arising during CC and that are not reflected on the checklist. Include the form name and/or topic to which the note refers. Additionally, please put a ✓ in the "Action" column beside items that will require action from the District Office.
