**2023 CHURCH CONFERENCE REPORTS CHECKLIST**

City: Church Church #

CC Date: SPRC Meeting Time: CC Time:

Church Conference forms are to be submitted online *at least one week* before your Church Conference.

For Information & Online Forms: ht[tps://www.u](http://www.umcnic.org/churchconference)m[cnic.org/ch](http://www.umcnic.org/churchconference)u[rchconfere](http://www.umcnic.org/churchconference)nce

**Technical Questions Regarding Forms?** Please contact Lisa Smith at [lsmith@umcnic.org](mailto:lsmith@umcnic.org)

**Church Conference Questions?** Please contact your District Administrative Assistant

Leola Tucker [ltucker@umcnic.org](mailto:ltucker@umcnic.org) or Debbie Rogers [drogers@umcnic.org](mailto:drogers@umcnic.org)

**Staff Parish Relations Committee Reports:**

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|  | **Clergy Compensation Report** – to be submitted by the District Superintendent after the CC |
|  | **Profile of the Local Church** |
|  | **Recommendations & Reports to the Church Conference** |

**Finance Committee Reports:**

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|  | **Finance Report** |
| *(also see* **Additional Reports** *below***: Budget for 2024** *and* **Financial Summary***)* | |

**Trustees Reports:**

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|  | **Trustees Report** |
|  | **Parsonage Report** |
|  | **Accessibility Report** |

**Additional Reports:** to submit these written reports, upload/attach them in the “Additional Reports” tab

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|  | **Report of Pastor** – by the Pastor (narrative) |
|  | **Membership Report** – by the Membership Secretary |
|  | **Additional Appointed Staff Report(s)**, if applies – by staff appointed by the Bishop (Assoc. Pastors, Deacons, etc.) |
|  | **Budget for 2024** – by the Finance Committee |
|  | **Financial Summary** (last quarter’s financial report)– by the Finance Committee |
|  | **Nominations for 2024 Church Leadership** – by the Nominations Committee |

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|  | **Lay Servant Ministries Annual Reports -** to be submitted after the church conference by the Lay Servant at  <https://www.umcnic.org/lay-servant-ministries/lay-servant-form-upload> |

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|  | **2023 Church Conference Minutes** – by the Church Conference Secretary; email to your District Office Administrative Assistant within 2 weeks after your Church Conference |