



Charge/Church Conference Reports Checklist

Charge/Church Conference Support Page: <https://www.umcnic.org/churchconference>

For Questions & Support: Please contact **your District Administrative Assistant**

Debbie Rogers drogers@umcnic.org or 872-810-0901 (Lake North, Prairie North)

Shelley Harold sharold@umcnic.org or 872-810-0846 (Prairie South)

TBD (Lake South)

TBD (Prairie Central)

	CC Report Form or Action	Leader Responsible for Completing	Date Due
	Compensation form	Clergy/pastors appointed by the Bishop	at least 7 days before CC
	Report of the Pastor	Lead Pastor	at least 7 days before CC
	Additional Appointed Staff Report(s), <i>if applies</i>	Other staff appointed by the Bishop	at least 7 days before CC
	Profile of the Local Church	SPRC Chair	at least 7 days before CC
	Recommendations and Reports to the CC, <i>if applies</i>	SPRC Chair	at least 7 days before CC
	Nominations Report	Lead Pastor	at least 7 days before CC
	Safe Sanctuaries Report	Lead Pastor	at least 7 days before CC
	Membership Report	Membership Secretary or Pastor	at least 7 days before CC
	Finance Report	Finance Team	at least 7 days before CC
	Financial Summary	Finance Team	at least 7 days before CC
	Budget	Finance Team	at least 7 days before CC
	Trustees Report	Trustees Chair	at least 7 days before CC
	Accessibility Report	Trustees Chair	at least 7 days before CC
	Lay Servant Annual Report, <i>if applies</i>	Lay Servants, Lay Speakers, Lay Ministers	at least 7 days before CC
	CC Minutes	Church Administrator or Pastor	within 7 days after CC
	FINAL SUBMISSION of 2026 CC forms	Church Administrator or Pastor	within 7 days after CC