



Mississippi Conference
of The United Methodist Church

Living Out
The **POWER** of We

2018 Consolidated Charge Conference Form

Contact Info for person responsible for verifying this information and the final submission of the form

The senior pastor will be the responsible person unless directed otherwise by the District Superintendent.

First Name

Last Name

Phone


Email


Church Name


Select your church's name from this drop down list of churches. Type the first letter of your church's name to reduce scrolling to your church.

Consolidated Charge Conference Form instructions and important notes:


1. This year's charge conference process has evolved based upon your feedback from last year. This automated process will significantly reduce much of your work around lay leadership documentation. You do **NOT** have to enter all of your information on this form in a single session. You can save your work by clicking the "**Save**" button at the bottom of this page and come back to it later using the link provided to you in your email.

If you would like to print out a complete paper version of this form to work on prior to entering your data or in order to collect information from different people, click here (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/2018-consolidated-charge-conference-form.pdf>). 

An introductory video to this process will be posted by August 15th here. 

To access a printable version of all forms linked on this page click here (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/charge-conf-forms-ebinder.pdf>). 

2. You can also share the email which included the link to access this page/form with others on your staff or team who are responsible for completing different portions of the various charge conference reports.

 **Please be aware that anyone with access to this hyperlink can edit any portion of your reporting form.**

3. Once all questions are answered and the appropriate reports/documents are uploaded, you may want to save an electronic PDF copy of this report prior to submission. Depending upon your operating system, you can select either Ctrl-P or CMD-P to save a PDF copy. This process is demonstrated in the video tutorial. Once completed, the pastor should click on the final "Submit" button to finalize and transmit the information to your district office.


4. You can update this consolidated form until the date of your Charge Conference. The only updates that will typically take place AFTER the charge conference are as follows.

- An updated and complete list of all recommended officers/leaders IF changes were approved at the charge conference.

- Charge Conference Minutes
- Any other changes approved by your District Superintendent.

5. As in the past, local churches and district offices remain the official records custodians for all required reports. Submission of reports on this portal does not constitute your official record.

6. Unless a change is expressly stated in the instructions provided to you, continue to follow your past practices regarding records preparation and retention.

 Use the hyperlinks below to "jump" directly to the section listed. Contact information is provided for each area should you have any questions about a particular section.

- **Congregational Report Update** If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact your District Office (<https://mississippi-www.brtsite.com/ourdistricts>).
- **Finance / Trustee Report** If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact the Conference Treasurer's Office (<https://mississippi-www.brtsite.com/financestaff>).
- **Child Care Questions** (new for 2018) If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact the Conference Treasurer's Office (<https://mississippi-www.brtsite.com/financestaff>).
- **Risk Management and Facility Planning** (new for 2018) If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact the Conference Treasurer's Office (<https://mississippi-www.brtsite.com/financestaff>).
- **Report of the Pastor** If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact your District Office (<https://mississippi-www.brtsite.com/ourdistricts>).
- **Lay Leadership Nominations** If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact your District Office (<https://mississippi-www.brtsite.com/ourdistricts>).
- **Spiritual Leadership Reporting Forms** If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact the Conference Spiritual Leadership Office (<https://mississippi-www.brtsite.com/spiritualstaff>).
- **Preaching Station Reporting** If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact the Conference Treasurer's Office (<https://mississippi-www.brtsite.com/financestaff>).
- **Pastor's Moving Expenses** (new for 2018) If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact the Conference Treasurer's Office (<https://mississippi-www.brtsite.com/financestaff>).
- **Minutes of the Charge Conference Signature Page** If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact your District Office (<https://mississippi-www.brtsite.com/ourdistricts>).

Congregational Report Update


As each of you remember from your 2017 individual charge conference reports, the Congregational Report consisted of a series of questions around Intentional Disciple-making Systems. Each church was asked if it had a written system, and we discovered that the vast majority of our churches did not. This was not really a surprise. The good news is many of you are involved in Engaging, Connecting, Equipping, and Sending types of ministry, but you have never coordinated those ministries as a system and described why you are doing what you do. The flip side of that is that we often get "stuck" doing the same types of programs over and over again and have long forgotten why we do what we do.

Many of you received education around Disciple-Making Systems by either your District Superintendent / Chief Missional Strategist or our conference lay leader, LaToya Redd Thompson. You were asked to begin the work necessary to put in writing and in practice a way of being intentional about the missional directive for all churches "to go and make disciples." As a follow-up to your previously shared congregation conference report, we wanted to provide an opportunity for a follow-up conversation with your church's leadership team, your District Superintendent / Chief Missional Strategist, and others to see if additional resourcing is needed as you are moving forward toward reaching this goal. We want ALL of our churches to be successful in fulfilling this important mission of God's church.

Follow-up congregational report question for 2018

Please attach your response to the following question using the "Attach File" button below.


How has your work in developing an Intentional Disciple Making System helped you engage and build relationships differently both in and out of your church?


 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

Clergy Compensation

Compensation Forms


Attach the clergy compensation form(s) using the corresponding "Attach file" button(s) for your senior pastor and associate pastor(s) as appropriate. Note that the compensation forms **must** use the appropriate document format as provided below.

 2019 Clergy Compensation Form (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/clergy-compensation-2019.pdf>)

 2019 Non-Clergy Pastor Compensation Form (for use with supply pastors or any other non-licensed, non-commissioned or non-ordained person serving as a church pastor) (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/clergy-non-compensation-2019.pdf>)

1. Pastor's Compensation Form

Please use the prescribed form above and follow the accompanying directions in completing this form prior to uploading it using the "Attach file" button below.

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB


2. Do you have an appointed associate pastor(s) at your church?

Only include associate pastors that are appointed by the Bishop to your church.

- Yes
 No
 No answer


3. Attach each appointed associate pastor's compensation form.

Only include the compensation forms for appointed associate pastors. You can attach each form separately or as one file.

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB


Finance - Trustees Report

1.a. Does your church have written internal controls that are in compliance with The Book of Discipline 2016 ¶258.4.c?

To learn more about church finance and internal controls visit the Administry web site by clicking here (<https://mississippi-www.brtsite.com/localchurchfinance>). 

- Yes
 No
 No answer


1.b. If yes, attach a copy of your internal financial controls.

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

1.c. Does your church need help setting up these required internal controls?


- Yes
 No
 No answer

2.a. Is your church incorporated with the Mississippi Secretary of State Office?


If you are not certain, you can search the Mississippi Secretary of State office web site by clicking here (<https://corp.sos.ms.gov/corp/portal/c/page/corpbusinessidsearch/portal.aspx?#clear=1>). 

- Yes
 No
 No answer

2.b. If yes, what is the legal name as listed with the Mississippi Secretary of State?


To look up or confirm your church name on the Mississippi Secretary of State office web site click here (<https://corp.sos.ms.gov/corp/portal/c/page/corpbusinessidsearch/portal.aspx?#clear=1>). 

3. Is your church insured by the conference-wide insurance program managed by Arthur J. Gallagher Risk Managers?

To learn more about this conference insurance program click here (<https://mississippi-www.brtsite.com/propertyinsurance>). 

- Yes
 No
 No answer

4. If your church is not covered under the conference-wide policy, attach a copy of your "Insurance Policy Declaration Page" showing the conference as an additional insured.


 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

5. Has your church created and implemented a Safe Sanctuaries policy?

To learn more about Safe Sanctuary policies click here (<https://mississippi-www.brtsite.com/safesanctuariesinthemississippiconference>). 

- Yes
 No
 No answer


6. Attach a copy of your Safe Sanctuaries policy.

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

7. Does your church need help setting up a Safe Sanctuaries policy and appropriate measures?

- Yes
 No
 No answer

8. Parsonage Questions (new to 2018)

The 2017 Session of the Mississippi Annual Conference approved a number of procedures related to the recommendations of the Parsonage Standards Task Force created by the 2016 Session of the Mississippi Annual Conference. To learn more about this work click here (<https://mississippi-www.brtsite.com/paronagestandardsandrelatedforms>). 

8.a. Does your pastor live in a parsonage owned by a Mississippi Conference United Methodist Church?

If yes, complete question 8.b. below. If no, skip to the next section. Please note that multipoint charges need only complete one inspection form for the parsonage.

- Yes
 No
 No answer


8.b. Local Church Parsonage 10-Year Inspection Form


Beginning in the 2018 Conference year, all United Methodist Church parsonages shall have a 10-year inspection form completed by the church board of Trustees. The completed form will then be presented to the church and the District Superintendent at its annual charge conference. This form will be included in the Mississippi Conference Charge Conference forms every 10 years, in calendar years that end in "8" (ex.: 2018, 2028, 2038, etc.)

Included in the inspection form will be:

- Pictures of the outside of the house and yard of the parsonage
- Pictures of all interior rooms of the house

- A current floor plan

Attach your 10-year inspection form and upload this information using the "Attach file" button below. To download this form click here (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/10-year-inspection-form.pdf>). 

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB


Child Care Questions (new to 2018)

The following questions are new this year and required by our insurance provider. It is important that you carefully complete these questions in order for your church to properly address your insurance and liability considerations. Please answer these questions with information as of December 31, 2017.

If you do not have a child care, annotate No on the following question and skip down to the next section on Risk Management.



1. Does your church operate a licensed child care service / ministry?

 This question does NOT apply to normal Sunday and/or Wednesday nursery services provided for free for your parishioners and guests.

- Yes
- No
- No answer

2.a. Does your child care service or ministry operate under a separate legal name or corporation?

- Yes
- No
- No answer

2.b. If yes, what is the full legal name?

2.c. What is your Mississippi Department of Health License Number?

2.d. Annual tuition

What is the average annual tuition for one child to attend / participate in your program?

2.e. Days and hours of operation.

2.f. Number of children

The total number of children that you serve.

2.g. Number of teachers

This number represents how many paid teachers you have with the responsibility for classroom instruction in each room.

2.h. Number of full time employees.

Full-time employees typically work 30 hours or more per week. This number includes teachers listed in question 2.g. above.


2.i. Number of part-time employees.

Part-time employees typically work less than 30 hours per week. This number includes teachers listed in question 2.g. above.

3. Has your church been the subject of or involved in any litigation or regulatory charges involving employment practices or third party liability claims in the past 12 months?

- Yes
 No
 No answer

3.a. If yes, please provide the details below or attach any previously completed report in the next question.**3.b. Attach a copy of any previous reports related to litigation or regulatory charges involving employment practices or third party liability claims in the past 12 months.**

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

Risk Management and Facility Planning (new to 2018)

The following questions are new this year and will help your Trustees think about a number of areas which directly impact your property insurance rates and whether certain coverages may be possible in the future.

1. What steps do your Trustees take to help ensure that deferred maintenance problems or inattention to changing weather conditions do not result in potential property losses?


Examples might include routine maintenance plans to help avoid major equipment failure in the future which might cause property damage. Attention to weather changes might involve maintaining temperature ranges in certain facilities to help avoid situations like mold and/or frozen pipes.

2. Does your church need help in developing a preventative maintenance / risk management program?

- Yes
 No
 No answer


Report of the Pastor

1. The pastor shall give a report on the state of the church and an account of pastoral ministry as it relates to (§340).

The editable PDF of this report can be accessed by clicking here (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/pastor-report.pdf>).  This form requires a number of attachments of supplementary materials like list of new members and removed members by the senior pastor. Those lists may be completed in whatever format you deem most appropriate.

You may attach each file individually, but it is preferred that this information be combined into a single PDF file if possible.

All other pastors will only respond to question 5 and attach their continuing education documentation.

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB


2. Do you wish to upload an associate pastor's report?

Please note if the associate pastor is a Deacon, they shall submit the "Annual Report of the Deacon" in the Spiritual Leadership section below.

- Yes
- No
- No answer

3. Associate Pastor(s) Report


This report should address question 5 on the "Report of Pastor" form. It may be submitted in whatever form or format deemed most appropriate by the associate pastor(s). Reports from all associate pastors should be submitted here. You may submit an individual file for each person or one combined file for all. Be sure to include documentation of continuing education units earned during the past reporting year.

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

Lay Leadership Nominations

1. Council / Committee Recommendations

Please attach your complete list of all recommended officers/leaders proposed by the Nominations Committee on Lay Leadership for the next calendar year. There is no prescribed format for this list of recommendations. A simple roster of names for each committee is fine. Contact information is only needed for the required leaders that are entered directly into the Church Dashboard.

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

Required entries into the Conference web site.

For the first time, local churches will enter the required leadership positions that are outlined under the "Church Leaders" section of the "Church Dashboard" on the Conference web site. All of your entries will be accessible in the Conference's Brick River database for you and your district office. This information will remain available to you when you update your leadership each year. This process will also greatly simplify your work by not requiring you to enter or record a person's name and contact information multiple times if they serve in multiple leadership roles in your church or if they

serve in a new position in the future.



A video tutorial on this process is coming August 15.



For the following committees, you will enter and designate the "Chair" using the "Role" drop down box when making that assignment. If your church is using a simple church governance (<https://www.mississippi-umc.org/simplegovernance>) structure, simply annotate the council's representative in these areas as the "Chair" so that they will receive the appropriate district and conference level communications for your church.

1. Church Council / Admin Board Chair
2. Board of Trustees Chair (elected by the Trustees and not the charge conference)
3. Finance Committee Chair
4. Nominations (Lay Leadership) Chair
5. Pastor Parish Relations Committee Chair

If any individual will be continuing in the same role for the new year, simply change the end date to 12/31/2019. Do NOT make a duplicate entry or assignment for the same person.

2. Have you entered/updated your new required leaders for 2019 on the Conference web site using the "Church Leaders" portion of the "Church Dashboard."

- Yes
- No
- No answer


3. Date the leaders were entered/updated on the Conference web site "Church Dashboard" or the date you anticipate completing this task.

All entries should be completed within two weeks of the charge conference or December 15--whichever date comes first.


Spiritual Leadership Reporting Forms

Candidates for Ministry (if applicable)

For information on these positions, please review *The Book of Discipline* 2016 ¶310.


To access an editable PDF version of this report click here (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/candidates-for-ministry.pdf>). 

Once you have completed this form, upload it using the "Attach file" button below.


 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

Deacon Annual Report (if applicable)

In addition to the church submitting this report at the Charge Conference, Deacons are responsible for submitting copies of this report to a number of individuals and groups as outlined on page three of the report.


To access an editable PDF version of this report click here (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/deacon-annual-report.pdf>). 

Once this form has been completed, upload it using the "Attach file" button below.


 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

Extension Ministry Appointment (if applicable)

For information on these positions, please review *The Book of Discipline* 2016 ¶344.1 and 344.2.


To access an editable PDF version of this report click here (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/extension-ministry-appointment.pdf>). 

Once you have completed this form, upload it using the "Attach file" button below.


 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

Honorable Location Report (if applicable)

For information on the Honorable Location Report, please review *The Book of Discipline* 2016 ¶358.


To access an editable PDF version of this report click here (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/honorable-location-report.pdf>). 

Once you have completed this form, upload it using the "Attach file" button below.


 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

Retired Pastor Report (if applicable)

For information on the Retired Pastor Report, please review *The Book of Discipline* 2016 ¶357.5.

To access an editable PDF version of this report click here (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/retired-pastor-report.pdf>). 

Once you have completed this form, upload it using the "Attach file" button below.

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

Preaching Station Reporting

1. Is your church responsible for any preaching stations?

- Yes
 No
 No answer

2. If yes, attach the required report from each preaching station.

To access an editable PDF of this report click here (<http://tiny.cc/ppreaching-station>).



pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

Pastor's Moving Expenses (new for 2018)

Due to recent court rulings and tax law changes related to clergy moving expenses, the following information is needed this year for the first time.

1.a. Did your church receive a new pastor this year?

If no, skip to question 2 below.

- Yes
 No
 No answer

1.b. Did your church pay his or her moving expenses?

- Yes
 No
 No answer

1.c. How much did your church pay?

1.d. Was this amount reported to the Conference Treasurer/Benefits Officer?

- Yes
 No
 No answer

2. Does your church reimburse for employee expenses to include the pastor?

- Yes
 No
 No answer

2.b. Does your church have an approved reimbursement plan?

- Yes
 No
 No answer

2.c. Does your church need help developing a reimbursement plan?


- Yes
- No
- No answer


Minutes of the Charge Conference Signature Report



This information will be uploaded AFTER your charge conference because it requires a number of signatures. If you have any questions regarding the information requested in this section after carefully reading the detailed instructions below, contact your District Office (<https://mississippi-www.brtsite.com/ourdistricts>).

Attach a copy of your Charge Conference Minutes

To access an editable PDF of this signature page click here (<http://mississippi-email.brtaapp.com/files/connectional+ministries/james%27+folder/connectional-files/2018-charge-conf-forms/minutes-charge-conference-signature-page.pdf>). 

 Attach file pdf, doc(x), xls(x), jpg/gif/png, ppt - up to 25 MB

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