

HUB CHARGE CONFERENCE INSTRUCTIONS WEST DISTRICT 2021

As you prepare for your Charge Conference, please use these instructions.

All forms are to be completed and signed and emailed to the West District Office **one week before your scheduled Hub Charge Conference date** – see schedule handout.

All forms can be found by following this link: <http://west-district.org/forms.html>
This takes you to the West District website's forms page. Click on the link and the forms will download to your computer.

The forms can be filled in and saved to your computer. But **all forms must be filled out, printed, signed, scanned, and emailed to the District Office by your deadline – One week prior to your Hub Charge Conference date.**

Necessary Forms:

2022 SALARY COMPENSATION FOR EACH PASTOR:

<http://txcumcsalarysheet.azurewebsites.net/login.aspx>

A copy of both the church summary and the appointment summary must be printed and the church summary signed by the clergy, the SPRC Chair, and the Finance Chair. All Clergy are responsible for reporting his/her salary online and **certifying it online**. Call the district office if you need your log in information.

THE MINUTES OF THE CHARGE CONFERENCE – Please fill this report out (FIRST 2 PAGES) but **do not sign where the secretary or the DS sign on the last page** – this will be done at the Charge Conference. **Print and include** with your Charge Conference packet to the West District Office.

THE TRUSTEES REPORT: New Requirement - Please **include the Declarations page** (cover page) for your church insurance policy along with the Trustees report.

THE REPORT OF PASTOR, FINANCE REPORT and CHURCH OFFICIALS: These reports are required. Fill them out, print them and get them signed by the pastor or committee chairperson. Make a copy for your records in addition to the copy for the District Office. Email to office.

TAC CONTINUATION OF CERTIFICATION FORM: Fill out one for each Certified Candidate to be **recertified** at the Hub Charge Conference.

LAY SERVANT'S ANNUAL REPORT: Please have your Lay Servants fill out this report, get the pastor's signature and return them to the District Office with all other reports. We will vote on them at the Charge Conference. Forms can be found here: <http://west-district.org/forms.html>

CHURCH OFFICIALS FOR THE COMING YEAR: Please **type or print** (clearly) the information on this report for your church staff & officials. Be sure to include their address, phone number **and email** address. This information is used to send Conference information to the various committee chairs for each local church. In trying to cut back on postage we prefer to use email addresses when available. Fill out only those positions that pertain to your church/charge.

RETIREES & SURVIVING SPOUSES RELATED TO THIS CHARGE: Please fill out as accurately as possible.

RETIREES WRITTEN REPORT: Please have each retired pastor in your church write a report to be included in the Charge Conference packet. (Weddings, funerals, baptisms, etc.)

OTHER MATERIALS YOU NEED TO PROVIDE FOR THE CHARGE CONFERENCE:

- 1) **Nominations** - A list of all Lay Leadership **nominations for 2022** (Nominations Report).
- 2) **Proposed 2022 Budget** – Submit a copy.

Congregational/Clergy Assessment - This form will be due at the District Office **by November 1st.**

This form can be found at: <http://west-district.org/forms.html>