

## 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: <https://www.umcnic.org/churchconference>

**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:

	<b>Clergy Compensation Report</b> – to be submitted by the District Superintendent after the CC
	<b>Profile of the Local Church</b>
	<b>Recommendations &amp; Reports to the Church Conference</b>

### Finance Committee Reports:

	<b>Finance Report</b>
<i>(also see Additional Reports below: Budget for 2024 and Financial Summary)</i>	

### Trustees Reports:

	<b>Trustees Report</b>
	<b>Parsonage Report</b>
	<b>Accessibility Report</b>

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

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

	<b>Lay Servant Ministries Annual Reports</b> - to be submitted after the church conference by the Lay Servant at <a href="https://www.umcnic.org/lay-servant-ministries/lay-servant-form-upload">https://www.umcnic.org/lay-servant-ministries/lay-servant-form-upload</a>
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	<b>2023 Church Conference Minutes</b> – by the Church Conference Secretary; email to your District Office Administrative Assistant within 2 weeks after your Church Conference
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