2024 CHURCH CONFERENCE REPORTS CHECKLIST

City: Church_____ **Church #**_____

CC Date:_____**SPRC Meeting Time:**_____**CC Time:** _____

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

<mark>**For Information & Online Forms: https://www.umcnic.org/churchconference**</mark>

Questions? Please contact **your District Administrative Assistant**
Debbie Rogers drogers@umcnic.org (Lake North, Prairie North)
Leola Tucker ltucker@umcnic.org (Lake South, Prairie Central, Prairie South)

Staff Parish Relations Committee Reports:

	Clergy Compensation Report – *email the "Save & Continue" link to your District Administrative Assistant* drogers@umcnic.org or ltucker@umcnic.org *at least one week before your CC*; the Clergy Compensation Report will be submitted by the District Superintendent after the CC approval vote.
	Profile of the Local Church
	Recommendations & Reports to the Church Conference, if applies

Finance Committee Reports:

	Finance Report
	*(also see **Additional Reports** below**: Budget for 2025** and **Financial Summary**)*

Trustees Reports:

	Trustees Report
	Parsonage Report
	Accessibility Report

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

	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 2025 – by the Finance Committee
	Financial Summary (last quarter's financial report) – by the Finance Committee
	Nominations for 2025 Church Leadership – by the Nominations Committee

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

	2024 Church Conference Minutes – by the Church Conference Secretary; *email to your District Office Administrative Assistant within 2 weeks after your Church Conference*