

Northeast District Charge Conference Checklist for 2010

Please Note: You can only access the Pastor Report, the Church Report, and the Membership Report by “logging in” to your local church dashboard and completing online. (If you have forgotten your “log in” information, please contact the district office. You will be required to log into each form individually so that the information can be fetched and populated within the form. Pastor’s Report will not authenticate if the pastor does not have an email.

_____ Pastor Report (Fill Out Online)

<http://it3.northalabamaumc.org/chargeconf/essayquestions.php>

_____ Church Report (Fill Out Online)

<http://it3.northalabamaumc.org/chargeconf/index.html>

_____ Membership Report (Fill Out Online)

<http://it3.northalabamaumc.org/chargeconf/churchroll.html>

_____ Lay Leadership Team or Nominating Team Report (Fill Out through Local Church Dashboard AND Turn in a Printed Copy at Your Charge Conference)

“Log in” at the Conference Website (www.northalabamaumc.org) through the Local Church Dashboard link. Be careful to accurately complete the Local Church Officers page. This is especially important for Lay Members to Annual Conference. There are two critical instructions churches need to remember when updating their church officer lists:

- 1) SEARCH! Search to see if the individual already exists in the database. The person does not need to be entered into the database for every office they hold and/or for every year they hold it.
- 2) Pastors don’t need to be added to any local church committees.

_____ Pastor’s Compensation Profile (Print out, complete, and turn in at Charge Conference)

http://northalabamaumc.org/console/files/oForms_YJ7JB6/CompensationProfileFillable_XMZ6KCYM.pdf

_____ District Funds Form (Print out, complete, and turn in at Charge Conference)

http://na.brickriver.com/files/oForms_YJ7JB6/District_Fund_EU5MKDFE.pdf

_____ Lay Speaker Annual Report (Print out, complete, and turn in at Charge Conference)

http://northalabamaumc.org/console/files/oForms_YJ7JB6/LaySpkReport_WOFAJYCX.pdf

_____ Disabilities Audit (Print out, complete, and turn in at Charge Conference)

http://northalabamaumc.org/console/files/oForms_YJ7JB6/accessibility_audit_INTX6ATO.pdf

Additional Reports (Optional):

_____ Denman Award Nominations (Clergy Nomination Form)

http://northalabamaumc.org/console/files/oForms_YJ7JB6/Clergynom2010_YH5GH3MZ.pdf

_____ Denman Award Nominations (Laity Nomination Form)

http://northalabamaumc.org/console/files/oForms_YJ7JB6/Laitynom_QYKHREWU.pdf

_____ Candidates for Ministry Presented for Charge Conference Approval (Form provided to Pastor-Parish Committee and presented at Charge Conference)

_____ Local Pastors listed under Questions 19 or 20 in the Conference Journal Presented for Continuation

If you have any questions, please call the District Office (256) 536-9451 and we will be glad to assist you. Office hours are Monday through Thursday from 9:00 am to 4:00 pm.