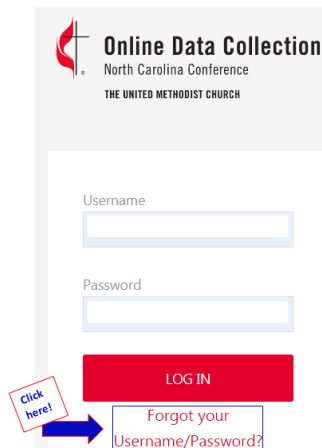


2021 Charge Conference Checklist

If you have forgotten your password for the church or the pastor's personal section of the Online Data Collection System (OLDCS), you can click on the "Forgot your Username/Password?" link and a temporary password will be sent to the Senior Pastor's email. The link will be live for 90 minutes. If this does not work for you, you can email support@nccumc.org for assistance.



Step 1: Review and Update Church Leadership. Completing the Leadership information here will automatically populate your Nominations Report and your Minutes. It is extremely important to *fully* complete contact information for your Leadership positions. Your existing Leadership Team has been carried forward for you. You can edit each individual to add or delete roles. Should the person no longer be serving in a leadership role, click "edit", scroll to the bottom, and click "delete this record."
****Several Updates have been made to this Report. One is an accommodation made for churches utilizing an alternative leadership structure previously approved by the DS. For these churches, contact information is collected for all committee members. The other change this year affects the traditional leadership structure: Committee members' mailing addresses, email addresses, and telephone numbers will not be required. Email addresses and telephone numbers will only be required for Chairpersons, Lay Leaders, and Annual Conference Delegate(s).**

Below is a list of the reports which must be completed in the OLDCS. A green checkmark signifies your completion of these reports. All reports must be completed at least 14 days prior to your assigned Charge Conference date. *Please note: OLDCS will be available for online data input on August 1, 2021.*

____ Annual Report of the Board of Trustees (for the current year 2021)

____ Camping/Retreat Ministries Report (Current 1st graders)

____ High School Seniors/College Students (for 2021-22 School Year) ***Please note the UPDATE in this area. We will only be collecting information on college students going to a NC schools with a Wesley Fellowship.**

____ Lay members of Annual Conference (for 2022 Annual Conference)

____ Minutes of the Charge Conference

1. ***Pastor(s) salary will auto-populate to the Minutes when the Pastor has completed the Pastor's Compensation Worksheet. (found in the Pastor's Personnel section of OLDCS.)**

- 2. The Nominations information on the Minutes will be automatically populated from Step 1: Church Leadership.**

_____ **Nominations Report** This report is automatically populated from “Step 1: Review and Update Church Leadership”. If any changes need to be made, return to Step 1 to make the changes.

_____ **Parsonage Checklist** **Even if you do not have a parsonage, you must complete this report by clicking the appropriate responses. If you rent your parsonage, you still complete the Parsonage Checklist so you will be aware of any repairs needed in the rental home.*

_____ **Report of the Finance Committee (for current year 2021)**

_____ **Safe Sanctuaries Report**

_____ **Report of Pastoral Ministry (Found in the Pastor’s Personnel section of OLDCS. Completed by Pastor and shared with PPRC)**

_____ **State of the Church Report (Completed by PPRC)**

Changes and Modifications in OLDCS which began last year due to COVID-19:

- 1. Charge Conference Roster - *The names of those in attendance will be typed into the Attendance box on the bottom of the Minutes Report at the conclusion of Charge Conference.***
- 2. The Minutes - *will be reviewed during the Charge Conference. Should any updates be required, they will be done at the end of the Charge Conference Meeting. The DS, Pastor, and Recording Secretary will stay on the Zoom or remain after (for an in person charge conference) to review the minutes and then “Finalize and Submit” the Charge Conference forms.***
- 3. Signatures - *Finalizing and Submitting will serve as your electronic signatures.***
- 4. Printing - *You will not be required to print a copy of Charge Conference forms for the District this year. If you are holding an in person charge conference you will need to display the Minutes or print copies for voting members of the charge conference.***