

Annual Church Conference Packets

The following list shows items that should be included in the packet to be handed out to persons attending and voting at the Annual Church Conference.

Note the items that *should not* be included in the packet: **Pastoral Leadership Assessment Form, Pastor Profile, and Lay Servant Reports.**

***Indicates an item that requires church conference vote.**

The following items should be included:

1. Agenda
2. **Pastoral Compensation and supporting salary reduction documents***
3. **First and second year membership care list***
4. **Lay Servant Report - *names only; listed on agenda**** – original lay servant reports should go to DS; don't include in packet.
5. **Candidates for Ministry (if any), names only listed on agenda***
6. **Nominations/Lay Leadership Report***
7. Church Profile
8. Minutes of last year's annual conference
9. Trustee Report
10. Membership Audit
11. Finance Committee Report

The following may or may not be included at your discretion:

12. Committee reports (for packet only; not to be read at annual conference).
13. Budget for the following year (for informational purposes only).

The Fund Balance Report (Annual Audit) from the previous year may be included as an FYI item but the current year's report is not actually due until completion of the current fiscal year. A copy should then be forwarded to the district office.

What not to include:

Pastoral Leadership Assessment Form

Pastor Profile

Lay Servant Reports

**Church Leadership Contact List; due by January 1, 2017;
if completed, give to DS separately.**

Signed copies of original documents should be given to the District Superintendent at the conference.