

A Charge Conference Summary Form

Revised May 5, 2014

20__ Charge Conference

(This form is to be printed and distributed at Charge Conference)

Charge: _____ **Date of Charge/Church Conference:** _____

This covenant outlines the parameters of ministry between Pastor(s) _____
_____ appointed to the
_____ Charge and the congregations of the Charge:

Churches of the Charge

Worship Times

_____	UM Church	_____	A.M.
_____	UM Church	_____	A.M.
_____	UM Church	_____	A.M.
_____	UM Church	_____	A.M.
_____	UM Church	_____	A.M.
_____	UM Church	_____	A.M.

Paying Agent

The _____ UMC will be the paying agent for the charge, meaning that _____ UMC,
_____ UMC, _____ UMC, _____ UMC,

_____ UMC will remit to _____ UMC each month the total of its monthly share of salary, pension, hospitalization housing/
parsonage costs and reimbursed expenses, who, in turn, will remit payments to the pastor and conference for pension and health benefits. It is
recommended that a fixed amount be paid each month and that biannual adjustments be made to account for fluctuations in reimbursed expenses
and utility costs.

PPRC Contacts: (including representatives from other churches on the charge):

Name

Address, Phone and email if applicable

Chair _____

2nd church _____

3rd church _____

4th church _____

Pastor: _____ **Status:** _____ **Years in Current Appointment:** _____

% of Service (Circle One): 100% 75% 50% 25%

Pastor Salary Package (Date effective _____) The salary and benefits will be divided among the churches as follows:
 (If there is only one church and several pastors, put names of pastors in the line for churches)
 (If there are more than one congregation and more than one pastor, please duplicate this sheet for each pastor)

Church	Salary	Reimburse	Pension	Hosp.	Housing Excl.	Cash Housing	Other	% of Package
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	% _____

Parsonage

The Reverend _____ will live in the parsonage owned by the _____ UMC. The cost of parsonage utilities, property tax and routine maintenance (due to normal wear and tear) will be shared as follows:

- _____ UMC _____%
- _____ UMC _____%
- _____ UMC _____%
- _____ UMC _____%
- _____ UMC _____%
- _____ UMC _____%

If the percentage is the same as “% of package” in the Pastor Salary Package” section above, you may simply write “Same as Above” on the line above this text box

The cost of capital improvements and major renovations and expenses will be negotiated between (among) the congregation which owns the parsonage and the other church(es) in the charge.

Office Hours and Community Presence

The pastor will be present on a regular basis in the communities where each church of the charge is located (Through establishing regular office hours within each of the congregations or other method as agreed by the charge SPRC).

Church Staff: (Please list name, phone number, position and annual compensation):

Name	Phone	Position	Annual Compensation

Lay Servants: **Name** **Contact Information** (Please indicate if 'Local' or 'Certified' or "Lay Speaker")

Certified Lay Ministers: **Name** **Contact Information**

District Conference Representatives: Conference By-Laws 4.4.3: The following are voting members: lay member to AC, Lay leader, Chair of Council, Pres of UMW, Pres of UMM and Pres of UMYF plus numerous district officers

2 Principle

2 Reserve

Lay Member(s) to Annual Conference: Name

Contact Information

Candidates for Equalization Delegates: Name

Contact Information

Seminary Students:

Name

Contact Information

Seminary

Other Clergy

Candidates for Ministry:

Name

Contact Information

Deacons:

Name

Serving in Extension Ministries:

Name

Retired:

Name

Other:

Signatures

Senior Pastor _____

SPRC Chair _____

Date _____