

# Check List and Authorization Form 2019



The below forms have been reviewed and approved by the Administrative Board/Lead Team. They are ready to be submitted to the District Superintendent to be reviewed before our Charge Conference. These forms will be affirmed by our church leaders at our Charge Conference.

CHURCH NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

## REQUIRED FORMS:

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- Clergy Compensation Form
- Finance Report
- Team Nominations (List of Church Leaders)  
*(Please make sure you have updated contact information for each church leader)*
- Trustees Report
- Safe Sanctuaries – Do You Have A Safe Sanctuaries Policy? Yes No (No Form)
- Workers Compensation – Do You Have A Workers Compensation Policy?  Yes  No (No Form)

## ADDITIONAL FORMS:

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- Accessibility Mini-Audit for Churches
- Appointment to an Extension Ministry
- Annual Report Diaconal Minister
- Appointment of Deacon in Full Connection/Probationary Members in the Deacon Track
- Recommendations for Candidacy (and continuation in candidacy)
- Recommendations for Lay Servants
- Lay Servants Reports
- Retired Clergy Reports
- Removals from Membership Roll  First Reading  Second Reading

All Forms are listed on the Conference Website at [www.kyumc.org](http://www.kyumc.org)

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## MEMBERSHIP AUDIT:

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Please note that specific information concerning gains/increases in membership, number of Baptisms, and Professions of Faith are part of the reporting on the year end reports completed in January. However, the results of an audit of the membership rolls must be approved by Charge/Church Conference action and should be attached. Also, you are encouraged to use the Church/Charge Conference as a time to recognize and celebrate all of those who have been baptized and/or joined the church since the last Charge Conference.

## REQUIRED SIGNATURES:

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	<b>SIGNATURE</b>	<b>PRINT NAME</b>
Administrative Board/Team Leader, Chair	_____	_____
Staff Parish Relations Chair (PPR)	_____	_____
Treasurer	_____	_____
Trustees, Chair	_____	_____
Pastor	_____	_____
District Superintendent	_____	_____