

Charge Conference Season is quickly approaching, and we want to make sure you have all the information needed to start working on the required reports.

NEW THIS YEAR (2021):

To provide more time for the local church to complete reporting processes for the fall season (Charge Conference, Consultation reports and Year End reports), the following changes are being implemented for 2021.

TIMELINE:

- Between **August 16 and November 12** PPRC and other leadership reporting teams need to meet to approve pastoral compensations, consultations, leadership, lay servant, and trustee reports.
 - All forms, including the Pastoral Support Forms, have been posted. [Click Here](#) to download.
 - Simplified Structure forms are available only by request. Please email [Southeast District](#) if your church uses this format.
- **Monday, November 15-2021** Pastoral Support Excel workbooks (*entire document*) must be received by email (southeast@moumethodist.org) for the District Office for Staff to review. Since this is AFTER the Annual Election period for Full Time Pastors, the ADDENDUM will also be due.
 - 2022 Pastoral Support documents (PSF's & LMSF) will be returned to Pastors for Church Council/Ad Board approval and signatures **following District Staff Review.**
- Church Councils meet and vote on all Charge Conference Reports prior to **December 6.**
- **Monday, December 6- Signed PSF/LMSF's and all documents related to Compensation are due to the District Office.**
- **Monday, December 6- Pastor & PPRC Consultations are due to the district office.**
- **Friday, January 21, 2022** – All remaining CC forms due in District Office:
 - Care of Members
 - Trustees Report
 - Local Church officials
 - Local Church officials contact info
 - Lay Servant reports
 - Retiree report (where applicable)
 - Leave of Absence/Extension (where applicable)
 - PPR report (where applicable)
 - **Signed minutes** of meeting where reports were approved should be included with the documents returned to the District Office.
 - These copies of the SIGNED and *Locally Approved* Charge Conference Reports must be mailed, faxed, or emailed to the district office by **Friday, January 21, 2022.** **We will not accept any forms that do not have the necessary signatures.**
- **Year End Statistical Report (Stats) module opens** – approximately **December 27, 2021** (*this is an estimated date*)
- **Friday, January 21, 2022, Year End Stats** must be **entered into the online portal.**
 - Stats module closes **January 21.**
- Previous years reporting is accessible here [Stats Module](#), if you need that information now. ***You will also need to know your church's Conference ID and GCFA #s. Both can be found on your conference apportionment statements.***
- **Sunday, January 23 TENTATIVE DATE FOR SE CC- to meet the disciplinary requirements a charge conference will be held in January (reps for each church will be required to attend to approve all documents).**