

**Please read carefully and completely.**

**Completing Forms Online:** Complete the Charge Conference forms online at [www.evc.vaumc.org](http://www.evc.vaumc.org). The pastors use their Log On and Password for access. They may authorize others to complete reports (Administration Button). The forms in EVC contain last year's data. Give leaders a copy of the 2020 Dashboard report as a worksheet. Minutes, Attendance, and other blank forms, if needed, are under PDF Report Blank Documents. For 2021, on each form keep the information that remains accurate and simply update the information that has changed. Questions? to Artabia [arlingtondistrict@vaumc.org](mailto:arlingtondistrict@vaumc.org) or 703-820-7200.

In EVC, read Charge Conference [Frequently Asked Questions](#) & the [Turquoise Instructions](#) on each page. Input the CC date first. Print completed reports from the 2020 Dashboard. † All members need a printed copy of information for voting.

**For the District Office copy of reports – Please print all forms single sided in the order below. Send hard copies to the District office, after signed and approved. The District Superintendent will sign the hard copies when they arrive at the District office.**

- \_\_\_ Minutes of the Charge Conference (Under PDF Report Blank Documents)
- \_\_\_ Attendance Form (Under PDF Report Blank Documents. Signed at charge conference.)
- \_\_\_ † State of the Church Report (on plain paper – no form available) To be completed by the Lay Leader.
- \_\_\_ † Pastor's Narrative Report – To be completed by all pastors appointed to churches.
- \_\_\_ Continuing Education Report for selected clergy.
- \_\_\_ Annual Report of the Deacon/Provisional Deacon or Diaconal Minister (Completed by the clergyperson)
- \_\_\_ † Pastor's Statistical Report
  - EVC Vital Signs data entry populates this report. Check for accuracy. If you have not entered names in Vital Signs, a separate sheet is required listing names & dates to support the membership statistics.
  - Add a listing of members to be removed from the rolls (Year 2) and members whose names are being read in Year 1 in the removal process. († Copy these lists for voting at the charge conference.)
- \_\_\_ Report of the Trustees – Give the Trustees Chair access or give them 2020 report to update & enter updates in EVC.
- \_\_\_ Report of the Pastor/Staff Parish Relations Committee (Names go on your church Nominations Report)
- \_\_\_ Lay Servant Annual Report – To be completed by all local church and certified lay servants/lay speakers.
  - Give lay servants access online or give them last year's report to update and then enter updates into EVC.
- \_\_\_ Declaration of Candidacy for Ordained Ministry Chrg Conf Recommendation – **We will have to make special provisions to allow this form to be approved by 2/3 majority of written, secret ballot.** If charge conference is on-line.
- \_\_\_ Non-Appointed Clergy Report (Completed by the clergyperson using their personal log on / password.)
- \_\_\_ Appointment to Extension Ministry (Completed by the clergyperson using their personal log on.)
- \_\_\_ Additional Reports on Programs and Ministries
- \_\_\_ Report of United Methodist Women
- \_\_\_ Report of United Methodist Men
- \_\_\_ Nominations & Leadership Development Committee Report – In EVC, generate this form after you update the officers contact information (required!). Click "Create Church Leadership Nominations Report". The completed report on the Dashboard may be used for voting if it contains all your officers & committees. If your church votes on officers/committee members not on the EVC Nominations Report, create your own. † Distribute the report with all names to be voted on to members & include in formal Church & District Copies of all Charge Conference Reports.

- \_\_\_ Annual Audit – Fund Balance Report for 2020.
- \_\_\_ Report of the Finance Committee - Give the Finance Chair access to EVC or give them the 2020 report to update & enter the changes into EVC for 2021.
- \_\_\_ Treasurer’s Report
- \_\_\_ Proposed budget for 2022 (if available)
- \_\_\_ † Clergy Compensation Report 2022 – This will be done through the EVC site, Pastor’s log in. The EVC site will then generate the accompanying Accountable Reimbursement and Parsonage Exclusion Forms. EVC Clergy Compensation Form for each pastor is to be done at least 1 week before Charge Conference.
- \_\_\_ Other Business & Adjournment Signature Page (Optional) – Tell DS 1 week before CC if Other Business.