

Checklist for Career Consultations, S/PPRC Consultations, and Charge Conference

- ___ Schedule necessary committee meetings on a timely basis
 - S/PPRC
 - Forms for consultation (CFC, LCPA, LCPL, Appointment preference)
 - Setting 2011 Compensation
 - Candidates for ministry
 - Lay Leadership Committee
 - 2011 Leadership
 - Trustees/Parsonage committee
 - Parsonage inspection
 - Finance
 - S/PPRC pastoral salary compensation
 - Church Council
 - 2011 Goals
 - Goals and strategies to reach your mission field
- ___ Complete forms for Career Consultation
 - CPA, CPL, Personal Information Record, Appointment Preference
- ___ Mail in forms for Career Consultation one week before the consultation
- ___ Work with S/PPRC to assure they complete CFC, LCPA, LCPL, Appointment preference
- ___ Work with S/PPRC to assure they complete the Pastor's Compensation form
- ___ Mail in these S/PPRC forms one week before the consultation
- ___ Contact persons with responsibilities for completing the Omnibus (at least 6 weeks before the due date)
- ___ Contact lay speakers and advise of the due date for their annual report (6 weeks before due)
- ___ Secure a recording secretary for the Charge Conference
- ___ Deadline for items for the Omnibus form (2 weeks before due)
- ___ Complete the Omnibus form and Ballot form
- ___ Mail the Omnibus and Ballot to the district office one week before the charge conference
- ___ Advertise the Church Conference (all members can vote) at least 10 days before by at least two means, e.g. pulpit announcement, weekly bulletin, Newsletter, or by mail. The date, time, and location of the annual Charge (Church) Conference should be shared.
- ___ Make copies of the Omnibus and 2010 Church Conference Official Ballot for all in attendance.
- ___ Complete the Leadership Directory and return to the district office by December 1st.