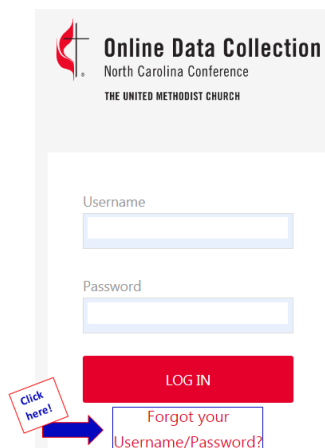


2020 Charge Conference Checklist

If you have forgotten your password for the church or the pastor's personal section of the Online Data Collection System (OLDCS), you can click on the "Forgot your Username/Password?" link and a temporary password will be sent to the Senior Pastor's email. The link will be live for 90 minutes. If this does not work for you, you can email support@nccumc.org for assistance.



Step 1: Review and Update Church Leadership. This is a new feature in OLDCS. Completing the Leadership information here will automatically populate to your Nominations Report and your Minutes. It is extremely important to *fully* complete contact information for your Leadership positions. Your existing Leadership Team has been carried forward for you. You can edit each individual to add or delete roles. Should the person no longer be serving in a leadership role, click "edit", scroll to the bottom, and click "delete this record."

Below is a list of the reports which must be completed in the OLDCS. A green checkmark signifies your completion of these reports. All reports must be completed at least 14 days prior to your assigned Charge Conference date. *Please note: OLDCS will be available for online data input on August 1, 2020.*

_____ Annual Report of the Board of Trustees (for the current year 2020)

_____ Camping/Retreat Ministries Report (Current 1st graders)

_____ High School Seniors/College Students (for 2020-21 School Year)

_____ Lay members of Annual Conference (for 2021 Annual Conference)

_____ Minutes of the Charge Conference

1. **Pastor(s) salary will auto-populate to the Minutes when the Pastor has completed the Pastor's Compensation Worksheet. (found in the Pastor's Personnel section of OLDCS.)*
2. *The Nominations information on the Minutes will be automatically populated from Step 1: Church Leadership.*

_____ **Nominations Report** This report is automatically populated from "Step 1: Review and Update Church Leadership". If any changes need to be made, return to Step 1 to make the changes.

_____ Parsonage Checklist **Even if you do not have a parsonage, you must complete this report by clicking the appropriate responses. If you rent your parsonage, you still should complete the Parsonage Checklist so you will be aware of any repairs needed in the rental home.*

_____ Report of the Finance Committee (for current year 2020)

_____ Safe Sanctuaries Report

_____ Report of Pastoral Ministry (*Found in the Pastor's Personnel section of OLDACS. Completed by Pastor and shared with PPRC*)

_____ State of the Church Report (Completed by PPRC)

Changes and Modifications in OLDACS due to COVID-19 this year:

1. Charge Conference Roster - *This year, the names of those in attendance will be typed into the Minutes Report during Charge Conference.*
2. *The Minutes - will be reviewed during the Charge Conference. Should any updates be required, they will be done at the end of the Charge Conference Zoom Meeting. The DS, Pastor, and Recording Secretary will stay on the Zoom to review the minutes and then "Finalize and Submit" the Charge Conference forms.*
3. *Signatures - Finalizing and Submitting will serve as your electronic signature.*
4. *Printing - You will not be required to print a copy of Charge Conference forms for the District this year.*