

## ***Suggested Order: Annual Church Conference Packets***

The following list shows items that should be included in the packet to be handed out to persons attending and voting at your local church Annual Church Conference (CC).

Note the items that ***should not*** be included in the packet: **Pastoral Leadership Assessment Form, Pastor Profile.**

**\*Indicates an item that requires church conference vote.**

**The following items should be included:**

- **Agenda, Previous Years' Annual Conference Minutes\***, State of church (Clergy Report)
- **Nominations/Lay Leadership Report\***
- **Membership report\***, 1st and 2nd year membership care list\*
- **2018 Pastoral Compensation\* and Resolutions\* if applicable**
- **Lay Servant Report(s) - \*** – original lay servant reports should go to DS in the original signed envelop.
- **Candidates for Ministry (if any), names and contact info listed \***
- **Names of Certified Lay Ministers\***
- Church Profile
- Report of Trustees
- Finance Committee Report

The following may or may not be included at your discretion:

Committee reports (for packet only; not to be read at annual conference).

Budget for the following year (for informational purposes only).

The 12.31.\_\_\_\_Fund Balance Report (Annual Audit) from the previous year may be included as an FYI item but the current year's report (as of 12/31/2017) is not actually due until end of the current fiscal year. A copy should then be forwarded to the district office by May 1, 2018.

**What not to include in distribution packet:**

**Pastoral Leadership Assessment Form**

**Pastor Profile**

**Church Leadership Contact Listing; input information online at [www.ezra.gcfa.org](http://www.ezra.gcfa.org) due by January 1, 2018.**

Original Signed CC forms should be given to the D.S. on white paper, unbound at the church conference and placed in an envelope marked "ORIGINAL SIGNED FORMS".