










Instructions for use AFTER the Charge (or Church) Conference

	Item	Pastors	Presiding Elders
	Minutes	<ul style="list-style-type: none">  Make sure to give one copy to presiding elder and keep one copy for the church office. 	<ul style="list-style-type: none">  Collect with all paperwork
	Form I (Pastoral Support report)	<ul style="list-style-type: none">  Sign Pastor Line  Make sure all required signatures are on the form (SPRC, Ad Council, and Treasurer- *include contact info noted on form for the treasurer) 	<ul style="list-style-type: none">  Collect with all paperwork
	All Forms (<i>ALL Forms means any form that required a signature</i>) and minutes		<ul style="list-style-type: none">  Scan as pdf and email to alanna.warren@iaumc.org  Or mail to District Office, 620 2nd St., Ste. 1, Webster City, IA 50595 and email Alanna that you are mailing the items  Or you may drop the items off at the District Office – make sure to call (515-832-2784) prior to making the trip  ***Must be in the District Office no more than 3 days after the Charge Conference is completed***

PLEASE NOTE: The Presiding Elder will collect **ALL SIGNED** Charge Conference documents. Those documents will be sent to the District Office. Once the information has been noted in the system(s) – the signed documents will be emailed to the Pastor(s), Church Secretary, & Treasurer – IF we have emails!