

New York Annual Conference — Local Church Charge Conference Summary Sheet 2011

Fill out a separate form for each church on your charge. This form is available for download at www.nyac.com. Open this document in Microsoft Word, then choose **File** and **Save as** to save to your computer. When saving, rename the document with your church name and save it to the appropriate folder on your computer. This will keep the information you input and make the form available for you to email. Submit the form both electronically (e-mail) **and** by hard copy to your district superintendent and by e-mail to the Conference Secretary at confsecy@nyac.com. (If you have additional persons in any category, please use a separate piece of paper.)

District Superintendent:	Charge Name:
Church Name:	
Street Address of Church:	
Mailing Address (if different):	
Church Telephone Number:	
Church Fax Number:	
Church E-Mail Address:	
Church Web Site Address:	

Church Number:
GCFA Number:

Times of Sunday Activities	Day & Time of Council Meeting
Worship:	
Church School:	
Summer Worship:	

Position	Mr/Ms/Rev	Name	Address including ZIP Code	Telephone (add "U" for unlisted)	E-Mail
Pastor					
Associate Pastor					

PLEASE NOTE: Churches with 1-199 Mbrs, elect 1 Lay Mbr. Of Annual Conf.; 200-599 elect 2; 600-999 elect 3; 1,000-1,399 elect 4; over 1400 elect 4 PLUS an additional Lay Member for each addtl. 400 members above 1,400. In all cases: **PLUS 1** addtl. Lay Mbr. For each clergy person under episcopal appointment beyond 1.

Position	Mr/Ms	Name	Address including ZIP Code	Telephone (add "U" for unlisted)	E-Mail
Lay Member of Conference					
Lay Member of Conference					
Reserve Lay Member					
Lay Leader					
Lay Leader					
Church/Admin. Council Chair					
Council on Ministries Chair or equivalent					

Position	Mr/Ms/Rev	Name	Address including ZIP Code	Telephone (add "U" for unlisted)	E-Mail
Staff/Pastor-Parish Chair					
Trustees President					
Stewardship Chair					
Youth Contact					
Communications Chair					
Evangelism Chair					
Worship Chair					
Missions/Outreach Chair					
Education/Church School Superintendent					
United Methodist Women President					
United Methodist Men President					
Camping and Outdoor Ministry Coordinator					
Candidate for Ministry					

PLEASE USE THE THIRD PAGE OF THIS DOCUMENT FOR NAMES AND CONTACT INFORMATION OF ADDITIONAL CERTIFIED LAY SPEAKERS

Position	Mr/Ms	Name	Address including ZIP Code	Telephone (add "U" for unlisted)	E-Mail
Certified Lay Speaker					
Certified Lay Speaker					
Certified Lay Speaker					

Board of Trustees			Committee on Staff/Pastor-Parish Relations		
Class of 2011	Class of 2012	Class of 2013	Class of 2011	Class of 2012	Class of 2013

