

RECORDING SECRETARY

CHARGE CONFERENCE RESPONSIBILITIES

- **Pass around the Attendance Sheet**
 - If there's time make a copy for D.S. book of reports
 - If not, put original in D.S. book and district sec'y will make copy and return original to you.

- **Check off items on Minutes Page** that are included in the book of reports.
 - Make a list of missing items for D.S.

- **Obtain the District Superintendent's signature** in Red notebook & Recording Secretary book of reports/file.
D.S. signs:
 - Minutes
 - Compensation Report
 - Exclusion
 - *If applicable*: Declaration of Candidacy & Lay Servant Report

*ABOUT ORIGINAL DOCUMENTS: the church should always have original documents. When filing anything with the courts (as you will file your Trustees with Circuit Court in January), you must provide the original minutes. Having a second original set at the district office is just a back up.