

# 2019 SPRC/Charge Conference Forms Checklist

Checklist		Due to District Superintendent
	Agenda for Charge Conference	2 Weeks Prior to Charge Conference
<b>SPRC/Pastor Forms</b>		
	Pastor's Appointment Preference Form**	2 Weeks Prior to SPRC Meeting
	SPRC Appointment Preference Form**	2 Weeks Prior to SPRC Meeting
	Compensation and Personnel Expenses Form**	2 Weeks Prior to SPRC Meeting
	Pastoral Ministry Review Form**	2 Weeks Prior to SPRC Meeting
	Deacon Ministry Review Form**	2 Weeks Prior to SPRC Meeting
	Annual Parsonage Review, if applicable	2 Weeks Prior to SPRC Meeting
	Report of Retired Clergy, if applicable**	SPRC Meeting
	Communication Report from Clergy Appointed to Extension Ministry, if applicable	SPRC Meeting
<b>Charge Conference Forms and Reports</b>		
	Adoption of ministry vision/goals/objectives of the local church (¶247.3, ¶252, and ¶213)	2 Weeks Prior to Charge Conference
	Lay Leadership/Nominations Report (¶258 and ¶249)	Charge Conference
	SPRC Report on Persons Preparing for Church Related Vocations (¶247.8,9,10)	Charge Conference
	Report of the Pastor** to include membership report (¶247.15, 231)	Charge Conference
	Annual Report of Trustees** (¶2550)	Charge Conference
	Annual Report of Finance** (¶258.4C)	Charge Conference
	Year to Date Finance Report	Charge Conference
	Lay Servant Ministry Annual Report/Recommendations** (¶247.11, ¶268, ¶269)	Charge Conference
	Certified Lay Minister & Lay Speaker Annual Reports** (¶268.4.2)	Charge Conference
	Housing Allowance Resolution**	Charge Conference

<b>Forms – With Specific Due Dates</b>		
	2020 Equitable Compensation Application Form**	November 1
	2019 Charge Conference Minutes, after being reviewed and adopted by your Church Council/Leadership Team	December 31
	Local Church Officer (submitted online at <a href="https://dscumc.org/church-forms">https://dscumc.org/church-forms</a> )	December 15
	2020 Approved Church Budget, if not approved at your charge conference	December 15
	Year-end Statistical Tables (submitted online through EZRA -- <a href="https://ezra.gcfa.org/">https://ezra.gcfa.org/</a> )	January 31
	Fund Balance Report**	January 31
	Annual Accessibility Audit**	January 31
<b>Reference Information</b>		
	Instructions to complete Clergy Compensation Form	
	2020 Minimum Clergy Compensation Schedule	
	2020 Health Insurance Premiums (Annual & Monthly Costs)	
	Clergy Housing Policies and Standards	

\*\* Forms are available at <https://dscumc.org/church-forms>