



2020 Charge/Church Conference Forms

Checklist		Due to DS
SPRC/Pastor Forms		
	Pastor's Appointment Preference Form** (<i>New Form</i>)	2 Weeks Prior
	SPRC Appointment Preference Form** (<i>New Form</i>)	2 Weeks Prior
	Pastor's Compensation and Personnel Expenses Form**	2 Weeks Prior
	Pastoral Assessment (<i>for Deacons, Elders, Licensed Local Pastors, and Lay Persons Assigned</i>) (<i>New Forms</i>) <ul style="list-style-type: none"> ○ Pastor's Self-Assessment Form** ○ SPRC Assessment Form** 	2 Weeks Prior
	Annual Parsonage Review if applicable	SPRC Meeting
	Report of Deacons,** if applicable	SPRC Meeting
	Report of Retired Clergy,** if applicable	SPRC Meeting
	Report from Clergy Appointed to Extension Ministry**, if applicable	SPRC Meeting
Charge/Church Conference Forms and Reports		
	Lay Leadership/Nominations Report ¶258 and ¶249	Church Conference
	SPRC Report on Persons Preparing for Church Related Vocations ¶247.8,9,10	Church Conference
	2020 Membership Report to Annual Conference** ¶247.15, ¶231 (<i>New Form</i>)	Church Conference
	Lay Servant Ministry Annual Report/Recommendations** ¶247.11, ¶268, ¶269	Church Conference
	Certified Lay Minister & Lay Speaker Annual Reports** ¶268.4.2	Church Conference
	Housing Allowance Resolution** (<i>New Form</i>)	Church Conference

	Forms – With Specific Due Dates	Not later than
	2020 Equitable Compensation Application Form** (<i>New Forms</i>)	November 1
	2021 Church Conference Minutes, after being reviewed and adopted by your Church Council/Leadership Team	December 15
	Local Church Officer Form (submitted online at https://dscumc.org/church-forms)	December 15
	Annual Report of Trustees** ¶2550	December 15
	Annual Report of Finance** ¶258.4C	December 15
	2021 Approved Church Budget	December 15
	End of Year Financial Report	January 31
	Year-end Statistical Tables (submitted online through EZRA -- https://ezra.gcf.org/)	January 31
	Fund Balance Report**	January 31
	Reference Information	
	2021 Minimum Salary Schedule** (<i>New Information</i>)	
	Health Insurance Premium Schedule** (<i>New Information</i>)	
	Instructions to complete Clergy Compensation Form** (<i>New Information</i>)	
	Clergy Housing Policies and Standards**	
	Clergy Housing Handbook**	

** Available at <https://dscumc.org/church-forms>