

2021 Charge/Church Conference Forms

Checklist		Due to DS
SPRC/Pastor Forms		
	Pastor's Appointment Preference Form**	2 Weeks Prior
	SPRC Appointment Preference Form**	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 Form</i>) <ul style="list-style-type: none"> ○ Pastor's Self-Assessment Form** ○ SPRC Assessment Form** ○ Joint Pastor/SPRC Dialogue 	2 Weeks Prior
	Annual Parsonage Review, if applicable	SPRC Meeting
	Report of Deacons,** if applicable	SPRC Meeting
	Report of Retired Clergy,** if applicable (<i>New Form</i>)	SPRC Meeting
	Report from Clergy Appointed to Extension Ministry,** if applicable	SPRC Meeting
Charge/Church Conference Forms and Reports		Not later than
	Report of the Pastor ¶234, ¶340	Church Conference
	Lay Leadership/Nominations Report ¶258 and ¶249	Church Conference
	SPRC Report on Persons Preparing for Church Related Vocations ¶247.8,9,10	Church Conference
	2021 Membership Report to Annual Conference** ¶247.15, ¶231 (<i>New Form</i>)	Church Conference
	Annual Report of Trustees** ¶2550	Church Conference
	Annual Report of Finance** ¶258.4C	Church Conference
	College Student Referral** (<i>New Form</i>)	Church Conference
	Certified Lay Servant Ministry Report/Recommendations** ¶247.11, ¶268, ¶269	Church Conference
	Certified Lay Minister & Lay Speaker Reports** ¶268.4.2	Church Conference
	Housing Allowance Resolution**	Church Conference

	Forms – With Specific Due Dates	Not later than
	2021 Equitable Compensation Application Form** (<i>New Form</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
	2022 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
	2021 Fund Balance Report**	January 31
	Reference Information	
	2022 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>