

2023 Charge/Church Conference Forms

Checklist	Unless noted No Form, all items listed are available at https://dscumc.org/church-forms and downloadable from Google Drive, also linked on that page.	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 <ul style="list-style-type: none"> • Use the Pastor Compensation Worksheet to collect the data for the online form • Find the GCFA Church number in Google Drive 	2 Weeks Prior
	Annual Parsonage Review (applicable if the pastor lives in the parsonage)	SPRC Meeting
	Report of Deacons (if applicable)	SPRC Meeting
	Report of Retired Clergy (if applicable)	SPRC Meeting
	Retired Clergy Charge Conference Form (if applicable)	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 Churches are free to share the information in whatever format they choose.	Church Conference
	SPRC Report on Persons Preparing for Church-Related Vocations ¶247.8,9,10	Church Conference
	Membership Worksheet for Church Conference ¶247.15, ¶231	Church Conference
	Annual Report of Trustees ¶2550	Church Conference
	Annual Report of Finance Committee ¶258.4C	Church Conference
	College Student Referral - Campus Ministry Connection	Church Conference
	Certified Lay Servant Ministry Report/Recommendations ¶247.11, ¶268, ¶269	Church Conference
	Certified Lay Minister Annual Report to the Charge Conference ¶268.4.2	Church Conference
	Lay Speaker Annual Report to the Charge Conference ¶268.4.2	Church Conference
	Housing Allowance Resolution	Church Conference
	Local Church Profile	Church Conference
	Pastor Profile	Church Conference

	Other Church Forms – With Specific Due Dates	Not later than
	Equitable Compensation Application for 2024	November 1
	2023 Church Conference Minutes, after being reviewed and adopted by your Church Council/Leadership Team	December 15
	Local Church Officer Form	December 15
	2024 Approved Church Budget	December 15
	2023 End of Year Financial Report	January 31, 2024
	2023 Year-end Statistical Tables (submitted online through EZRA -- https://stats.gcfa.org/)	January 31, 2024
	2023 Fund Balance Report	January 31, 2024
	Reference Information	
	2024 Clergy Compensation Instructions	
	2024 Clergy Compensation Information Packet	
	2024 Health Insurance Premium Schedule	
	2024 Minimum Salary Schedule	
	Clergy Housing Policies and Standards	
	Clergy Housing Handbook	
	GCFA Church Numbers	
	GCFA Church Numbers in alphabetical order	
	Pastor Compensation Information Packet for 2024	

Help with PDFs?

- Fillable PDFs should be completed on a computer and printed. Download the forms to your computer. Open them with Adobe Acrobat Reader and fill them out. Then save and print or use the upload file option linked above.
- Check your download folder, desktop, and documents folder. If you still can't find where the documents are downloading, contact Christina Dillabough at cdillabough@dscumc.org for technical support.

Mac User?

- Using Mac's default "Preview" program to open and fill out a PDF can result in problems. Instead, try the free Adobe Reader program to open and work with the PDFs.
- For additional technical support, contact Christina Dillabough at cdillabough@dscumc.org.