

2021 Charge Conference Forms Check List

7/21/2021						
Clergy	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	Done
	Pastoral Self-Evaluation	Pastor	P, SPRC, DS	**Lname.Fname.eval.self.2021	10 Days Prior to SPRC	
	Deacon Self-Evaluation	Deacon	D, SPRC, DS	Lname.Fname.eval.self.2021	10 Days Prior to SPRC	
	Housing Allowance	Pastor	P, CConf Sec'y, DS	Lname.Fname.Hallowance.2022	10 Days Prior to SPRC	
	Furnishings Allowance	Pastor	SPRC	Lname.Fname.Fallowance.2022	10 Days Prior to SPRC	
	WesPath/UMPIP	Pastor	P		Mail to address on form	
	Business of the Church Conference	Pastor	NR	churchname.bocc.2021	10 Days Prior to SPRC	
	Members At Colleges/Universities	Pastor	NR	churchname.cu.2021	CConf	
	Year End Report	Pastor	P	no official form	Dec. 31, 2021	
SPRC	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	
	SPRC Evaluation of Clergy	SPRC	P, SPRC, DS	Lname.Fname.eval.sprc.2021	10 Days Prior to SPRC	
	SPRC Evaluation of Deacon	SPRC	D, SPRC, DS	Lname.Fname.eval.sprc.2021	10 Days Prior to SPRC	
*SPRC completes First Year Review only for newly appointed pastor.	*First Year Review	SPRC	P, SPRC, DS	Lname.Fname.eval.rev.2021	10 Days Prior to SPRC	
	Joint Dialogue	SPRC	P, SPRC, DS	Lname.Fname.eval.jd.2021	10 Days Prior to SPRC	
	Clergy Compensation	SPRC	P, SPRC, TR, DS	Lname.Fname.income.2022	10 Days Prior to SPRC	
	Deacon Compensation	SPRC	D, SPRC, TR, DS	Lname.Fname.income.2022	10 Days Prior to SPRC	
	DSA Compensation	SPRC	P, SPRC, TR, DS	Lname.Fname.dsa.income.2022	10 Days Prior to SPRC	
	Accountable Reimbursement	SPRC	P, CCC, SPRC	churchname.ar.2022	CConf	
Church Council	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	
	Profile of the Church	CCC	P, CCC	***churchname.cp.2021	10 Days Prior to CConf	
	Business of the Church Conference	P	NR	churchname.bocc.2021	10 Days Prior to CConf	
Heritage District	2021 Leadership Roster	CCC	NR		CConf	
	Agenda	Standard Format as stated on this form will be used for Charge Conferences.				
Finance Chair	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	
	GCFA Report of Finance Committee	FC	FC	churchname.rofc.2021	CConf	
	Fund Balance Report	FC, Preparer	FC, Preparer	churchname.fbr.2021	Jan. 1 - Feb 1, 2022	
Trustees	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	
	GCFA Report of the Trustees	TC	TC	churchname.rot.2021	CConf	
	GCFA Accessibility Audit	TC	P, TC, DS	churchname.access.2021	CConf	
	GCFA Insurance Worksheet	TC	Preparer	churchname.insurance.2021	CConf	
	Parsonage Inspection Report	P, TC	P, TC	churchname.inspection.2021	CConf	
(every 5 years)	Parsonage Information Report	TC	P, TC, SPRC	churchname.pars.info.2021	CConf	
Membership	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	
	Membership Report	Membership Sec'y	P, Membership Sec'y	churchname.member.2021	CConf	
Nom./Leadership	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	
	Nominations/Leadership Slate	No Official Form-will be presented and voted on at Charge Conference			CConf	
	Representative NA Ministries	P	NR	churchname.NAministries.2021	CConf	
Miscellaneous	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	
EngageMI	Due per Instructions on Form					
Heritage District	District Leadership Roster	P or CCC	NR	churchname.leadership.2021	CConf	
	Charge Conference Minutes	CConf Sec'y	CConf Sec'y	churchname.minutes.2021	7 Days after Cconf	
Lay Servant	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	
	Ceritifed Lay Servant	Lay Servant	Applicant, P, CCC	PLEASE FOLLOW FILING INSTRUCTIONS ON LAST PAGE OF EACH FORM	CConf	
	Certified Lay Speaker	Lay Speaker	Applicant, P, CCC		CConf	
	Certified Lay Minister	Lay Minister	Applicant, P, CCC		CConf	

KEY

**Example Clergy File Name: mcgee.darlene.eval.self.2021

***Example Church File Name: ann.arbor.first.cp.2021

CCC - Church Council Chair/Governance Bd Chair

CConf - Charge Conference

D - Deacon

DS - District Superintendent

FC - Finance Chair

NR - Not Required

P - Pastor

Sec'y - Secretary of Charge Conference

SPRC - SPRC Chair

TC - Trustees Chair

TR - Church Treasurer