

## 2022 Heritage District SPRC Meeting and Church Conference Schedule

	<b>Day</b>	<b>SPRC</b>	<b>6:00</b>	<b>7:00</b>		
	Mon	12-Sep	Chelsea First	Dexter		
	Tue	13-Sep	Brighton First	Hartland		
	Wed	14-Sep	Milford	Oak Grove		
	Thu	15-Sep	Howell	North Lake		
	Mon	19-Sep	Pinckney Arise	Salem Grove/WVillage		
	Tue	20-Sep	Commerce	New Hudson		
	Wed	21-Sep	Northville First	Novi		
	Thu	22-Sep	Thrive Church of Highland	Walled Lake		
	Thu	29-Sep	Plymouth First	South Lyon First		
<b>Ch Conf Host Church</b>	<b>Day</b>	<b>ChConf</b>	<b>10:30</b>	<b>1:00</b>		
Brighton First UMC 400 E Grand River Ave Brighton 48116	Sat	24-Sep	Brighton First	Howell		
	Sat	24-Sep	Chelsea First	Milford		
	Sat	24-Sep	Hartland	Salem Grove/WVillage		
	Sat	24-Sep	North Lake	South Lyon		
	Sat	24-Sep	Oak Grove			
	<b>Day</b>	<b>SPRC</b>	<b>6:00</b>	<b>7:00</b>	<b>7:30</b>	<b>8:00</b>
	Mon	3-Oct	Albion First	Marshall		
	Tue	4-Oct	Jackson BS/Trty/Clvy	Jackson First		
	Wed	5-Oct	Lee Center	North Parma/Springport		
	Thu	6-Oct	Grass Lake	Pope	Napoleon	
	Mon	10-Oct	Dixboro	Ypsilanti First		Grace Community-Detroit
	Tue	11-Oct	AA First	AA Korean	Hardy	
	Wed	12-Oct	Belleville First	AA West Side		
	Thu	13-Oct	Britton Grace	Manchester First		
	Tue	18-Oct	Saline First	Lambertville		Clinton
	Wed	19-Oct	Manchester Sharon	Monroe St. Paul's		Springville
	Thu	20-Oct	Denton Faith	Adrian First		
	Mon	24-Oct	Dundee/AZ/L	Ypsi Lincoln Community	Willow	
	Tue	25-Oct	Canton Cherry Hill	Ypsi St. Matthew's	Monroe Faith	
	Wed	26-Oct	Carleton	Ida		Tecumseh
	Thu	27-Oct	Erie	Stony Creek	Macon	

<b>Ch Conf Host Church</b>	<b>Day</b>	<b>ChConf</b>	<b>2:00</b>	<b>4:00</b>		
Albion First UMC 600 E Michigan Ave Albion 49224	Sun	16-Oct	Albion First	Jackson First w/J Zion		
	Sun	16-Oct	Grass Lake	Lyon Lake w/Pope		
	Sun	16-Oct	Jackson BS/Trty/Clvy	Marshall		
	Sun	16-Oct	Lee Center	North Parma/Springport		
	Sun	16-Oct	Napoleon			
<b>Ch Conf Host Church</b>	<b>Day</b>	<b>ChConf</b>	<b>10:30</b>	<b>1:00</b>	<b>3:00</b>	
Novi UMC 41671 W 10 Mile Rd Novi 48375	Sat	22-Oct	Dexter	Commerce	Dixboro	
	Sat	22-Oct	New Hudson	Hardy	Grace Community-Detroit	
	Sat	22-Oct	Walled Lake	Pinckney	Novi	
	Sat	22-Oct	Ypsi First	Thrive Church of Highland	Northville	
	Sat	22-Oct			Plymouth	
<b>Ch Conf Host Church</b>	<b>Day</b>	<b>Ch Conf</b>	<b>2:00</b>	<b>4:00</b>		
Manchester First UMC 501 Ann Arbor St Manchester 48158	Sun	23-Oct	AA First	AA West Side		
	Sun	23-Oct	AA Korean	Manchester First		
	Sun	23-Oct	Belleville	Manchester Sharon		
	Sun	23-Oct	Britton Grace w/Denton Faith			
<b>Ch Conf Host Church</b>	<b>Day</b>	<b>ChConf</b>	<b>2:00</b>	<b>4:00</b>		
Dundee UMC 645 Franklin St Dundee 48131	Sun	30-Oct	Canton Cherry Hill	Dundee/AZ/L		
	Sun	30-Oct	Carleton	Ida		
	Sun	30-Oct	Erie w/Monroe Faith	Stony Creek		
	Sun	30-Oct	Macon	Willow		
	Sun	30-Oct	Ypsi Lincoln Community	Ypsi St. Matthew's		
	<b>Day</b>	<b>SPRC</b>	<b>6:00</b>	<b>7:00</b>	<b>7:30</b>	
	Tue	1-Nov	Milan Marble Memorial	Deerfield	Wellsville	
	Wed	2-Nov		Blissfield First	Blissfield Emmanuel	
	Thu	3-Nov	LaSalle Zion	Petersburg	Weston	
	Mon	14-Nov	Calhoun County Homer	Allen/Jerome		
	Tue	15-Nov	Jonesville	Clayton	Rollin Center	
	Wed	16-Nov	Bliss First (6:30 Bliss Emman)	Reading	Frontier	
	Thu	17-Nov	Hudson First	Hillside	Somerset Center	
	Fri	18-Nov	Hillsdale First	Concord	Quincy	
	Wed	30-Nov	Cam/Mont/SChpl			

<b>Ch Conf Host Church</b>	<b>Day</b>	<b>Ch Conf</b>	<b>10:30</b>	<b>1:00</b>	<b>3:00</b>	
Tecumseh UMC 605 Bishop Reed Dr Tecumseh 49286	Sat	5-Nov	Deerfield/Wellsville	Adrian First	Milan Marble Memorial	
	Sat	5-Nov	LaSalle Zion	Clinton	Monroe St. Paul's	
	Sat	5-Nov	Morenci	Lambertville	Saline First	
	Sat	5-Nov		Petersburg	Tecumseh	
	Sat	5-Nov		Springville w/Weston		
<b>Ch Conf Host Church</b>	<b>Day</b>	<b>Ch Conf</b>	<b>10:30AM</b>	<b>1:00</b>	<b>3:00</b>	
Jonesville UMC 203 Concord Rd Jonesville 49250	Sat	3-Dec	Blissfield First/Emmanuel	Allen/Jerome	Cam/Mont/SChpl	
	Sat	3-Dec	Clayton/Rollin Center	Frontier	Hillsdale First	
	Sat	3-Dec	Concord	Hillside	Hudson First	
	Sat	3-Dec	Homer	Jonesville	Somerset Center	
	Sat	3-Dec	Reading	Quincy		

**2022 Charge Conference Form Check List**

8/11/2022 <span style="color: red;">Red Font - Church Conference Business signed forms are placed in red folder. (see instructions tab)</span>						
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.2022	10 Days Prior to SPRC	
	Deacon Self-Evaluation	Deacon	D, SPRC, DS	Lname.Fname.eval.self.2022	10 Days Prior to SPRC	
	Housing Allowance	Pastor	P, CConf Sec'y, DS	Lname.Fname.Hallowance.2023	10 Days Prior to SPRC	
	Furnishings Allowance	Pastor	SPRC	Lname.Fname.Fallowance.2023	10 Days Prior to SPRC	
	WesPath/UMPIP	Pastor	P		Mail to address on form	
	<span style="color: red;">Business of the Church Conference</span>	<span style="color: red;">Pastor</span>	<span style="color: red;">NR</span>	<span style="color: red;">churchname.bocc.2022</span>	<span style="color: red;">10 Days Prior to SPRC</span>	
	Members At Colleges/Universities	Pastor	NR	digital only at michiganumc.org/resources/forms		
	<span style="color: red;">Pastor's Report</span>	<span style="color: red;">Pastor</span>	<span style="color: red;">P</span>	<span style="color: red;">no official form</span>	<span style="color: red;">due in file folder @ ChConf</span>	
SPRC	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	Done
	SPRC Evaluation of Clergy	SPRC	P, SPRC, DS	Lname.Fname.eval.sprc.2022	10 Days Prior to SPRC	
*SPRC completes First Year Review and Joint Dialogue for <span style="color: red;">newly appointed pastor &amp; newly appointed DSA.</span>	SPRC Evaluation of Deacon	SPRC	D, SPRC, DS	Lname.Fname.eval.sprc.2022	10 Days Prior to SPRC	
	*First Year Review	SPRC	P, SPRC, DS	Lname.Fname.eval.rev.2022	10 Days Prior to SPRC	
	Joint Dialogue	SPRC	P, SPRC, DS	Lname.Fname.eval.jd.2022	10 Days Prior to SPRC	
	<span style="color: red;">Clergy Compensation (Deacon)</span>	<span style="color: red;">SPRC</span>	<span style="color: red;">P, (D), SPRC, TR, DS</span>	<span style="color: red;">Lname.Fname.income.2023</span>	<span style="color: red;">10 Days Prior to SPRC</span>	
	<span style="color: red;">DSA Compensation</span>	<span style="color: red;">SPRC</span>	<span style="color: red;">P, SPRC, TR, DS</span>	<span style="color: red;">Lname.Fname.dsa.income.2023</span>	<span style="color: red;">10 Days Prior to SPRC</span>	
	Accountable Reimbursement	SPRC	P, CCC, SPRC	churchname.ar.2023	CConf	
Church Council	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	Done
	<span style="color: red;">Profile of the Church</span>	<span style="color: red;">CCC</span>	<span style="color: red;">P, CCC</span>	<span style="color: red;">***churchname.cp.2022</span>	<span style="color: red;">10 Days Prior to CConf</span>	
	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	Done
	<span style="color: red;">GCFA Report of Finance Committee</span>	<span style="color: red;">FC</span>	<span style="color: red;">FC</span>	<span style="color: red;">churchname.rofc.2022</span>	<span style="color: red;">CConf</span>	
	<span style="color: red;">Current Financial Report ytd income/expenses</span>			<span style="color: red;">churchname.financereportytd.2022</span>	<span style="color: red;">CConf</span>	
	Fund Balance Report	FC, Preparer	FC, Preparer	churchname.fbr.2022	Jan. 1 - Feb 1, 2023	
Trustees	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	Done
	<span style="color: red;">GCFA Report of the Trustees</span>	<span style="color: red;">TC</span>	<span style="color: red;">TC</span>	<span style="color: red;">churchname.rot.2022</span>	<span style="color: red;">CConf</span>	
	GCFA Accessibility Audit	TC	P, TC, DS	churchname.access.2022	CConf	
	<span style="color: red;">GCFA Insurance Worksheet</span>	<span style="color: red;">TC</span>	<span style="color: red;">Preparer</span>	<span style="color: red;">churchname.insurance.2022</span>	<span style="color: red;">CConf</span>	
	Parsonage Inspection Report	P, TC	P, TC	churchname.inspection.2022	CConf	
(every 5 years)	Parsonage Information Report	TC	P, TC, SPRC	churchname.pars.info.2022	CConf	
Membership	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	Done
	<span style="color: red;">Membership Report</span>	Membership Sec'y	P, Membership Sec'y	churchname.member.2022	CConf	
Nom./Leadership	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	Done
	<span style="color: red;">Church Nominations/Leadership Slate</span>	<span style="color: red;">Church Nominations/Leadership Team</span>		<span style="color: red;">churchname.leaders.2023</span>	<span style="color: red;">CConf</span>	
	Representative NA Ministries	P	NR	churchname.NAministries.2022	CConf	
Miscellaneous	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	Done
EngageMI	Due per Instructions on Form					
	<span style="color: red;">2021 Charge Conference Minutes</span>	<span style="color: red;">CConf Sec'y</span>	<span style="color: red;">CConf Sec'y</span>			
	Charge Conference Minutes	CConf Sec'y	CConf Sec'y	churchname.minutes.2022	7 Days after Cconf	
Lay Servant	Form Name	Completed By	Signed By	File Name	Due via Drop Box or Email	Done
	<span style="color: red;">Certified Lay Servant Annual Report</span>	<span style="color: red;">Lay Servant</span>	<span style="color: red;">Applicant, P, CCC</span>	<span style="color: red;">PLEASE FOLLOW FILING INSTRUCTIONS ON LAST PAGE</span>	<span style="color: red;">List names on BOCC and include Annual Report in file folder due @ ChConf</span>	
	<span style="color: red;">Certified Lay Speaker Annual Report</span>	<span style="color: red;">Lay Speaker</span>	<span style="color: red;">Applicant, P, CCC</span>			
	<span style="color: red;">Lay Minister Annual Report</span>	<span style="color: red;">Lay Minister</span>	<span style="color: red;">Applicant, P, CCC</span>			

**KEY**

\*\*Example Clergy File Name: mcgee.darlene.eval.self.2022

\*\*\*Example Church File Name: ann.arbor.first.cp.2022

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

### Instructions

Form Info	Current year forms <a href="https://michiganumc.org/resources/forms/">https://michiganumc.org/resources/forms/</a>
	Review instructions for completing and saving forms on left side of website.
	Forms are listed under the leadership team/governing board that is responsible for completing the form.
	Appointed pastor/assigned DSA of each church is responsible for ensuring the forms are submitted on time.
	Completed forms should be emailed to me or placed in drop box. Forms with 'due by' dates should be placed in drop box or emailed to me at least 10 days prior to the date of the SPRC meeting.
	Signed forms to be voted on at the church conference go to drop box (or emailed to me) and get placed into the red folder that will be mailed to churches.
	Photos of forms cannot be accepted. Send a legible scanned attachment to my email address
	<a href="mailto:dmcgee@michiganumc.org">dmcgee@michiganumc.org</a>
Church Conference Red File Folders	Red file folders will be sent to churches via postal mail.
	<b>DOCUMENTS IN FOLDER SHOULD BE SINGLE SIDED, NO STAPLES</b>
	File folder includes label with check list of documents to include in the file.
	Documents that require signatures should be signed prior to the church conference.
	Give red folder to elder presiding at the church conference
Clergy and DSA Comp Forms	Circuit churches will complete separate clergy/DSA compensation forms.
	Churches in a circuit include Napoleon & Pope, Reading & Frontier, Stony Creek & Macon, Ypsilanti Lincoln Community & Willow, Ypsilanti St. Matt's & Canton Cherry Hill.
	Allen/Jerome is a 2-point charge with Homer as a circuit. Allen/Jerome will have a shared compensation form. Homer will have a separate compensation form.
	Single point, 2-point and 3-point charges complete one compensation form with multiple signatures.
Church Leadership	Church Leadership information should be entered into the Church Dashboard in Brick River.
	Click on this link <a href="https://michiganumc.org/finance-and-administration/database/">https://michiganumc.org/finance-and-administration/database/</a>
	Click on Dashboard Training for PDF or tutorial video for instructions on Church Dashboard.
	Contact for questions:
	Pamela Stewart <a href="mailto:pstewart@michiganumc.org">pstewart@michiganumc.org</a> Rev. Mike Mayo-Moyle <a href="mailto:mmayomoyle@michiganumc.org">mmayomoyle@michiganumc.org</a>

## 2022 GUIDELINES FOR OFFICIAL CHURCH CONFERENCE MINUTES

*Official Church Conference minutes should be detailed enough, that by reading the business meeting minutes, a person would have details without having to read/have a Church Conference booklet.*

*Detail the information without referring to a Church Conference booklet.*

**MINUTES SHOULD BE ABLE TO STAND ALONE.**

Take attendance and put the names in the minutes, OR attach the sign-in sheet to the completed minutes.

The official church minutes should reflect the church conference activities, as much as possible, if not a little more, so someone reading the minutes can get a taste of the reports and their details:

Reflect the election of the elected person to do minutes, (recording secretary name)

Reflect approval of previous year's Church Conference minutes. Note any changes and approval of edits.

Lay Leadership/Nominations Committee Report (approval and changes noted)

Membership report numbers should be reported and approved, the "numbers" LISTED of members (action on: new, removed, death, prayers for the deceased).

Detail the numbers of the clergy compensation approved for 2023 yr sheet (i.e. \$ salary, \$ continuing ed, \$ travel, \$ housing allowance, parsonage and if household furnishings \$ amount was approved), and any discussion and votes needed, results presented by the Staff/Pastor-Parish Committee

The recommendation and approval of the elected lay servants (names).

Elected candidates to ministry (new or to be continued names,  
candidates for Ministry, Lay Servants, Certified Lay ministers }

Reflect a brief couple of sentences on the pastors s "State of the Church" report

Additional action items (prior approval required)

Reference general comments from the end of the CC, and how/when adjourned (i.e. prayer/song and time)

Recording Secretary should sign the last page of the minutes with name and title.

Email minutes to Dar McGee [https://dmcgee@michiganumc.org](mailto:dmcgee@michiganumc.org)

2022 Church Conference (approximate time 30 minutes)

Gathering Music (begins 10 minutes prior to start time)

Opening Song                      UMH page 158 Come Christians Join to Sing verse 1

Opening Prayer

Scripture Reading

Devotion                              Rev. LuAnn

Announcements, Instruction, and District Vote

Closing Song                      TFWS page 2164 Sanctuary (sing twice)

Move to CC Groups

CC Groups Convene

## CC Business Session Agenda

- |    |   |                      |
|----|---|----------------------|
| 1  | Call to order   | Presiding Elder      |
| 2  | Elect a Secretary   | Presiding Elder      |
|    | a. Sign in sheet  | Recording Secretary  |
|    | b. Type minutes including names of attendees<br>and send to Dar McGee within one week                             |                      |
|    | c. Retain a signed copy of the minutes in the church files  |                      |
| 3  | Adopt previous year CC minutes  | Presiding Elder      |
| 4  | Lay Leadership / Nominating Committee Report  | Pastor               |
| 5  | Membership Report   | Membership Secretary |
| 6  | SPRC motions presented:   | SPRC                 |
|    | a. Clergy Salary  |                      |
|    | b. Annual Professional Expenses – Reimbursement   |                      |
|    | c. Furnishings Allowance  |                      |
|    | d. Housing Allowance  |                      |
| 7  | Special Recommendations   | SPRC/Council Chair   |
|    | a. Lay Servants/Lay Speakers  |                      |
|    | b. Certified Lay Ministers  |                      |
|    | c. Candidates for Ministry (add voting requirements)  |                      |
| 8  | Pastor's Report   | Pastor               |
| 9  | Additional actions previously approved by the DS<br>(Information must be sent to Dar McGee prior to SPRC meeting) | Presiding Elder      |
| 10 | Closing Prayer  | Pastor               |
| 11 | Adjourn   | Presiding Elder      |

<https://dmcgee@michiganumc.org>