



HERITAGE DISTRICT
MICHIGAN CONFERENCE
UNITED METHODIST CHURCH

2023 Church/Charge Conference Forms Checklist

All forms are due ONE WEEK prior to your Charge Conference

Scan completed, signed forms as PDFs Email to Sarah at sgillette@michiganumc.org

FIND ALL FORMS <https://michiganumc.org/resources/forms/>

✓ Clergy

	Housing Allowance Form (if applicable)
	Furnishings Allowance Form (if applicable)
	Elder/Local Pastor/DSA Self-Evaluation AND Deacon Self-Evaluation (if applicable)
	Members Attending Colleges & Universities (please submit this info online)

SPRC

	2024 Clergy *or* DSA Compensation Recommendation Report Form
	SPRC Evaluation of Elder/Local Pastor/DSA *or* SPRC First year Review (new appointments)
	SPRC Evaluation of Deacon (if applicable)
	SPRC & Pastor Joint Dialogue

Church Council

	Business of the Church Conference
	Profile of the Church

Finance

	GCFA Report of the Finance Committee
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Trustees

	GCFA Annual Report of the Trustees
	GCFA Annual Accessibility Audit Form
	GCFA Insurance Worksheet
	Parsonage Inspection Form (supplemental)
	Parsonage Information Sheet (if not completed in last 4 years)

Membership Secretary

	Membership Report
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Nominations and Leadership Development

	Native American Comprehensive Plan Representative
	List of Lay Leadership/Nominations

Lay Ministries *(Please email completed/signed reports to LS Director - per report instructions)*

	Certified Lay Servant Annual Report (if applicable)
	Certified Lay Speaker Annual Report (if applicable)
	Certified Lay Minister Annual Report (if applicable)

Recording Secretary

	Minutes - DUE ONE WEEK AFTER CHARGE CONFERENCE
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