

2019 Greater Detroit District Church Conference Document Deadlines

Document	Completed by	Signed by	Deadline
Clergy			
Clergy Self-Evaluation	Pastor	Pastor & SPRC Chair	10 days before the church conference electronically
Pastor's Year End Annual Report	Pastor	Pastor	Due at the end of the year by Dec. 31, 2018
Housing Allowance Form	Pastor	Pastor, Sec. of Church Conf.	Due at Church Conference
Furnishing Allowance Form	Pastor, SPRC Chair	Pastor & SPRC Chair	Due at Church Conference
Members Attending Colleges/ Univ.	Pastor	Pastor	Due at Church Conference
SPRC			
SPRC Evaluation of Clergy	Pastor & SPRC Chair	Pastor & SPRC Chair	10 days before the church conference electronically
<i>New</i> SPRC Evaluation of Deacon Serving in the local church	Deacon & SPRC Chair	Deacon & SPRC Chair	10 days before the church conference electronically
<i>New</i> SPRC First Yr. Review of Clergy in New Appointment	Pastor & SPRC Chair	Pastor & SPRC Chair	10 days before the church conference electronically
2020 Pastoral Compensation Recommendation	Pastor, Treasurer, SPRC & Ad Board Chairs	Pastor, Treasurer, SPRC & Ad Board Chairs	10 days before the church conference. (If requesting Equitable Compensation form is due by Oct. 1st)
SPRC & Clergy Joint Dialogue	Pastor & SPRC Chair	Pastor & SPRC Chair	10 days before the church conference electronically
2020 DSA Compensation Recommendation Report Form	Pastor, Treasurer, SPRC & Ad Board Chairs	Pastor, Treasurer, SPRC & Ad Board Chairs	10 days before the church conference. (If requesting Equitable Compensation form is due by Oct. 1st)
Accountable Reimbursement Policy Form (clergy/staff)	Pastor/Staff, Treasurer, SPRC & Ad Board Chairs	Pastor, Treasurer, SPRC & Ad Board Chairs	Due at Church Conference
Church Council			
Profile of the Church	Pastor & Church Council Chair	Pastor & Church Council Chair	10 days before the church conference electronically
Business of the Church	Pastor, SPRC Committee		10 days before the church conference electronically
Finance			
Report of the Finance Committee	Finance Chair	Finance Chair	Due at Church Conference
Fund Balance Report	Auditor/ Finance Chair	Auditor/ Finance Chair	Due January 1, 2020 but no later than February 1, 2020. <i>Do Not include in Charge Conference Docs.</i>
Trustees			
Annual Report of the Trustees	Trustee Chair	Trustee Chair	Due at Church Conference
GCFA Insurance Worksheet	Trustee Chair	Trustee Chair	Due at Church Conference
Accessibility Audit	Trustee & Church Committee	Pastor and Trustee Chair	Due before December 31st (To be completed every (5) five years or if there is a change in the building)
Parsonage Information Sheet	Trustee Chair & Pastor	Trustee Chair, SPRC Chair & Pastor	Due at Church Conference every (5) years unless major updates have been made

Membership			
Membership Report	Membership Secretary	Pastor or Membership Secretary	Due at Church Conference
Miscellaneous			
Leadership Address List <i>(Updated in Excel) Coming Soon</i>	Ad Board Chair	N/A	<i>Submit electronically to district office by Dec. 1, 2019</i>
Certified Lay Minister Report	Lay Minister	Lay Minister & Pastor	Due at Church Conference
Certified Lay Servant Annual Report	Lay Servant	Lay Servant & Pastor	Due at Church Conference
Certified Lay Speaker Annual Report	Lay Speaker	Lay Speaker & Pastor	Due at Church Conference
Engage MI Annual Report	(if applicable)		Due by January 7, 2020 submit to: Rev. Karen Williams; pastorkaren5@comcast.net. DO NOT RETURN TO DISTRICT OFFICE

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