## **2024** Greater Detroit District Church Conference Document Deadlines

Submit All forms electronically online through Church Dropbox folders (unless otherwise instructed)

Document	Completed by	Signed by	Deadline	Document Title Sample
Clergy	Sompress as	Signed of	2 000000	
Clergy/ Deacon Self-Evaluation	Pastor	Pastor & SPRC Chair	5 days before the church conference	PSE [clergy first initial, last name]
*2025 IRS Housing Exclusion Form	Pastor	Pastor, Sec. of Church	5 days before the Church Conference	HE [clergy first initial, last name]
(Replaces Housing & Furnishing	1 doto1	Conf.	3 days before the Charen Conference	The [croigy mot mitial, last name]
Allowance)		Cont.		
Annual Report of the Deacon	Pastor		5 days before the Church Conference	ARD [clergy first initial, last name]
Appointed Beyond the local church				[ [
Appointment to an Extension Ministry	Pastor	Pastor	5 days before the Church Conference	AEM [clergy first initial, last name]
SPRC			Ž	
SPRC Assessment of Clergy	Pastor & SPRC Chair	Pastor & SPRC Chair	5 days before the church conference	SPRCA [clergy first initial, last
SPRC Assessment of Deacon Serving	Deacon & SPRC Chair	Deacon & SPRC Chair	5 days before the church conference	name] SPRCA [clergy first initial, last
in the local church			•	name
SPRC First Yr. Review of Clergy in New Appointment	Pastor & SPRC Chair	Pastor & SPRC Chair	5 days before the church conference	SPRC 1YR [clergy first initial, last name]
2025 Pastoral Compensation	Pastor, Treasurer, SPRC	Pastor, Treasurer,	5 days before the church	25PCR [clergy first initial, last name]
Recommendation	or Ad Board Chairs	SPRC or Ad Board	conference. (If requesting	
		Chairs	<b>Equitable Compensation form is</b>	
			due by Oct. 25th)	
SPRC & Clergy Joint Dialogue	Pastor & SPRC Chair	Pastor & SPRC Chair	5 days before the church conference	SPRCJD [clergy first initial, last name]
2025 DSA Compensation	Pastor, Treasurer, SPRC	Pastor, Treasurer,	5 days before the church conference.	25DSACR [clergy first initial, last
Recommendation Report Form	or Ad Board Chairs	SPRC or Ad Board	(If requesting Equitable	name]
		Chairs	Compensation form is due by Oct.	
			25 <sup>th</sup> )	
Accountable Reimbursement Policy	Pastor/Staff, Treasurer,	Pastor, Treasurer,	5 days before the church conference	AR [first initial, last name]
Form (clergy/staff)	SPRC or Ad Board	SPRC or Ad Board		
	Chairs	Chairs		
Church Council				
Profile of the Church	Pastor & Church Council	Pastor & Church	5 days before the church conference	POC [Church Name]
	Chair	Council Chair		
Business of the Church	Pastor, SPRC Committee		5 days before the church conference	BOC [Church Name]
Finance	Ti ci i	T' CI '		PEG (GL 1 )
Report of the Finance Committee	Finance Chair	Finance Chair	5 days before the church conference	RFC [Church Name]
Fund Balance Report	Church Audit Committee	Audit Chair, Audit	To be completed between Jan 1,	FBR [Church Name]
		Member	2025 - February 1, 2025, submit	
			electronically to admin@greaterdetroitumc.org	
Trustees			aumm@greaterdetroftume.org	
Annual Report of the Trustees	Trustee Chair	Trustee Chair	5 days before the church conference	ART [Church Name]
GCFA Insurance Worksheet	Trustee Chair	Trustee Chair	5 days before the church conference	GCFAIW [Church Name]
GCI A Insurance Worksheet	Trustee Chall	Trustee Chall	5 days before the church connectence	Ger Ar w [Church Ivallic]
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Annual Accessibility Audit	Trustee & Church	Pastor and Trustee	Due before December 31st Email to:	AAA [Church Name]
	Committee	Chair	admin@greaterdetroitumc.org	
Parsonage Information Sheet	Trustee Chair & Pastor	Trustee Chair, SPRC	Due every (5) years unless major	PIS [Church Name]
		Chair & Pastor	updates have been made. If submitted	
			due 5 days before church conference	
Trustees				
Parsonage Inspection Form	Trustee Chair & Pastor	Pastor and Trustee	Supplement to Parsonage Info. Sheet,	PIF [Church Name]
		Chair	if submitted, due 5 days before	
			church conference	
Minutes				
*Pre-Conference Church Council/	Council Chairperson	Council Chairperson	5 days before the church conference	PCBM [Church Name]
SAS Board Minutes	1	1		
Church Conference Minutes	Elected Church	Church Conference	Due 72 hours after church	CCM [Church Name]
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	Conference Secretary	Secretary	admin@greaterdetroitumc.org	
Membership Secretary			udiffinito, grouter detrottume.org	
Membership Report	Membership Secretary	Pastor or Membership	5 days before the church conference	MR [Church Name]
Wembership Report	Wiembership Secretary	Secretary	3 days before the church conference	Wik [Church Name]
Miscellaneous		Secretary		
	A I D I CL :	NT/A	Colonity of Project of Con-	LALICI LN. 1
Leadership Address List ( <i>Local</i>	Ad Board Chair	N/A	Submit to district office	LAL [Church Name]
church is responsible for uploading			electronically by Dec. 9, 2024, to:	
leaders to BrickRiver)			admin@greaterdetroitumc.org	
https://qrco.de/bfEXay				
Certified Lay Minister Report	Lay Minister	SPRC or Council	5 days before the church conference	CLM [First Initial, Last Name]
		Chair & dCOM Chair,		
		Dir. Lay Servant		
		Ministries		
Certified Lay Servant Annual Report	Lay Servant	Lay Servant, Council	5 days before the church conference	CLSer. [First Initial, Last Name]
*		Chair, Pastor & Dir.		
		Lay Servant Ministries		
Certified Lay Speaker Annual Report	Lay Speaker	Lay Speaker, Council	5 days before the church conference	CLSpe. [First Initial, Last Name]
Service Lay Speaker Finisher Respect	Lay speamer	Chair, District Dir.		ezepe [r net mittel, zwet r twinte]
		Lay Servant Ministries		
		& Conf. Dir. Lay		
		Servant Ministries		
Engage MI Annual Report	(if applicable)	Servant ivinitionies	Due Jan. 10, 2025 email to:	
DO NOT RETURN TO DISTRICT	(11 applicable)			
			engagemi@michiganumc.org	
OFFICE				