

## 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
<b>Clergy</b>				
Clergy/ Deacon Self-Evaluation	Pastor	Pastor & SPRC Chair	5 days before the church conference	PSE [clergy first initial, last name]
<b>*2025 IRS Housing Exclusion Form (Replaces Housing &amp; Furnishing Allowance)</b>	Pastor	Pastor, Sec. of Church Conf.	5 days before the Church Conference	HE [clergy first initial, last name]
Annual Report of the Deacon Appointed Beyond the local church	Pastor		5 days before the Church Conference	ARD [clergy first initial, last name]
Appointment to an Extension Ministry	Pastor	Pastor	5 days before the Church Conference	AEM [clergy first initial, last name]
<b>SPRC</b>				
SPRC Assessment of Clergy	Pastor & SPRC Chair	Pastor & SPRC Chair	5 days before the church conference	SPRCA [clergy first initial, last name]
SPRC Assessment of Deacon Serving in the local church	Deacon & SPRC Chair	Deacon & SPRC Chair	5 days before the church conference	SPRCA [clergy first initial, last 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 Recommendation	Pastor, Treasurer, SPRC or Ad Board Chairs	Pastor, Treasurer, SPRC or Ad Board Chairs	<b>5 days before the church conference. (If requesting Equitable Compensation form is due by Oct. 25th)</b>	25PCR [clergy first initial, last name]
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 Recommendation Report Form	Pastor, Treasurer, SPRC or Ad Board Chairs	Pastor, Treasurer, SPRC or Ad Board Chairs	5 days before the church conference. (If requesting Equitable Compensation form is due by Oct. 25 <sup>th</sup> )	25DSACR [clergy first initial, last name]
Accountable Reimbursement Policy Form (clergy/staff)	Pastor/Staff, Treasurer, SPRC or Ad Board Chairs	Pastor, Treasurer, SPRC or Ad Board Chairs	5 days before the church conference	AR [first initial, last name]
<b>Church Council</b>				
Profile of the Church	Pastor & Church Council Chair	Pastor & Church Council Chair	5 days before the church conference	POC [Church Name]
Business of the Church	Pastor, SPRC Committee		5 days before the church conference	BOC [Church Name]
<b>Finance</b>				
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 Member	<b>To be completed between Jan 1, 2025 -February 1, 2025, submit electronically to <a href="mailto:admin@greaterdetroitumc.org">admin@greaterdetroitumc.org</a></b>	FBR [Church Name]
<b>Trustees</b>				
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]

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Annual Accessibility Audit	Trustee & Church Committee	Pastor and Trustee Chair	Due before December 31 <sup>st</sup> Email to: <a href="mailto:admin@greaterdetroitumc.org">admin@greaterdetroitumc.org</a>	AAA [Church Name]
Parsonage Information Sheet	Trustee Chair & Pastor	Trustee Chair, SPRC Chair & Pastor	Due every (5) years unless major updates have been made. If submitted due 5 days before church conference	PIS [Church Name]
<b>Trustees</b>				
Parsonage Inspection Form	Trustee Chair & Pastor	Pastor and Trustee Chair	Supplement to Parsonage Info. Sheet, if submitted, due 5 days before church conference	PIF [Church Name]
<b>Minutes</b>				
<b>*Pre-Conference Church Council/ SAS Board Minutes</b>	Council Chairperson	Council Chairperson	5 days before the church conference	PCBM [Church Name]
Church Conference Minutes	Elected Church Conference Secretary	Church Conference Secretary	<b><i>Due 72 hours after church conference. Submit electronically to: <a href="mailto:admin@greaterdetroitumc.org">admin@greaterdetroitumc.org</a></i></b>	CCM [Church Name]
<b>Membership Secretary</b>				
Membership Report	Membership Secretary	Pastor or Membership Secretary	5 days before the church conference	MR [Church Name]
<b>Miscellaneous</b>				
Leadership Address List ( <b><i>Local church is responsible for uploading leaders to BrickRiver</i></b> ) <a href="https://qrco.de/bfEXay">https://qrco.de/bfEXay</a>	Ad Board Chair	N/A	<b><i>Submit to district office electronically by Dec. 9, 2024, to: <a href="mailto:admin@greaterdetroitumc.org">admin@greaterdetroitumc.org</a></i></b>	LAL [Church Name]
Certified Lay Minister Report	Lay Minister	SPRC or Council Chair & dCOM Chair, Dir. Lay Servant Ministries	5 days before the church conference	CLM [First Initial, Last Name]
Certified Lay Servant Annual Report	Lay Servant	Lay Servant, Council Chair, Pastor & Dir. Lay Servant Ministries	5 days before the church conference	CLSer. [First Initial, Last Name]
Certified Lay Speaker Annual Report	Lay Speaker	Lay Speaker, Council Chair, District Dir. Lay Servant Ministries & Conf. Dir. Lay Servant Ministries	5 days before the church conference	CLSpe. [First Initial, Last Name]
Engage MI Annual Report <b><i>DO NOT RETURN TO DISTRICT OFFICE</i></b>	(if applicable)		<b><i>Due Jan. 10, 2025 email to: <a href="mailto:engagemi@michiganumc.org">engagemi@michiganumc.org</a></i></b>	