

2025 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				
Elder/ Local Pastor/ DSA Self-Evaluation	Pastor	Pastor & SPRC Chair	5 days before the Church conference	PSE [clergy first initial, last name]
Deacon Self-Evaluation	Deacon	Deacon, SPRC Chair	5 days before the Church conference	DSE [clergy first initial, last name]
Annual Report of the Deacon Appointed Beyond the Local Church	Deacon	Deacon	5 days before the Church conference	ARD [clergy first initial, last name]
Appointment to an Extension Ministry	Clergy	Clergy	5 days before the Church conference	AEM [clergy first initial, last name]
2026 IRS Housing Exclusion (Replaces Housing & Furnishing Allowance Forms)	SPRC/ Clergy	SPRC or Ad Board Chair	5 days before the Church conference	HE [clergy first initial, last name]
Minutes				
*2024 Church Conference Minutes	Council Chairperson	Council Chairperson	5 DAYS BEFORE THE CHURCH CONFERENCE	24CCM [City, Church Name]
2025 Church Conference Minutes	Elected Church Conference Secretary	Church Conference Secretary	<u>Due 72 hours after church conference.</u> Submit electronically to: admin@greaterdetroitumc.org	25CCM [City, Church Name]
SPRC				
SPRC Evaluation of Clergy	Pastor & SPRC Chair	Pastor & SPRC Chair	5 days before the Church conference	SPRCE [clergy first initial, last name]
SPRC Evaluation of Deacon Serving in the local church	Deacon & SPRC Chair	Deacon & SPRC Chair	5 days before the Church conference	SPRCE [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	SPRCE 1Yr [clergy first initial, last name]
2026 Clergy Compensation Recommendation	Pastor, Treasurer, SPRC or Ad Board Chairs	Pastor, Treasurer, SPRC or Ad Board Chair	5 days before the church conference. (If requesting Equitable Compensation form is due by Oct. 24th)	26CCR [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]

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2026 DSA Compensation Recommendation Report	Pastor, Treasurer, SPRC or Ad Board Chairs	Pastor, Treasurer, SPRC or Ad Board Chair	5 days before the Church conference. (If requesting Equitable Compensation form is due by Oct. 24th)	25DSACR [clergy first initial, last name]
Accountable Reimbursement Policy (Clergy/DSA/Staff)	Pastor/Staff, Treasurer, SPRC or Ad Board Chairs	Pastor, Treasurer, SPRC or Ad Board Chair	5 days before the Church conference	AR [first initial, last name]
Church Council				
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]
Finance				
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	To be completed between Jan. 1 - Feb. 1, 2026, submit electronically to District office. Email: admin@greaterdetroitumc.org	FBR [Church Name]
Trustees				
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]
Annual Accessibility Audit	Trustee & Church Committee	Pastor and Trustee Chair	Due before December 31st Email to: admin@greaterdetroitumc.org	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]
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]
Miscellaneous	Completed by	Signed by	Deadline	
Membership Report	Membership Secretary	Pastor/ Membership Secretary	5 days before the Church conference	MR [City, Church Name]

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Leadership Address List <i>(Local church is responsible for uploading leaders to BrickRiver annually)</i> Brickriver instructions		N/A	<i>Submit to district office electronically by Dec. 11, 2025, to: admin@greaterdetroitumc.org</i>	LAL [City, 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	CLSp [First initial, last name]
Engage MI Annual Report	(if applicable)		<i>Due Jan. 9, 2026 email to: engagemichiganumc.org DO NOT RETURN TO DISTRICT OFFICE</i>	

7/21/25:dh