2026 Greater Detroit District Church Conference Document Deadlines

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

Document	Completed by	Deadline	Document Title Sample
Clergy			
Elder/ Local Pastor/ DSA Self-Evaluation	Pastor	5 days before the Church Conference	PSE [clergy first initial, last name]
Deacon Self-Evaluation	Deacon	5 days before the Church Conference	DSE [clergy first initial, last name]
Annual Report of the Deacon Appointed Beyond the Local Church	Deacon	5 days before the Church Conference	ARD [clergy first initial, last name]
Appointment to an Extension Ministry	Clergy	5 days before the Church Conference	AEM [clergy first initial, last name]
2026 IRS Housing Exclusion (Replaces Housing & Furnishing Allowance Forms)	SPRC/ Clergy	5 days before the Church Conference	HE [clergy first initial, last name]
Pastor's Report ***(Optional)***			
Minutes			
2026 Church Conference Minutes	Elected Church Conference Secretary	***Due 72 hours after church conference.*** Submit electronically to: admin@greaterdetroitumc.org	26CCM [City, Church Name]
Mandatory Ad Board/ (SAS) Board/Church Council Minutes ***Approving 2026 'Business of the Church' Report***	Ad Board/ (SAS) Board Secretary	5 days before the Church Conference	26CBM [City, Church Name]
SPRC			
SPRC Evaluation of Clergy	SPRC Chair	5 days before the Church Conference	SPRCE [clergy first initial, last name]
SPRC Evaluation of Deacon Serving in the local church	SPRC Chair	5 days before the Church Conference	SPRCE [clergy first initial, last name]
SPRC First Yr Review of Clergy in New Appointment	SPRC Chair	5 days before the Church Conference	SPRCE 1Yr [clergy first initial, last name]
2027 Clergy Compensation Recommendation submit online: HERE If you experience problems with the link copy and paste into your browser address bar: https://portalmichiganumc.org	Approved online by Ad Board /Church Council/ Leadership Chair	• **Mandatory registration for People Portal required before submitting online 2027 clergy compensation.** • **Online submission due 5 days before the Church Conference.** • **(If requesting Equitable Compensation form is due by *Oct. 25th*)**	

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SPRC			
SPRC & Clergy Joint Dialogue	Pastor & SPRC Chair	5 days before the Church Conference	SPRCJD [clergy first initial, last name]
Accountable Reimbursement Policy (Clergy/DSA/Staff)	Pastor/Staff, Treasurer, SPRC or Ad Board Chairs	5 days before the Church Conference	AR [first initial, last name]
Church Conference ***(Voting Items)***			
Business of the Church Conference	Pastor, SPRC Committee	5 days before the Church Conference ***(This document will be used for Church Conference)***	BOC [City, Church Name]
(SAS) Nominations Committee Report / District Leadership Comm. Report	Pastor, Lay Leader	***(This document will be used for Church Conference)***	27(SAS)/ Leadership [City, Church Name]
****Adoption of 2025 Church Conference Minutes***	Council Chairperson	***5 DAYS BEFORE THE CHURCH CONFERENCE***	25CCM [City, Church Name]
Membership Report	Membership Secretary	5 days before the Church Conference ***(This document will be used for Church Conference)***	MR [City, Church Name]
Finance			
Report of the Finance Committee	Finance Chair	5 days before the Church Conference	RFC [City, Church Name]
Fund Balance Report	Church Audit Committee	**To be completed between Jan. 1 - Feb. 1, 2027, submit electronically to District office. Email: admin@greaterdetroitumc.org**	FBR [City, Church Name]
Trustees			
Annual Report of the Trustees	Trustee Chair	5 days before the Church Conference	ART [City, Church Name]
GCFA Insurance Worksheet	Trustee Chair	5 days before the Church Conference	GCFAIW [City, Church Name]
Annual Accessibility Audit	Trustee & Church Committee	**Due before December 1st Email to: admin@greaterdetroitumc.org**	AAA [City, Church Name]
Parsonage Information Sheet	Trustee Chair & Pastor	Due every (5) years unless major updates have been made. If submitted, due 5 days before church conference	PIS [City, Church Name]

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Other Important Docs.	**Completed by**	**Deadline**	
Parsonage Inspection Form	Trustee Chair & Pastor	Supplement to Parsonage Info. Sheet, if needed, due 5 days before the Church conference	PIF [City, Church Name]
Profile of the Church	Pastor, Church Council Chair	5 days before the Church Conference	POC [City, Church Name]
Leadership Address List		***Submit to district office electronically by Dec. 1, 2026, to:*admin@greaterdetroitumc.org**	LAL [City, Church Name]
Certified Lay Minister Report		5 days before the Church Conference	CLM [First initial, last name]
Certified Lay Servant Annual Report	Lay Minister	5 days before the Church Conference	CLSer [First initial, last name]
Certified Lay Speaker Annual Report	Lay Servant	5 days before the Church Conference	CLSp [First initial, last name]
Engage MI Annual Report	Lay Speaker (if applicable)	**Due Jan. 10, 2027 email to: engagemi@michiganumc.org *DO NOT RETURN TO DISTRICT OFFICE***	

8/5/26:dh