

## Checklist for Church Conference Forms with deadlines

**Note: Signed, original copies of required forms must be turned in to the district office.** Unsigned faxes or copies may be submitted to the district office beforehand if followed up with the signed originals at the Church Conference.

Form	Deadline	Complete
Accountable Reimbursement Policy & Resolution, detailed	Church Conference	
Agenda (Suggested only, create your own)	NA, information only	NA
Annual Audit, Report of the Local Church	Following completion of the fiscal year	
Appointment Advisory (only if requested)	Two weeks before charge conference <sup>(1)</sup>	
Church Leadership Contact List 2012	January 1, 2012	
Compensation Resolutions (furnish. allowance, professional & medical reimburse.)	Church Conference	
Finance Committee, Annual Report of	Church Conference	
Housing Allowance Guideline	Church Conference	
Lay Speaker's Annual Report	Church Conference	
Membership Audit, Annual Report of the Committee on	Church Conference	
Ministry Jubilee Pledge Form 2012	By 12/31/11 to DAC Treasurer	
Minutes of the Church Conference	Following Church Conference	
Mission Giving Report	Church Conference	
<del>Non-appointed Support Staff, Report for</del>	No longer required	
Outdoor Ministries Report, Pastor's	Church Conference	
<del>Parsonage Annual Review</del>	No longer required	
Parsonage Information Report (due once every five years)	Church Conference (if applicable)	
Pastoral Compensation Guidelines	NA, information only	NA
Pastoral Compensation Instructions	NA, information only	NA
Pastoral Compensation Recommendation 2012	Two weeks before charge conference <sup>(2)</sup>	
Pastoral Compensation Schedule, Minimum Base 2012	NA, information only	NA
Pastoral Leadership Assessment Form	Two weeks before charge conference	
Pastor's Profile	10 days before One-on-One with DS	
Profile of the Congregation	Two weeks before charge conference	
Trustees, Annual Report of	Church Conference	

<sup>(1)</sup> Or no later than December 15, 2010

<sup>(2)</sup> Or November 15, 2010, whichever comes first.