

# 2017-2018 Due Dates CHURCH CONFERENCE FORMS

All of the forms listed below will be available at the “**Crossroads District**” website, <http://crossroads.michiganumc.org> If you are unable to download the forms, please contact the District Office for assistance. Do not get forms from other district websites, they have different forms. Use the current published forms (not outdated forms). **It is the pastor’s responsibility to obtain, designate and distribute all forms to the appropriate persons/committees. Please forward to your committee chairpersons to complete forms.**

1. The Set of **EARLY FORMS**: please Email, OR fax (810-233-0514) **ONLY** the “**EARLY FORMS**” which are:  
A. **2018 Pastoral Compensation Recomm.**, B. **Profile of the Congreg.**, C. **Pastoral/Deacon Leadership Assessment**, and  
D. **Name List** (current 2016-17 S/PPRC committee members, Lay Leader, Lay Member to Annual Conf. who will be meeting with Rev. Hice at S/PPRC) **2 weeks prior to your scheduled S/PPRC meeting to the Crossroads District Office:**  
Email: [CrossroadsDistUMC@gmail.com](mailto:CrossroadsDistUMC@gmail.com)

2. “**District CC forms with original signatures (Early Forms & at CC Reports),**” are given to the D.S. at your Church Conference. Please prepare an original signature set/file “unstapled/unbound” for the D.S. to deliver to the District Office, {place them in a **D.S. Envelope**}. (Prior years we had many packets inter-sorted/stapled with all the other church committee reports and it makes it a difficult search and time consuming job to check off and un-staple the required “original unbound signed CC only forms” from your other special/committee church reports. It was much improved in 2016. Keep improving on the unstapled papers/packets (**D.S. Envelope**) in 2017, and thank you.)

3. **Another set of copies for the D.S. of the entire CC Packet of the District Church Conference Forms with all the church/committee reports shared at your church conference. This packet/booklet has every form/report in it and is bound/stapled for the D.S./Assigned Elder to use “during” your church conference. (There is a guide as to what forms to put in your CC packets titled: “Suggested Order: Annual Church Conference Packets”.**

## **A. STAFF/PASTOR-PARISH RELATIONS COMMITTEES**

## **DEADLINE DATE**

### **EARLY FORMS: EMAIL TO DISTRICT OFFICE**

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| 1. Pastor’s/ Deacon’s Profile (use only if One to One mtg has not happened)  | <b>Emailed at One-on-One (Apr-Sep.)</b>                              |
| 2. Pastoral Compensation Recommendation <i>revised for 2018</i>  | <b>2 Weeks</b> before S/PPRC Meeting                                 |
| 3. Profile of the Congregation   | <b>2 Weeks</b> before S/PPRC Meeting                                 |
| 4. Pastoral/Deacon Leadership Assessment   | <b>2 Weeks</b> before S/PPRC Meeting                                 |
| 5. Parsonage Information Report (only needed if new/sold or changes in last 5 yrs)   | <b>2 Weeks</b> before S/PPRC Meeting                                 |
| 6. <b>**List of Names of SPPRC Committee</b><br>(Current 16-17yr PPRC Members/Chair, Lay Member to Ann’l Conf., Lay Leader)<br>(**Not a form, just a typed list- A Crossroads District D.S., request, please just type up list & email with early documents) | <b>2 Weeks</b> before S/PPRC Meeting                                 |
| 8. Appointment Advisory [only if requested]  | <b>2 Weeks</b> before SPPRC Meeting<br>or no later than December 1st |

## **B. PASTOR & OTHER COMMITTEES**

## **DEADLINE DATE**

- |  |                             |
|--|-----------------------------|
| 1. Annual Report of Trustees   | Church Conference           |
| 2. Report of the Finance Committee Report  | Church Conference           |
| 2. Membership Audit Report   | Church Conference           |
| 3. Lay Servant/Certified Lay Servant (Please distribute copies to each Qualified Lay Servants)                                   | Church Conference           |
| 5. List: Church Leadership, Staff, Committees, Chairpersons approved at Church Conference  | Church Conference           |
| 6. Resolutions (Income) to be adopted by Church/Charge Conf &/or Church/Adm Council  | Church Conference           |
| 7. General Bd of Pension & Health Benefits Contributions Agreement (as needed/clergy)  | Church Conference           |
| 9. <b>Report of the Annual Fund Balance Report</b> formerly known as Annual Fund Audit<br>(numbers based on 12/31/2017 year end) | Received before May 1, 2018 |

**2018 Health Insurance Premium chart is Tentative. Numbers will be confirmed late September, 2017**

**NOTE: The deadline dates are indicated on the right side of this page. Please submit your forms by the date listed.  
Only email/send in the “early forms” 2wks before your S/PPRC meeting in 2017**

Crossroads District Office 810-233-5500 Ext. 1360  
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Email: [CrossroadsDistUMC@gmail.com](mailto:CrossroadsDistUMC@gmail.com)