

### Church Conference Document Deadlines

<b>Document</b>	<b>Completed by</b>	<b>Signed by</b>	<b>Deadline</b>
Church Profile (White)	PPR Committee	Pastor & PPR Chair	<b>10 days before the church conference electronically</b>
Pastor's Profile (White)	Pastor	Pastor	<b>10 days before the church conference electronically</b>
Pastoral Leadership Assessment (White)	PPR Committee	Pastor & PPR Chair	<b>10 days before the church conference electronically</b>
Deacon's Profile (White)	Deacon	Deacon	<b>10 days before the church conference electronically</b>
Deacon Leadership Assessment (White)	PPR Committee	Deacon & PPR Chair	<b>10 days before the church conference electronically</b>
Salary Compensation Recommendation (White)	Pastor, Treasurer, (S)PPR & Ad Board Chairs	Pastor, Treasurer, PPR & Ad Board Chairs	<b>10 days before the church conference. (If requesting Equitable Compensation form is due by Oct. 1<sup>st</sup>)</b>
Leadership Address List (White)	Lay Leadership Chair	N/A	Due at Church Conference
Membership Audit Report (White)	Membership Secretary	Pastor or Membership Secretary	Due at Church Conference
Parsonage Review* (White)	Parsonage Comm. Chair, Trustee Chair, PPR Chair & Pastor	Trustee Chair, PPR Chair & Pastor	Due at Church Conference
Parsonage Information Report (White)	Pastor, Trustee Chair PPR Chair	Pastor, Trustee Chair PPR Chair	<i>Due at Church Conference every 5 years unless major updates have been made</i>
Candidacy Status* (White)	Pastor	N/A	Due at Church Conference
Non-Appointed Support Staff Report (White)	PR & Ad Board Chairs	PPR & Ad Board Chairs	<b>10 days before church conference electronically</b>
Fund Balance Report- supersedes Annual Audit <b>(White)</b>	Pastor and Auditor	Pastor and Auditor	Due January 1, 2018 but no later than February 1, 2018. <i>Do Not include in Charge Conference Docs.</i>
Trustees Report (White)	Trustee Chair	Trustee Chair or Secretary	Jan. 31, 2018
<b>Accessibility Audit</b>	<b>Trustee &amp; Church Committee</b>	Pastor and Trustee Chair	<b>Due before December 31<sup>st</sup> (To be completed every (5) five years or if there is a change in the building)</b>
Local Church Lay Servant Annual Report* (White)	Each Lay Speaker	Lay Speaker & Pastor	<b>10 days before the church conference electronically</b>
<b>Document</b>	<b>Completed by</b>	<b>Signed by</b>	<b>Deadline</b>
<b>Finance Committee Report</b>	<b>Finance Chair</b>	<b>Finance Chair</b>	<b>Due at Church Conference</b>
<b>GCFA Insurance Worksheet</b>	<b>Trustee Chair</b>	<b>N/A</b>	<b>Due Jan. 31, 2018 <u>attached to Trustee Report</u></b>

\*If this form does not apply, please indicate 'N/A' on the form and return it to the District Office.

*8/18/17:daj*