

**2020 Commonwealth East District Church Conference Forms and Due Date Checklist  
(updated 10/20/2020)**

Church Conference Forms	*If CC prior to 12/8: due 1 week prior to CC; If CC on or after 12/8: due on 12/1	Include in CC booklet	Due 1 week after CC	Due by 12/1
<b>Pastor's Report:</b> A reflective narrative looking back on the year and detailing personal vision, goals, accomplishments, and continuing education/spiritual formation activities. Option: <a href="#">Pastor's Report</a> . <i>* This document is due by December 1, 2020.</i>	yes	yes	N/A	See *
<b><a href="#">2021 Pastoral Compensation Report</a></b> (new form that replaces Clergy Comp form and SPRC Report to DS): The SPRC reports the agreed-upon salary, reimbursables, and housing allowance if applicable for the pastor for the year 2021 on this form. Send an unsigned copy to the CED office 1 week prior to the church conference. Following approval at the church conference, signatures should be obtained from the Pastor, SPR Chair and Treasurer and the report sent to the District Office. Process: The SPRC submits a proposed salary figure to the Finance Committee for review. The Finance committee then makes its recommendation to the Church Council/Administrative Board/One Board for approval. The Church Council should approve the proposed clergy compensation for 2021 prior to the Church Conference. <i>*This form is due by December 1, 2020 to allow time for the Conference Benefits Office to enter data so that 2021 pensions can be billed correctly. For church conferences scheduled after December 1, the Church Council votes on the compensation and submits the unsigned report prior to December 1, and then submits the signed version after the conference.</i>	yes	yes	N/A	See *
<b><a href="#">Housing Allowance/Exclusion</a>:</b> If the pastor chooses to have some of income applied to a housing allowance (if not living in a parsonage) or to a housing exclusion (if in a church-owned parsonage), the SPRC will need to work with him/her to complete the Housing Allowance/Exclusion Designation for church conference ratification. This action will benefit the pastor on their taxes but will not cost the church any additional money. <i>*This form is due by December 1, 2020 to allow time for the Conference Benefits Office to enter data so that 2021 pensions can be billed correctly.</i>	yes	yes	N/A	See *
<b>2019 CC Minutes;</b> Option: <a href="#">Minutes of the Charge/Church Conference</a>	N/A	yes	N/A	N/A
<b><a href="#">Certified Lay Servant Annual Report</a>; <a href="#">Certified Lay Speaker Annual Report</a>; <a href="#">Certified Lay Minister Annual Report</a></b>	N/A	yes	N/A	N/A
<b><a href="#">Report of Finance Committee</a></b>	N/A	yes	N/A	N/A
<b><a href="#">Report of Trustees</a></b>	N/A	yes	N/A	N/A
<b><a href="#">Extension Ministry Report</a></b>	N/A	yes	N/A	N/A
<b>**<a href="#">Nominations/Leadership Report</a>:</b> Contact information (i.e., name, address, phone, email) for the local church leaders is important – a list of names is NOT sufficient. (If you have a leadership listing with contact information that is in a different format is acceptable.)	N/A	yes	N/A	N/A
Other reports such as: Committees, 2019 Church Conference Minutes; 2019 Audit/Fund Balance Report; Report from Trustees on bequests, use of capital/principle from investments, proceeds from parsonage sale; Year-to-Date Financial Report; 2021 Proposed Budget; Candidate for Ministry report; Retired Minister Report; Membership Report.	N/A	yes	N/A	N/A
<b>2020 Year CC Minutes;</b> Option: <a href="#">Minutes of the Charge/Church Conference</a>	N/A	N/A	yes	N/A
<b><a href="#">Nominations/Leadership Report</a></b> (with updates from CC); See note above **	N/A	N/A	yes	N/A
<b><a href="#">Pastoral Appointment Update</a></b> (pastor completes; sends to CED office)	N/A	NO!	N/A	yes
<b><a href="#">Church Appointment Update</a></b> (SRPC completes; sends to CED office)	N/A	NO!	N/A	yes
<b><a href="#">Profile - Local Church</a></b> (update every 3 years) (church completes; sends to CED office)	N/A	NO!	N/A	yes
<b><a href="#">Profile - Clergy</a></b> (update every 3 years) (pastor completes; sends to CED office)	N/A	NO!	N/A	yes
<b><del>Profile - Personnel Record</del> No Longer Required</b>	N/A	N/A	N/A	N/A

## Resources

- [2021 Pastoral Compensation Guide](#)
  - minimum salary figures
  - health and dental insurance information
  - Pension and UMPIP
  - Medical Reimbursement Account/Dependent Care Reimbursement Account/Health Savings Account/Health reimbursement Account
  - Housing Allowance/Exclusion
  - Moving Expense
  - Reimbursable Accounts
  - Continuing Education
  - Social Security
- [Clergy Benefits-Pension for Local Churches](#)
  - pension calculator
  - additional pension and health insurance information/examples
- [Local Church Treasurer's Handbook](#)
- [Parsonage Guidelines](#)