
Guidelines for Reports Due at Church Conferences 2018 – 2019

All documents referenced below can be accessed on-line via links provided on the “Annual Reports and Schedule” webpage—go to the CT/WMA District web site at www.neumc.org/CTWMA and select “Annual Reports and Schedule (CWM)” under the CTWMA District menu area. If you are unable to download these materials, please contact the CTWMA District Administrative Assistant, JoAnn Watson, at (860) 871-7149 or cwmumc@neumc.org.

Several different leaders are responsible for the completion of these reports. The pastor is ultimately responsible for insuring that all paperwork related to the congregation(s) is submitted in a timely manner.

1. **[2019 Church Clergy Compensation Report](#)** The SPRC reports the agreed-upon salary for the pastor for the year 2018 on this form. Required signatures include the Pastor, SPR Chairperson, Treasurer, and District Superintendent. 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 for approval. The Church Council should approve the proposed clergy compensation for 2018 prior to the Church Conference.

If the pastor chooses to have some of the money 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 Worksheet](#)**. This action will benefit the pastor on their taxes but will not cost the church any additional money.

- Please note that the 2019 Church Clergy Compensation Report is due no later than December 1, 2018 to allow time for the Conference Benefits Office to enter data so that 2019 pensions can be billed correctly.
 - When working on pastoral compensation **[2019 Church Clergy Compensation Report](#)** and **[Pension & Health Insurance Rate How-To Calculate](#)** are useful references which detail minimum salaries, health insurance requirements, other pertinent benefit information, and provide examples of how to calculate rates. New this year is a spreadsheet which will do your calculations for you with simple input of information: **[2018 Interactive Pension Calculator](#)**. Enable editing after opening this Excel spreadsheet.
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2. **[SPRC Report to DS](#)** (Pastoral Compensation): This report requests information on reimbursable expenses. It should be turned in to the District Superintendent when she meets with the SPRC.
 3. **[Leadership Information Report](#)**: The Local Church Leadership Report is due in the District Office one week following election at the church conference. **CONTACT INFORMATION** (i.e., name, address, phone, email) for the local church leaders is important – a list of names is NOT sufficient. The Pastor, Church Secretary, or other designated lay person can update this report. (If you have a leadership listing with contact information that is in a different format, you may send it instead.)
 4. **[Certified Lay Servant Annual Report](#)**: Please insure that Certified Lay Servants receive a copy of this form to complete PRIOR to the church conference so they can be recognized and voted upon. Without an Annual Report, a Certified Lay Servant cannot be approved and registered with the Annual Conference. There are significant changes to Lay Servants (see *The United Methodist Book of Discipline 2016*) –no longer any Local Lay Servants – only folks who have completed advanced courses submit the annual report. Certified Lay Speakers and Certified Lay Ministers have more requirements and different forms to submit.
 5. **[Parsonage Inspection](#)**: Complete this form PRIOR to the church conference. SPRC and Trustee chairpersons or representatives of these two committees must complete a “walk-through” to assess the condition of the parsonage and church property as well as to plan for improvements in the parsonage. The inspection is important not only for good stewardship of the property but also to be prepared for a change of appointment (expected or unexpected). This assessment is also required for parsonages and property that is currently rented. Refer to the resource document called **[Parsonage Guidelines](#)** as a tool for making this assessment.
 6. **[Pastor’s Annual Report](#)**: There is no standard format for this report; the pastor should write a reflective narrative looking back on the year and detailing personal vision, goals, accomplishments, and continuing education/spiritual formation activities. (Be sure to include the pastor’s and church’s names on the report.)