

| <b>Forms</b>   | <b>Source</b>       | <b>Completed by:</b>       | <b>Due Date<br/>in District Office</b>       | <b>DATE<br/>SENT</b> |
|--|---------------------|----------------------------|--|----------------------|
| <b>DUE 1 WEEK PRIOR TO SPRC MEETING WITH DS</b>              |                     |                            |  |                      |
| <u>SPRC Report to the DS –<br/>Pastoral Compensation</u>     | District<br>Website | SPRC                       | SPRC mtg with DS                             |                      |
| <b>DUE AT THE CHURCH CONFERENCE</b>                          |                     |                            |  |                      |
| <u>Church Clergy Compensation<br/>Report</u>                 | NEC<br>Treasurer    | Pastor/SPRC/Treasurer      | Church Conference-no later<br>than Dec. 1st  |                      |
| Housing Allowance/Exclusion                                  | District<br>Website | Pastor                     | Church Conference                            |                      |
| <u>Lay Servant Annual Reports</u>                            | District<br>Website | Lay Servant                | Church Conference                            |                      |
| <u>Parsonage Inspection</u>                                  | District<br>Website | Pastor, SPRC, Trustees     | Church Conference                            |                      |
| Pastor's Annual Report                                       | District<br>Website | Pastor                     | Church Conference                            |                      |
| <b>DUE ONE WEEK AFTER THE CHURCH CONFERENCE</b>              |                     |                            |  |                      |
| Local Church Leadership list<br>WITH, PHONE, ADDRESS<br>INFO | District<br>Website | Pastor                     | 1 Week after church<br>conference            |                      |
| Minutes of meeting   | District<br>Website | Recording Secretary        | 1 Week after church<br>conference            |                      |
| <b>NO LATER THAN DECEMBER 1, 2019</b>                        |                     |                            |  |                      |
| <u>Pastoral Appt. Update</u>                                 | District<br>Website | Pastor                     | December 1, 2019                             |                      |
| Church Appointment Update                                    | District<br>Website | SPRC Chair                 | December 1, 2019                             |                      |
| Clergy Profile for<br>Mission/Ministry                       | District<br>Website | Pastor                     | Review and update as<br>needed by Dec. 1st   |                      |
| <u>Clergy Personnel Record</u>                               | District<br>Website | Pastor                     | Review and updated as<br>needed by Dec. 15th |                      |
| Church Profile   | District<br>Website | SPRC                       | Review and updated as<br>needed by Dec. 1st  |                      |
| Church Profile for<br>Mission/Ministry                       | District<br>Website | SPRC                       | Review and update as<br>needed by Dec. 1     |                      |
| <b>DUE DECEMBER 15, 2019</b>                                 |                     |                            |  |                      |
| Annual Report Cmte on<br>Finance (GCFA)                      | District<br>Website | Finance Team               | December 15, 2019                            |                      |
| <b>DUE JANUARY 31, 2020 and with Change of Appointment</b>   |                     |                            |  |                      |
| Pastor's Certification of<br>Payment                         | District<br>Website | Pastor, SPRC,<br>Treasurer | January 31, 2020                             |                      |
| <b>DUE FEBRUARY 14, 2020</b>                                 |                     |                            |  |                      |
| On-Line Statistics   |                     | Pastor                     | February 14, 2020                            |                      |
| <b>DUE MARCH 31, 2020</b>                                    |                     |                            |  |                      |
| Audit/Fund Balance Report                                    | District<br>Website | Auditor                    | March 31, 2020                               |                      |
| Trustee Report   | District<br>Website | Trustees                   | March 31, 2020                               |                      |
|  |                     |                            |  |                      |