

Forms	Source	Completed by:	Due Date in District Office	DATE SENT
DUE 1 WEEK PRIOR TO SPRC MEETING WITH DS				
<u>SPRC Report to the DS – Pastoral Compensation</u>	District Website	SPRC	SPRC mtg with DS	
DUE AT THE CHURCH CONFERENCE				
<u>Church Clergy Compensation Report</u>	NEC Treasurer	Pastor/SPRC/Treasurer	Church Conference-no later than Dec. 1st	
Housing Allowance/Exclusion	District Website	Pastor	Church Conference	
<u>Lay Servant Annual Reports</u>	District Website	Lay Servant	Church Conference	
<u>Parsonage Inspection</u>	District Website	Pastor, SPRC, Trustees	Church Conference	
Pastor's Annual Report	District Website	Pastor	Church Conference	
DUE ONE WEEK AFTER THE CHURCH CONFERENCE				
Local Church Leadership list WITH, PHONE, ADDRESS INFO	District Website	Pastor	1 Week after church conference	
Minutes of meeting	District Website	Recording Secretary	1 Week after church conference	
NO LATER THAN DECEMBER 1, 2019				
<u>Pastoral Appt. Update</u>	District Website	Pastor	December 1, 2018	
Church Appointment Update	District Website	SPRC Chair	December 1, 2018	
Clergy Profile for Mission/Ministry	District Website	Pastor	Review and update as needed by Dec. 1st	
<u>Clergy Personnel Record</u>	District Website	Pastor	Review and updated as needed by Dec. 15th	
Church Profile	District Website	SPRC	Review and updated as needed by Dec. 1st	
Church Profile for Mission/Ministry	District Website	SPRC	Review and update as needed by Dec. 1	
DUE DECEMBER 15, 2018				
Annual Report Cmte on Finance (GCFA)	District Website	Finance Team	December 15, 2018	
DUE JANUARY 31, 2019 and with Change of Appointment				
Pastor's Certification of Payment	District Website	Pastor, SPRC, Treasurer	January 31, 2019	
DUE FEBRUARY 14, 2019				
On-Line Statistics		Pastor	February 14, 2019	
DUE MARCH 31, 2019				
Audit/Fund Balance Report	District Website	Auditor	March 31, 2019	
Trustee Report	District Website	Trustees	March 31, 2019	
Annual Report Booklet		Pastor et all	March 31, 2019	