

**Submit reports to Green Mountain District Office. Email to GMDistrict@neumc.org
or US Mail to 152 South Main Street, Northfield VT 05663**

2022-23 Form (find on https://www.neumc.org/GM-annual-reports-schedule)	Responsibility of:	Submitted
Unsigned copy due 2 weeks prior to church conference		
2023 Pastoral Compensation Report	SPRC/Pastor/Treasurer	
Due one week prior to church conference		
2023 Nominations list or completed Local Church Leadership Report	Pastor	
Housing Allowance Exclusion Designation	Pastor	
Report of the Pastor (form or narrative report)	Pastor	
Lay Servant Annual Report GM District	Lay Servant	
Annual Report of the Committee on Finance	Finance Committee	
Plus church conference reports for business agenda (Trustees, finance year-to-date, 2022 budget, membership report, retired minister, extension minister, copies of 2021 minutes & audit	Pastor	
Due one week after church conference		
Signed 2023 Pastoral Compensation Report	Pastor/SPRC/Treasurer	
Local Church 2023 Leadership Report with contact information	Pastor	
Minutes of Church Conference	Recording Secy/Pastor	
Applications Due in November – DS Review Required		
2023 Equitable Compensation Grant Application - due Nov 15	Pastor/Finance Team	
Mission Share Relief Application - due Nov 20	Pastor/Finance Team	
Due no later than December 1		
Church Appointment Update	SPRC	
Local Church Profile for Mission and Ministry <i>Required this year</i>	SPRC	
Pastoral Appointment Update	Pastor	
Clergy Profile for Mission and Ministry <i>Required this year</i>	Pastor	
Annual Parsonage Inspection	parsonage committee	
Submit no later than February 14, 2023		
Statistical Reporting (<i>online</i>)	Pastor and others	
Certification of Pastoral Payment	Pastor/Treasurer	
Complete as soon as end-of-year information is available. Submit at Church Conference 2023.		
Report of the Trustees	Trustees	
Accessibility Audit	Trustees	
Energy Action Checklist for Churches and Parsonages	Trustees	
Fund Balance Report (Annual Audit)	Finance	