

Granite District Annual Reports Required From Churches 2020-2021

FORM NAME	COMPLETED BY:	Include in CC Packet	Date Sent
Due District Office - 2 Weeks Prior to Clergy One on One Meeting With DS			
2020 Pastoral Conversation	Pastor		
Shared Ministry Assessment - <i>not required 2020</i>	Pastor/SPRC	N/A	N/A 2020
Due District Office - 2 weeks prior to SPR Meeting with DS			
2021 SPRC Report to the DS - <i>no longer required</i>	No Longer Required	discontinued form	
2021 Pastoral Compensation Report NEW FORM (See 2021 Pastoral Compensation Guide)	Pastor/SPRC/Treasurer	DS at SPRC Meeting	
Housing Allowance/Exclusion (if applicable)	Pastor	DS at SPRC Meeting	
Parsonage Inspection (<i>COVID-19 - NOT REQUIRED 2020</i>) <small>Trustees/Pastors please send written concerns to district office prior to SPR meeting with DS.</small>	Pastor/SPRC/Trustees	N/A - 2020	N/A 2020
Due District Office - 1 Week Prior to Church Conference (2020)			
Pastor's Report	Pastor	X	
Lay Servant Annual Reports	Lay Servants	X	
Annual Report of the Committee on Finance (GCFA)	Treasurer/Finance	X	
Minutes of 2019 Church Conference	Pastor	X	
Report of Nominations & Recommendations	Pastor	X	
BOOM Form 104 (if applicable)	Ministry Candidate	X	
Membership Report (AWA and # Members)	Pastor	X	
Extension Ministry/Retired Pastor Report (if applicable)	Retired Clergy	X	
YTD Trustee Report (include bequests/investments and endowments used for operating expenses/parsonage sale funds used)	Trustees - Not Standard Rpt	X	
YTD Finance Report and 2019 Budget (if prepared)	Treasurer - Not Standard Rpt	X	
Update/Report on Safe Sanctuary Policy	SPRC - Not Standard Rpt	X	
Due District Office - One Week After Church Conference			
Minutes of 2020 Church Conference	Pastor/CC Recording Secretary		
Local Church Leadership List (CONF FORMAT)	Pastor		
Applications Due November - DS Review Required			
Mission Share Relief App - Due November 20	Pastor/Finance		
Equitable Comp Grant App - Due November 15	Pastor/Finance		
Due District Office - December 1st - EACH YEAR			
Pastoral Appointment Update	Pastor		
Church Appointment Update	SPRC		
Clergy Profile for Mission and Ministry	Pastor		
Church Profile for Mission and Ministry	SPRC		
Due District Office - January 31st (And 7/31 With a Midyear Change of Appointment)			
Certification of Payment Form	Treasurer/Pastor/SPRC		
Submit Online (https://ezra.gcf.org/) Deadline - February 14th			
Statistical Reports (Ezra.com)	Pastor		
Due District Office - March 31st			
Annual Audit (Fund Balance)	Church Auditor	X	
Annual Report of the Trustees	Trustees	X	
Church Accessibility Audit (#7a. Trustees Rpt) not required, good practice.	Trustees		

Although 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. Visit <https://www.neumc.org/grd> for links to above forms.