

Agenda Item #	Granite District Report Guidance - 2021
PLEASE INCLUDE THE FOLLOWING REPORTS IN YOUR CC PACKET AND EMAIL TO THE DISTRICT OFFICE TWO WEEKS PRIOR (ONE PACKET PREFERRED)	
4	Minutes of the 2020 Church Conference - Important that we have these so that they may be approved/amended during CC.
5	2020 Fund Balance Report Dated 12/31/20, this report was due the district office by 3/31/21. Voted on at CC
6	YTD Trustees Report <i>Not a standard report. Include bequests/investments and endowments used for operating expenses/parsonage sale funds used, including purpose and amount.</i>
7.1	2022 Pastoral Compensation Report The SPRC reports the agreed-upon salary, reimbursables, and housing allowance/exclusion (if applicable) for the pastor for the year 2022 on this form. Please email an unsigned copy to the District Office prior to the SPRC meeting. Following approval at the church conference, signatures should be obtained from the Pastor, SPRC Chairperson, and/or Treasurer and the report sent to the District Office. This report is due no later than December 1, 2021 (regardless of CC date).
7.2	Housing Allowance/Exclusion EXCLUSION = Amount designated <i>from salary</i> to cover housing expenses not paid for by church. This is not included in taxable income on W-2. ALLOWANCE = Designated amount paid to a pastor <i>in addition to salary</i> to cover housing expenses (increases salary). Not included in taxable income on W-2. <i>Pastors living in a parsonage may not designate an ALLOWANCE (EXCLUSION only).</i>
7.3	Parsonage Inspection Report -NOT required 2021 (COVID) - Trustees/Pastors, please send written concerns that cannot be resolved by the local church to district office prior to SPRC meeting with DS.
8.1	Annual Report of the Committee on Finance (GCFA) and YTD report of finances.
8.2	2022 Budget (if prepared) Will be voted on at CC if prepared.
9	2022 Nominations Report -The leaders on this list will be elected at the church conference. If your report does not include the contact fields on the Leadership Report (#14 below), please complete the additional form. The Church Leadership Report includes specific fields that are updated in the conference database each year. No need to duplicate if all information is provided.
10	Lay Servant Reports (signed) <i>Choose appropriate report; Certified Lay Servant, Certified Lay Speaker, Certified Lay Minister. Make sure these reports are distributed and completed prior to church conference so that lay members may be approved or reaffirmed at CC. Form no longer required for local Lay Servants.</i>
11	Ministry Candidates - BOOM Form 104 (if any) <i>The DS must be notified of new candidates prior to the CC. Paper ballot vote will be taken for any new ministry candidate at the CC.</i>
12.1	2021 Report of Retired Pastors (if any)
12.2	2021 Extension Ministry Report (if any)
12.3	2021 Pastor's Report <i>Not a standard report; a reflective narrative of the year detailing personal vision, goals, accomplishments, and continuing education/spiritual formation activities.</i>
13	Membership Report <i>Include members who have passed, Average Worship Attendance _____ # of Members _____</i>
Please submit the following reports (14 & 15 within one week of your church conference)	
14	2022 Leadership Report (Conference Format Please)
15	2021 Church Conference Minutes & 2022 SIGNED Pastoral Compensation Report
Links to conference forms above may be found at: https://www.neumc.org/annual-reports-due-from-churches	