

MBH Church Conference Forms Due Date Checklist

Church Conference Forms	**If CC is prior to 12/8: due 1 week prior to CC; If CC is on or after 12/8: due on 12/1	Include in CC booklet	Due 1 week after CC	Due by 12/1
Pastor's Report	yes	yes	N/A	See **
SPRC Report to DS	yes	yes	N/A	See **
Church Clergy Compensation Report (w/o SSN)	yes	yes	N/A	See **
Housing Allowance/Exclusion	yes	yes	N/A	See **
Shared Ministry Assessment	yes	No	N/A	See **
Prior Year CC Minutes	N/A	yes	N/A	N/A
Lay Servant/Speaker Reports	N/A	yes	N/A	N/A
Parsonage Inspection	N/A	yes	N/A	N/A
Report of Finance Committee	N/A	yes	N/A	N/A
Report of Trustees	N/A	yes	N/A	N/A
Extension Ministry Report	N/A	yes	N/A	N/A
Nominations/Leadership Report	N/A	yes	N/A	N/A
Other committee reports	N/A	yes	N/A	N/A
Current Year CC Minutes	N/A	N/A	yes	N/A
Nominations/Leadership Report (updated)	N/A	N/A	yes	N/A
Pastoral Appointment Update (pastor completes)	N/A	N/A	N/A	yes
Church Appointment Update (SRPC completes)	N/A	N/A	N/A	yes
Profile - Clergy (update every 3 years)	N/A	N/A	N/A	yes
Profile - Local Church (update every 3 years)	N/A	N/A	N/A	yes
Profile - Personnel Record (update every 3 years)	N/A	N/A	N/A	yes