

Form <a href="http://www.neumc.org/annualreportsschedulevmt">http://www.neumc.org/annualreportsschedulevmt</a>	Completed by:	Due Date in District Office	Date Sent
<b>DUE 1 WEEK PRIOR TO CLERGY ONE ON ONE WITH DS</b>			
Pastoral Conversation and Clergy Continuing Education Record			
<b>DUE 2 WEEK PRIOR TO SPRC MEETING WITH DISTRICT SUPERINTENDENT or no later than DEC 1</b>			
SPRC Report to the DS - Pastoral Compensation	SPRC	SPRC mtg with DS	
Shared Ministry Assessment	SPRC/Pastor	SPRC mtg with DS	
<b>DUE AT CHURCH CONFERENCE</b>			
Church Clergy Compensation Report	Pastor/SPRC/Treasurer	Church Conference OR no later than DEC 1	
Housing Allowance/Exclusion	Pastor	Church Conference	
Lay Servant Annual Reports	Lay Servants	Church Conference	
Parsonage Inspection	Parsonage Cmte and Pastor	Church Conference	
Full Nomination Report	Pastor	Church Conference	
Copy of most recent Audit/Fund Balance	Pastor/Finance Team	Church Conference	
Copy of most recent Trustee Report	Pastor/Trustee Team	Church Conference	
Pastor's Annual Report	Pastor	Church Conference	
<b>DUE 1 WEEK AFTER CHURCH CONFERENCE</b>			
Local Church Leadership List <u>WITH EMAIL, PHONE, ADDRESS INFO</u>	Pastor	1 week after Church Conference	
Minutes of Annual Church Conf	Recording Secretary	1 week after Church Conference	
<b>DUE NO LATER THAN DECEMBER 1</b>			
Pastoral Appointment Update	Pastor	December 1	
Clergy Profile for Mission/Ministry	Pastor	Review and update as needed by December 1	
Clergy Personnel Record	Pastor	Review and update as needed by December 1	
Church Appointment Update	SPRC	December 1	
Church Profile for Mission/Ministry	SPRC	Review and update as needed by December 1	
<b>DUE DECEMBER 15</b>			
Annual Rpt Cmte on Finance (GCFA)	Finance Team	December 15	
<b>DUE JANUARY 31</b>			
Pastor's Certification of Payment	Pastor, SPRC, Treasurer	January 31 (and with a Change of Appointment)	
UMW annual report & officer list	UMW	January 31	
<b>DUE FEBRUARY 14</b>			
On-Line Statistics	Pastor	February 14 (Submit on-line)	

**DUE MARCH 31**

Audit/Fund Balance Report	Auditor	March 31	
Trustees Report	Trustees	March 31	