

Many Waters Annual Reports Required From Churches 2022-2023

FORM NAME	COMPLETED BY:	Include in CC Packet	Date Sent
Due District Office - DUE: August 31, 2022			
2022 Pastoral Conversation	Pastor	N/A	
Shared Ministry Assessment	Pastor/SPRC	N/A	
Due District Office - 2 weeks prior to SPRC Meeting with DS			
2023 Pastoral Compensation	SPRC	X	
Due District Office - 2 Weeks prior Church Conference or November 23 for Many Waters			
Pastor's Report	Pastor	X	
2023 Pastoral Compensation (<i>Guidelines - AC 2021</i>)	SPRC (informational)		
2023 Pension Calculator (Ex. How to Calculate - wksht)	SPRC (informational)		
2023 Pension Calculator (fillable worksheet)	SPRC	DS at SPRC Meeting	
Housing Allowance/Exclusion (if applicable)	Pastor	DS at SPRC Meeting	
Lay Servant Annual Reports	Lay Servants	X	
Annual Report of the Committee on Finance (GCFA)	Treasurer/Finance	X	
Parsonage Inspection MANDATORY FOR 2022	Pastor/SPRC/Trustees	DS at SPRC Meeting	
Minutes of 2021 Church Conference	Pastor	X	
Report of Nominations & Recommendations	Pastor	X	
BOOM Form 104 (if applicable) DONE EVERY YEAR	Ministry Candidate	X	
Membership Report (AWA and # Members)	Pastor's Report	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 2021 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 2021 Church Conference	Pastor/CC Recording Secretary		
Local Church Leadership List (THIS FORMAT PLEASE)	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 -November 23 for Many Waters District			
Pastoral Appointment Update	Pastor		
Church Appointment Update	SPRC		
Clergy Profile	Pastor		
Church Profile	SPRC		
Clergy Personnel Record (as needed)	Pastor		
Annual Report of Committee on Finance (GCFA)	Treasurer/Finance		
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	

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/MW> or links to above forms.