

## Many Waters Annual Reports Required From Churches 2021-2022

| FORM NAME  | COMPLETED BY:                 | Include in CC Packet | Date Sent |
|--|-------------------------------|----------------------|-----------|
| <b>Due District Office - DUE: September 7, 2021</b>  |                               |                      |           |
| 2021 Pastoral Conversation   | Pastor                        | N/A                  |           |
| Shared Ministry Assessment   | Pastor/SPRC                   | N/A                  |           |
| <b>Due District Office - 2 weeks prior to SPRC Meeting with DS</b>   |                               |                      |           |
| 2022 Pastoral Compensation   | SPRC                          | X                    |           |
| <b>Due District Office - 2 Weeks prior Church Conference or November 23 for Many Waters</b>                            |                               |                      |           |
| Pastor's Report  | Pastor                        | X                    |           |
| 2022 Pastoral Compensation ( <i>Guidelines - AC 2021</i> )   | SPRC (informational)          |                      |           |
| 2022 Pension Calculator (Ex. How to Calculate - wksht)   | SPRC (informational)          |                      |           |
| 2022 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 (if applicable)   | Pastor/SPRC/Trustees          | DS at SPRC Meeting   |           |
| Minutes of 2020 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                    |           |
| <b>Due District Office - One Week After Church Conference</b>  |                               |                      |           |
| Minutes of 2021 Church Conference  | Pastor/CC Recording Secretary |                      |           |
| Local Church Leadership List (THIS FORMAT PLEASE)  | Pastor                        |                      |           |
| <b>Applications Due November - DS Review Required</b>  |                               |                      |           |
| Mission Share Relief App - Due November 20   | Pastor/Finance                |                      |           |
| Equitable Comp Grant App - Due November 15   | Pastor/Finance                |                      |           |
| <b>Due District Office -November 23 for Many Waters District</b>   |                               |                      |           |
| 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             |                      |           |
| <b>Due District Office - January 31st (And 7/31 With a Midyear Change of Appointment)</b>                              |                               |                      |           |
| Certification of Payment Form  | Treasurer/Pastor/SPRC         |                      |           |
| <b>Submit Online (<a href="https://ezra.gcf.org/">https://ezra.gcf.org/</a>) Deadline - February 14th</b>              |                               |                      |           |
| Statistical Reports (Ezra.com)   | Pastor                        |                      |           |
| <b>Due District Office - March 31st</b>  |                               |                      |           |
| 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.