

Granite District Annual Reports Required From Churches 2020-2021

FORM NAME	COMPLETED BY:	Include in CC Packet	Date Sent
Due District Office - 2 Weeks Prior to Clergy One on One Meeting With DS			
2020 Pastoral Conversation	Pastor		
Shared Ministry Assessment - not required 2020	Pastor/SPRC	X	NA 2020
Due District Office - 1 week prior to Church Conference			
2021 SPRC Report to the DS	SPRC	X	
2021 Clergy Comp	Pastor/SPRC/Treasurer	DS at SPRC Meeting	
Due District Office - At Church Conference			
Pastor's Report	Pastor	X	
2021 Pastoral Compensation (<i>Guidelines - AC 2020</i>)	SPRC (informational)		
2021 Pension Calculator (Ex. How to Calculate - wksht)	SPRC (informational)		
2021 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 2019 Church Conference	Pastor	X	
Report of Nominations & Recommendations	Pastor	X	
BOOM Form 104 (if applicable)	Ministry Candidate	X	
Membership Report (AWA and # Members)	Pastor	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 2019 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 2020 Church Conference	Pastor/CC Recording Secretary		
Local Church Leadership List (THIS FORMAT PLEASE)	Pastor		
Due District Office - December 1st - EACH YEAR			
Pastoral Appointment Update	Pastor		
Church Appointment Update	SPRC		
Clergy Profile	Pastor		
Church Profile	SPRC		
Clergy Personnel Record (as needed)	Pastor		
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	
Applications Due October 18 - DS Review Required			
Mission Share Relief App	Pastor/Finance		
Equitable Comp Grant App	Pastor/Finance		

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/nhd> for links to above forms.