

	<b>Church Guidelines for Reports Due at Church Conference - NHD 2019</b>	<b>Due District Office</b>	<b>Include in Church Conf Packet</b>	<b>Give to DS at SPRC Meeting</b>
1	<b>2019 Shared Ministry Assessment</b> This report is designed to facilitate open and constructive ministry assessment between pastors and congregations. Specific form for new pastor, veteran pastor, and ministry teams. Process: schedule a meeting of the full SPRC to discuss and reflect church goals.	1 week prior to SPRC meeting w/DS	X	
2	<b>SPRC Report to the District Superintendent: Pastoral Compensation (2020 Salary)</b> This report requests info on salary, housing allowance/exclusions, and reimbursable expenses. It should be given to the DS at the SPRC meeting, and will be voted on at CC.	1 week prior to SPRC meeting w/DS	X	X
3	<b>2020 Clergy Conference Compensation Report</b> This form reports the SPRC approved salary for the pastor. Make sure all signatures are obtained. Process: The SPRC submits a proposed salary to the Finance Committee for review. Finance then makes its recommendation to the Church Council for approval (prior to church conference). <b>This report is due no later than December 1, 2019 (regardless of CC date).</b>	1 week prior to SPRC meeting w/DS		X
4	<b>2019 Pastor's Report</b> Not a standard report; a reflective narrative of the year detailing personal vision, goals, accomplishments, and continuing education/spiritual formation activities.	CC	X	
5	<b>Lay Servant Reports (signed)</b> Choose appropriate report; Certified Lay Servant, Certified Lay Speaker, Certified Lay Minister. Make sure these reports are distributed and completed prior to church conference so that lay members may be approved or reaffirmed at CC. No longer any Local Lay Servants. Have (3) copies of each (signed by the pastor) for DS signature at CC. Return (1) to LL, (2) district office.	CC	X	
6	<b>YTD Finance Report</b> Not a standard report. YTD financial standing of church, including status of mission shares paid.	CC	X	
7	<b>Parsonage Inspection Report</b> If church has a parsonage - please complete prior to CC (SPRC and Trustee Chair complete a walk-through).	CC		X
8	<b>Minutes of the 2018 Church Conference</b> Very Important that we have these so that they may be approved/amended during CC.	CC	X	
9	<b>GCFA Annual Report on the Committee on Finance</b> (Date Range = Previous Conference - Current Conf)	CC	X	
10	<b>YTD Trustees Report</b> Not a standard report. Include bequests/investments and endowments used for operating expenses/parsonage sale funds used, including purpose and amount.	CC	X	
11	<b>2020 Nominations Report</b> The leaders on this list will be elected at the church conference. Contact information for these leaders is important, and required in the conference format below (one week following church conference - #19). As long as your nominations report includes all of the contact info in # 19, no need to duplicate.	CC	X	
12	<b>Membership Report</b> Include members who have passed, Average Worship Attendance _____ # of Members _____	CC	X	
13	<b>2018 Fund Balance Report</b> Dated 12/31/18, this report should have been submitted to the district office by 3/31/19. Voted on at CC	CC	X	
14	<b>2020 Budget (if prepared)</b> Will be voted on at CC if prepared.	CC	X	
15	<b>Housing Allowance/Exclusion</b> <b>EXCLUSION</b> = Amount designated <u>from salary</u> to cover housing expenses not paid for by church. This is not included in taxable income on W-2. <b>ALLOWANCE</b> = Designated amount paid to a pastor <u>in addition to salary</u> to cover housing expenses (increases salary). Not included in taxable income on W-2. <u>Pastors living in a parsonage may not designate an ALLOWANCE (EXCLUSION only).</u>	CC		X
16	<b>Update/Report on Safe Sanctuary Policy</b> Not a standard report, YTD report of policies in place to keep congregation safe. More information may be found at: <a href="https://www.neumc.org/safesanctuaryforms">https://www.neumc.org/safesanctuaryforms</a>	CC	X	
17	<b>Ministry Candidates - BOOM Form 104 (if any)</b> The DS must be notified of new candidates prior to the CC. Paper ballot vote will be taken for any new ministry candidate at the CC.	CC	X	
18	<b>Report of Retired Pastors (if any)</b>	CC	X	
19	<b>Extension Ministry Pastor Report (if any)</b>	CC		
20	<b>2020 Church Leadership Report (this format has conference required fields)</b>	1 week after	X	
21	<b>2019 Church Conference Minutes</b>	1 week after		
	<b>Links to conference forms above may be found at: <a href="https://www.neumc.org/nhd-annual-reports">https://www.neumc.org/nhd-annual-reports</a></b>			