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## Guidelines for Reports Due One Week Before Church Conferences 2022 – 2023

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Documents referenced below can be accessed on-line via links on the [Annual Reports & Schedule webpage](#) (or go to the Green Mountain District web site at [www.neumc.org/GM](http://www.neumc.org/GM) and select "Annual Reports and Schedule (GM)" under the Green Mountain District menu area. If you are unable to download these materials, please contact the Green Mountain District Administrative Assistant, Rena Flint, at [gmdistrict@neumc.org](mailto:gmdistrict@neumc.org) or call (802) 485-4724 and leave a message. Email reports to Rena or mail to Green Mountain District Office, 152 South Main ST, Northfield VT 05663.

Several different leaders are responsible for the completion of these reports. The pastor is ultimately responsible for insuring that all reports related to the congregation(s) are submitted to the District Office in a timely manner.

1. **2023 Pastoral Compensation Report**: (this form has been revised from previous years) The SPRC reports the agreed-upon salary, reimbursables, and housing allowance if applicable for the pastor for the year 2023 on this form. **An unsigned copy must be sent to the District Office 2 weeks prior to the church conference.** Following approval at the church conference, signatures should be obtained from the Pastor, SPR Chairperson, and Treasurer and the report sent to the District Office. Process: The SPRC submits a proposed salary figure to the Finance Committee for review. The Finance committee then makes its recommendation to the Church Council/Administrative Board/One Board for approval. The Church Council should approve the proposed clergy compensation for 2022 prior to the Church Conference.

If the pastor chooses to have some of income applied to a housing allowance or to a housing exclusion, the SPRC will need to assist in the completions of the **Housing Allowance/Exclusion Designation** for church conference ratification. This action will benefit the pastor on their taxes but will not cost the church any additional money. See page 2 of the designation document for more information.

Please note that the 2022 Pastoral Compensation Report is due no later than December 1, 2022 to allow time for the Conference Benefits Office to enter data for the correct billing of 2022 pensions. For church conferences scheduled after December 1, the Church Council should vote on the compensation and submit the unsigned report prior to December 1, and then submit the signed version after the conference.

When working on pastoral compensation, **2022 Pastoral Compensation Guide** and **Benefits/Pension webpage** are useful references for determining 2022 minimum salaries, health insurance requirements, other pertinent benefit information. A spreadsheet on the webpage will do your calculations for you with simple input of information. Enable editing after opening this Excel spreadsheet.

2. **Local Church Leadership Report**: A nominations list may be submitted with the church conference reports, but the District Office also needs a listing with contact information of key leaders. The Local Church Leadership Report is due in the District Office one week following election at the church conference. Contact information (i.e., name, address, phone, email) for the local church leaders is important – a list of names is NOT sufficient. (If you have a leadership listing with contact information that is in a different format, you may send it instead.)
3. **Lay Servant Annual Report** for the Green Mountain District: Please ensure that Lay Servants and Speakers receive a copy of this form to complete for inclusion with the church conference reports so they can be recognized and voted upon. Without an Annual Report, Certified Lay Servants and Certified Lay Speakers cannot be approved and registered with the Annual Conference.
4. **Parsonage Inspection**. Parsonage walk-throughs are required this year. Please discuss matters that might need attention with Trustees/SPRC. If an appointment move is anticipated in July, please send a description of the parsonage and any items that may need addressing prior to new occupants. Refer to the **Parsonage Guidelines** as a tool for making this assessment.
5. **Pastor's Annual Report**: the pastor should write a reflective narrative looking back on the year and detailing personal vision, goals, accomplishments, and continuing education/spiritual formation activities. (Be sure to include the pastor's and church's names on the report.) This form could be used if helpful: **Pastor's Report**.

**Other reports to prepare for the church conference:** 2021 Church Conference Minutes; 2021 Audit/Fund Balance Report; Report from Trustees on bequests, use of capital/principle from investments, proceeds from parsonage sale; Year-to-Date Financial Report; 2023 Proposed Budget; Candidate for Ministry report; Retired Minister Report; Membership Report.

**\*Remember** to submit the signed copy of the 2023 Pastoral Compensation Report, the Local Church Leadership list with contact information, and a copy of the church conference minutes within one week after the church conference.