

# 2022-2023 Form Due Dates for SPPRC & CHARGE CONFERENCE (CC) FORMS

All the forms listed below are available at the Website: <https://michiganumc.org/resources/forms/>

If you are unable to download the forms, please contact the District Office for assistance. Do not use forms from previous years as many forms are updated/changed annually by the MICHIGAN CONFERENCE. Use the current published forms (not outdated forms). It is the pastor's responsibility to obtain, designate and distribute all forms to the appropriate persons/committees. Please forward to your committee chairpersons to complete forms.

Since the East Winds District physical office is closed, all forms will need to be emailed to [crentschler@michiganumc.org](mailto:crentschler@michiganumc.org) Forms will need to be signed/dated (electronically is ok), then scanned as a pdf and emailed as described. Please try to group your pdfs into one email, (from church or pastor), and name documents individually as pdfs. (jpgs are not wanted).

We are not keeping any "hard" copies of s.pprc and church conference forms. Everything will be saved in digital systems on our computers. (you can get a pdf writer/printer from the internet, free to use, and then use it as a print option (name document also). <https://www.cutepdf.com/index.htm> (free option to download and use)

There are two due dates of **EARLY EMAILED FORMS**: please Email the "EARLY S.PPRC & CC FORMS" which are listed in Section "A" and "B" below.

The "Church Conference Packet" for the D.S./Elder to use at you Church Conference. This packet has the form/report(s) in it and it is bound/stapled and handed out to your congregation and elder leading your business meeting. If possible please scan your booklet as a pdf and email to Cheryl Rentschler so Rev Hice can read packets prior to CCs. (There is a guide for what forms to put in your CC booklet/packets at the bottom of this page: "CHURCH CONFERENCE PACKET/BOOKLET TO EMAIL".

## **A. STAFF/PASTOR-PARISH RELATIONS COMMITTEES**

### **DEADLINE DATE**

### **EARLY FORMS: EMAIL TO Cheryl Rentschler [crentschler@michiganumc.org](mailto:crentschler@michiganumc.org)**

- |  |   |
|--|---|
| 1. Clergy/Deacon Self Evaluation (District Already Has from DS 1.2.1 Meeting)<br>Has Already   | Not Applicable District                           |
| 2. SPPRC Evaluation of Clergy/ __ Deacon, (or use 1 <sup>st</sup> yr REVIEW, IN NEW APPOINTMENT FORM)  | 2 Weeks before S/PPRC                             |
| 3. SPPRC-Clergy/ __ Deacon Joint Dialogue forms  | 2 Weeks before S/PPRC                             |
| 4. Profile of the Church(s) (DS uses it to discuss status of church ministries, & he checks for the Parsonage inspection date findings, (if applicable) Ad Board or SPRC prepares form.  | 2 Weeks before S/PPRC                             |
| 5. **List of Names of current S.PPRC Committee Members (elected at 2021 CC)<br>(Current 2021 SPPRC Members/Chair, 2021 Lay Member(s) to Ann'l Conf., Lay Leader)<br>(**Not a form, just a list- D.S., requested, an emailed list of name & position w/early spprc documents) | 2 Weeks before S/PPRC                             |
| 6. 2023 Pastoral Compensation Recommendation,<br>(also if applicable __Housing Allowance, __Furnishings Allowance, __Accountable Reimbursement Form)   | 2 Weeks before SPRC<br>DS checks the forms.       |
| 7. Appointment Advisory Form [only if requested by clergy/spprc]   | 2 Weeks before SPPRC<br>or no later than 12.01.22 |

## **B. Email following forms.packet Prior to Church Conference**

- |   |                 |
|---|-----------------|
| 8. Parsonage Information Report (only needed if new/sold or pastoral changes in last 5 yrs)     | 2 Wks before CC |
| 9. Business of the Church Conf Form, Nominations Listing (Rev Hice/Elder uses to lead the CC)++ | 2 Wks before CC |
| 10. Church Conference Booklet/Packet, detailed below...   | 2 Wks before CC |

### **10. CHURCH CONFERENCE PACKET/BOOKLET TO EMAIL**

\*Indicates an item that requires church conference vote and mention in the minutes.

The following items should be included:

- Agenda, Previous Years' Annual Church Conference Minutes\*, State of church (Pastor/Clergy Report)
- Nominations/Lay Leadership Report\* (Staff, Committees, Chairpersons to be approved)
- Membership Audit report\*, 1st and 2nd year membership care list\*
- 2022 Pastoral Compensation\* (2021 mid yr\* income/pastoral changes) and Allowance Forms(s)\* if applicable. (continued)

- **Lay Servant NAMES ONLY(s)** - \* original lay servant reports should go to EWD Lay Servant Co-Directors Kristen LePalm/Becki Brice. (Pastor and S.PPRC/Ad Council Chair should sign. Not DS any longer)
- **Candidates for Ministry (if any), names and contact info listed \***
- **Names of Certified Lay Ministers\***
- Profile of the Church
- Report of Trustees (GCFA)
- Finance Committee Report (GCFA)

**The following may or may not (optional) be included in the CC packet at your discretion:**

**Committee reports** (for packet only; not to be read at annual church conference).

**Budget** for the following year (for informational purposes only).

**Fund Balance Report (Annual Audit, 12.31.21 year end)** may be included as an FYI item (in booklet) but the current year's report ( \$#'s as of 12/31/2022 year end) is not actually due until end of the current fiscal year. A copy when completed, should then be emailed to the district office by May 1, 2023.

**DO NOT PUT in CC distributed packet:**

Clergy Self Evaluation(s), SPPRC Evaluation(s), Joint Dialogue Evaluation(s)

Church Leadership Contact Listing; churches need to input their leadership contact information

online through the Brick River data base. (pstewart@michiganumc.org can assist with questions/ passwords, or use the Website: <https://michiganumc.org/finance-and-administration/database/> )

Lay Servant(s) Annual Report (2021-2022yr) The annual reports should be completed and sent to Kristen LePalm or Becki Brice,

So-lay servant directors. (local church pastor and church sprc or ad council chair signs the forms).

**NOTE: The deadline dates are indicated on the right side of this page. Please submit/email your forms by the date listed.**

**Cheryl Rentschler, Executive Assistant, East Winds District Office 810-396-1362**

**Email: [Crentschler@MichiganUMC.org](mailto:Crentschler@MichiganUMC.org)**

07.8.22