

2025 EWD Charge Conference Forms Checklist

† All Forms can be found on the Conference website at michiganumc.org/resources/forms

† **REQUIRED FORMS: Due as Follows:**

Mission Zones 3, 4, 5, and 6: September 24, 2025;

Mission Zones 7, 8, 9, and 10: October 13, 2025

Mission Zone 1 and 2: October 27, 2025

Clarkston: November 3, 2025

All forms need to be signed, scanned and emailed to the district office in **PDF FORMAT** to jfuller@michiganumc.org

- ___ Clergy/Deacon Self Evaluation form
- ___ SPPRC Evaluation of Clergy/Deacon (or First Year Review Form for New Appointments)
- ___ SPPRC Clergy/Deacon Joint Dialogue form
- ___ Profile of the Church(s) (including parsonage inspection date findings if applicable)
- ___ Business of the Church(s)
- ___ List of names of current SPPRC Committee Members
(elected at 2024 CC, includes current 2025 SPPRC chair, members, Lay Leader, and Lay Member to Annual Conference)
- ___ 2025 Nominations Listing *If your church is using Simplified Accountability System there is a separate form
- ___ Pastoral Compensation Recommendation, revised for 2026
*if applicable ___Housing Allowance, ___Furnishings Allowance, ___Accountable Reimbursement Form
- ___ Parsonage Information Report (only needed if new pastoral change, sold, or changes in last 5 yrs.)
- ___ GCFA Annual Report of Trustees
- ___ GCFA Report of the Finance Committee
- ___ Pastor Year-End Report (a typewritten recap from pastor, Members attending Colleges & University)
- ___ Membership Audit Report
- ___ Appointment Advisory Form*** (only if requested by Clergy or SPPRC)

† **Charge Conference Packet --- Due Ten (10) Days prior to Charge Conference:**

Email the complete CC Booklet/Packet, in (1) complete file in PDF format, to the district office

Zones 4 & 5 Due October 9, 2025; Zones 3 & 6 Due October 16, 2025; Zones 7 & 8 Due October 23, 2025;
Zones 9 & 10 Due October 30, 2025; Zones 1 & 2 Due November 6, 2025; Clarkston Due November 7, 2025

MUST BE INCLUDED in the C.C. Packets

- Business of the Church Form
- 2024 C.C. Conference Minutes*
- State of the Church (Pastor Report)
- Nominations/Lay Leadership Report*
- Membership Audit Report* (1st & 2nd year membership care list)
- Lay Servants* (NAMES ONLY - original forms are to be sent to Laurie Koivula or Becki Brice)
- Candidates for Ministry* (Names & Contact information)
- Profile of the Church
- Report of the Trustees
- Finance Committee Report

CAN BE INCLUDED in the C.C. Packets

- Committee Reports (for packet only, not to be read at conference)
- Budget (for informational purposes only)
- Fund Balance Report (2024 Report)

DO NOT INCLUDE in the C.C. Packets

- 2026 Pastoral Compensation & Allowance Forms
- Pastor Evaluations (Clergy Self, SPPRC & Joint Dialog)
- Church Leadership Contact Information (this information needs to be input online in the Brick River database. If you need information or help, please go to <https://michiganumc.org/finance-and-administration/database/> or contact Pamela Stewart at pstewart@michiganumc.org)
- Lay Servant Annual Reports (these reports need to be signed by Pastor & SPPRC Chair, then mailed to Laurie Koivula or Becki Brice)