

Checklist for Church Conference Forms with deadlines

Note: Signed, original copies of required forms must be turned in to the district office. Unsigned faxes or copies may be submitted to the district office beforehand if followed up with the signed originals at the Church Conference.

Form	Deadline	Complete
Accountable Reimbursement Policy & Resolution, detailed	Church Conference	
Agenda (Suggested only, create your own)	NA, information only	NA
Annual Audit, Report of the Local Church	Following completion of the fiscal year	
Cafeteria Plan Explanation & Sample	Church Conference (if applicable)	
Church Leadership Contact List 2010	January 1, 2010	
Finance Committee, Annual Report of	Church Conference	
Housing Allowance & Flexible Housing Policy	Church Conference (if applicable)	
Lay Speaker's Annual Report	Church Conference	
Membership Audit, Annual Report of the Committee on	Church Conference	
Ministry Jubilee Pledge Form 2010	By 12/31/08 to DAC Treasurer	
Minutes of the Church Conference	Following Church Conference	
Nominations & Leadership Development Committee Guidelines (new 2008)	NA, information only	NA
Non-appointed Support Staff, Report for	Church Conference (if applicable)	
Outdoor Ministries Report, Pastor's	Church Conference	
Parsonage Annual Review	Church Conference (if applicable)	
Parsonage Guidelines (new 2009)	NA, information only	NA
Pastoral Compensation Guidelines	NA, information only	NA
Pastoral Compensation Instructions	NA, information only	NA
Pastoral Compensation Recommendation 2010	10 days before charge conference ⁽¹⁾	
Pastoral Compensation Schedule, Minimum Base 2010	NA, information only	NA
Pastoral Leadership Assessment Form	10 days before charge conference	
Pastor's Profile	10 days before One-on-One with DS	
Profile of the Congregation	10 days before charge conference	
Report of Pastor	Church Conference	
Trustees, Annual Report of	Church Conference	

⁽¹⁾ Or November 1, 2009, whichever comes first.