

## 2009 CHURCH CONFERENCE FORMS

All of the forms listed below are available at the Port Huron web site: [www.gbgm-umc.org/port-huron](http://www.gbgm-umc.org/port-huron). If you are unable to download the forms please contact the district office for further assistance. **It is the pastor's responsibility to obtain and distribute all forms to the appropriate persons.**

For Port Huron District Copies – please print on color indicated in parenthesis and make copies for your records. In addition to the hard copies those who are able please also email to the district office. **At the minimum please email *One-on-One Meeting, Pastor's Profile, Profile of the Congregation and Pastoral Leadership Assessment* to the the District Office: [phdisumc@hughes.net](mailto:phdisumc@hughes.net) .**

- | <u>A. STAFF/PASTOR-PARISH RELATIONS COMMITTEES</u> | <u>DEADLINE DATE</u>  |
|--|---|
| 1. Pastoral Compensation Recommendation            | earliest of: <b>2 Weeks</b> Before Church Conference or <b>Nov. 15th</b>  |
| 2. Profile of the Congregation (Blue)              | <b>2 Weeks</b> before Church Conference                                   |
| 3. Pastoral Leadership Assessment (Yellow)         | <b>2 Weeks</b> before Church Conference                                   |
| 4. Parsonage Annual Review                         | Church Conference   |
| 5. Parsonage Information Report                    | Church Conference   |
| 6. Church Inventory                                | Church Conference   |
| 7. Report for Non-Appointed Staff                  | <b>2 Weeks</b> before Church Conference                                   |
| 8. Appointment Advisory [only if requested]        | <b>2 Weeks</b> before Church Conference<br>or no later than December 15th |
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- | <u>B. PASTOR &amp; OTHER COMMITTEES</u>                                  | <u>DEADLINE DATE</u>                       |
|--|--|
| 1. Pastor's or Deacon's Profile & One on One Meeting Questions           | <b>10 days prior to our 1 on 1 meeting</b> |
| 2. Annual Report of Trustees   | Church Conference                          |
| 3. Membership Audit Report   | Church Conference                          |
| 4. Lay Speakers Form (Please make copies for each Qualified Lay Speaker) | Church Conference                          |
| 5. Conference Church Leadership Address List (Pink)                      | Church Conference                          |
| 6. Pastor's Outdoor Ministries Report                                    | Church Conference                          |
| 7. Mission Giving Report & Ministry Jubilee Pledge Form                  | Church Conference                          |
| 8. Report of the Annual Audit  | by May 1, 2010                             |
| 9. Clergy Family Information (for new pastors in the District only)      | 1on 1 meeting                              |
| 10. Clergy Biographical Record (for new pastors in the District only)    | 1on 1 meeting                              |
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- | <u>C. ADDITIONAL INFORMATION AVAILABLE ON LINE</u>  |  |
|---|--|
| 1. Preparing for your Annual Church Conference  |  |
| 2. Church Conference Agenda   |  |
| 3. Forms for 2009 Church Conference with Checklist  |  |
| 4. Committee on Nominations & Leadership Development – Guidelines   |  |
| 5. 2010 Minimum Base Compensation Schedule & Counting Years of Service Resolution                               |  |
| 6. Pastoral Compensation Guidelines for PPRC  |  |
| 7. Compensation Resolutions (Fair Housing/Furnishing Allowance, Cafeteria Plan, Accountable Reimbursement Plan) |  |
| 8. Travel Reimbursement Request   |  |
| 9. Local Transportation Expenses Q&A's  |  |
| 10. Nuts & Bolts of Church Conference   |  |

*2010 Health Insurance Premium chart will be coming in the fall.  
Figures not available from Insurance Company at this time.*

**NOTE: The deadline date is indicated on the right side of the page. Please submit your form by the date listed.**

**Reports due 10 days prior to One on One Meeting**

<u>Title</u>	<u>Email to PH District Office ?</u> <u>[Mail only if no internet connection]</u>	<u>To be printed for CC?</u>	<u>Completed - date</u>
Pastor's or Deacon's Profile	Y	N	
One on One Meeting Questions	Y	N	

**Reports due 2 weeks before Church Conference**

<u>Title</u>	<u>Email to PH District Office ?</u> <u>[Mail only if no internet connection]</u>	<u>Email or mail to PH District Office?</u>	<u>To be printed for CC?</u>	<u>Completed - date</u>
Pastoral Compensation		Y	Y	
Profile of the Congregation	Y		Y	
Pastoral Leadership Assessment	Y		N	
Report of Non Appointed Staff		Y	N	
Appointment Advisory [Only if requested]		Y	N	

**Reports due at Church Conference**

<u>Title</u>	<u>To be given to DS at CC?</u>	<u>To be printed for CC?</u>	<u>Completed – date</u>
Agenda (Please give DS copy with all names needed)	Y	Y	
Annual Report of Trustees	Y	N	
Associate Pastor & other Appointed Staff (no form )	Y	Y	
Audit Report - 2008	Y	Y	
Budget - 2009 (use format of your report to church council)	Y	Y	
Church Inventory	Y	N	
Conference Church Leadership Address List	Y	N	
Financial Report	Y	Y	
Lay Speaker's Form	Y	N	
Membership Audit Report including list of persons for 1 <sup>st</sup> /2 <sup>nd</sup> year and recommended for removal by Church Conference	Y	Y	
Ministry Jubilee Pledge Form	Y	Optional	
Mission Giving Report	Y	Y	
Parsonage Annual Review	Y	N	
Parsonage Information Report	Y	N	
Pastor's Outdoor Ministries Report	Y	N	
Pastor's Report – State of the Church (no form )	Y	Y	
PPRC Recommendation of Candidates for Ministry – Form 104	Y	N	
Slate of Officers / Ministry Team	Y	Y	
Other Reports – if applicable and/or requested by Church			
Retired Pastor & other Elders of Church Conference	Y	Optional	
UMW, UMM, UMYF, Missions, Non Appointed Ministry Staff	Y	Y	
Others:	Y	Optional	

**Reports due 10 days following Church Conference**

<u>Title</u>	<u>Email or mail to PH District Office ?</u>	<u>Previous Year's to be printed for CC?</u>	<u>Completed - date</u>
Minutes of the Church Conference	Y	Y	