



**All forms are due ONE WEEK prior to your Church Conference.**

**Scan completed, signed forms as PDFs. Email to Mandana at [mnordbrock@michiganumc.org](mailto:mnordbrock@michiganumc.org).**

**v Clergy**

Housing Allowance Form (if applicable)
Furnishings Allowance Form (if applicable)
Elder/Local Pastor/DSA Self-Evaluation *or* Good Beginnings-Pastor (new appointments)
Deacon Self-Evaluation (if applicable)

**SPRC**

2024 Clergy *or* DSA Compensation Recommendation Report
SPRC Assessment of Elder/Local Pastor/DSA *or* Good Beginnings-SPRC (new appointments)
SPRC Assessment of Deacon (if applicable)
SPRC & Pastor Joint Dialogue (not applicable for new appointments that completed Good Beginnings)

**Church Council**

Business of the Church Conference
Profile of the Church

**Finance**

GCFA Report of the Finance Committee
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**Trustees**

GCFA Annual Report of the Trustees
GCFA Annual Accessibility Audit Form
GCFA Insurance Worksheet
Parsonage Inspection Form (if applicable)
Parsonage Information Sheet (if applicable)

**Membership Secretary**

Membership Report
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**Nominations and Leadership Development**

List of Lay Leadership/Nominations (churches with a Single Board may use the 2024 Nominations Form for SAS)
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**Lay Ministries**

Certified Lay Servant Annual Report (if applicable)
Certified Lay Speaker Annual Report (if applicable)
Certified Lay Minister Annual Report (if applicable)

**Recording Secretary**

Minutes - DUE ONE WEEK AFTER CONFERENCE
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**Send directly to contact person listed on form**

Members Attending College & Universities
Native American Comprehensive Plan Representative
Report on Men's Ministry
Report on Women's Ministry