

Greater Southwest District 2025 Church Conference Forms Checklist

Forms due 10 days before Church Conference

Items in bold require a review and vote by your local church governing board.

- ☐ Clergy/Local Pastor/DSA (or Deacon) Self-Evaluation Form
- ☐ SPRC Assessment of Elder/Local Pastor/DSA or First Year Review for New Appointment
- ☐ SPRC Assessment of Deacon
- ☐ SPRC and Pastor Joint Dialogue Form
- ☐ **2026 Clergy (or DSA) Compensation Recommendation Report**
- ☐ **Profile of the Church**
- ☐ **Business of the Church Conference**
- ☐ GCFA Report of the Finance Committee
- ☐ GCFA Report of the Trustees
- ☐ GCFA Annual Accessibility Audit
- ☐ GCFA Insurance Worksheet Form
- ☐ Parsonage Information Sheet (due every 5 years)
- ☐ Parsonage Inspection Form
- ☐ **Membership Report**
- ☐ **Lay Leadership (Nominations) Report** or **2026 Nominations Form for Simplified Accountability System**
- ☐ **Native American Comprehensive Plan Representative Form**
- ☐ Certified Lay Servant/Speaker/Minister Annual Report(s)
- ☐ Appointment Advisory Form (only if requested by Clergy or SPRC)

**If not turned in prior to
SPRC Zoom meeting.**

All forms can be found at:
michiganumc.org/resources/forms

Send completed forms to:
mnordbrock@michiganumc.org

Packet to bring to the Branch Church Conference

Make enough copies for the District Superintendent and any who attend from the congregation.

- ☐ Business of the Church Conference Form
- ☐ List of names of all Baptisms and New Members since last Church Conference
- ☐ 2024 Church Conference Minutes
- ☐ Membership Report
- ☐ Lay Leadership (Nominations) Report or 2026 Nominations Form for SAS
- ☐ Committee Reports
- ☐ Pastor's Report (Pastor is encouraged to share the Pastor's Report in worship)
- ☐ **Ballot**
- ☐ **Agenda**
- ☐ **Gardens of Hope Flyer**

Do not include in the Branch Church Conference Packets:

- ⊗ 2026 Clergy Compensation Recommendation
- ⊗ Clergy Self-Evaluation
- ⊗ SPRC Assessment of the Pastor
- ⊗ Joint Dialogue
- ⊗ Certified Lay Servant/Speaker/Minister Annual Report(s)
- ⊗ Appointment Advisory Form