



All forms are due **ONE WEEK** prior to your Charge Conference  
Scan completed, signed forms as PDFs  
Email to Liz at [lbode@michiganumc.org](mailto:lbode@michiganumc.org)

**FIND ALL FORMS ->michiganumc.org->Resources->Forms**

**v Clergy**

<input type="checkbox"/>	Housing Allowance Form (if applicable)
<input type="checkbox"/>	Furnishings Allowance Form (if applicable)
<input type="checkbox"/>	Elder/Local Pastor/DSA Self-Evaluation AND Deacon Self-Evaluation (if applicable)
<input type="checkbox"/>	Members Attending Colleges & Universities (please submit this info online)

**SPRC**

<input type="checkbox"/>	2024 Clergy *or* DSA Compensation Recommendation Report Form
<input type="checkbox"/>	SPRC Evaluation of Elder/Local Pastor/DSA *or* SPRC First year Review (new appointments)
<input type="checkbox"/>	SPRC Evaluation of Deacon (if applicable)
<input type="checkbox"/>	SPRC & Pastor Joint Dialogue

**Church Council**

<input type="checkbox"/>	Business of the Church Conference
<input type="checkbox"/>	Profile of the Church

**Finance**

<input type="checkbox"/>	GCEA Report of the Finance Committee
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**Trustees**

<input type="checkbox"/>	GCEA Annual Report of the Trustees
<input type="checkbox"/>	GCEA Annual Accessibility Audit Form
<input type="checkbox"/>	GCEA Insurance Worksheet
<input type="checkbox"/>	Parsonage Inspection Form (supplemental)
<input type="checkbox"/>	Parsonage Information Sheet (if not completed in last 4 years)

**Membership Secretary**

<input type="checkbox"/>	Membership Report
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**Nominations and Leadership Development**

<input type="checkbox"/>	Native American Comprehensive Plan Representative
<input type="checkbox"/>	List of Lay Leadership/Nominations

**Lay Ministries** *(Please email completed/signed reports to LS Director - per report instructions)*

<input type="checkbox"/>	Certified Lay Servant Annual Report (if applicable)
<input type="checkbox"/>	Certified Lay Speaker Annual Report (if applicable)
<input type="checkbox"/>	Certified Lay Minister Annual Report (if applicable)

**Recording Secretary**

<input type="checkbox"/>	Minutes - DUE ONE WEEK AFTER CHARGE CONFERENCE
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