

## LIST OF CHURCH CONFERENCE FORMS AND GUIDELINES

**PLEASE SEND FORMS ON WHITE PAPER, ONE-SIDED, NOT STAPLED.**

1.	<input type="checkbox"/>	Advance Special Gifts Report Form (¶¶619.1a(1,5),654,821)	<b>Missions Committee</b>
2.	<input type="checkbox"/>	Audit Report of Fund Balances Form (¶258.4d)	<b>Auditor or Auditing Committee</b>
3.	<input type="checkbox"/>	Church Conference Minutes Form	<b>Pastor please refer to this</b>
4.	<input type="checkbox"/>	2012 Pastoral Compensation Recommendation Form (¶247.13)	<b>Staff-Parish Relations Committee</b>
5.	<input type="checkbox"/>	Congregation's Profile Form or Congregations Profile for Multi-Points	<b>Staff-Parish Relations Committee</b>
6.	<input type="checkbox"/>	Domestic Hunger Report Form	<b>Missions Committee</b>
7.	<input type="checkbox"/>	Flexible Spending Account (FSA) Form	<b>Pastor</b>
8.	<input type="checkbox"/>	Furnishings Allowance Report Form	<b>Pastor</b>
9.	<input type="checkbox"/>	Housing Allowance Worksheet and Report Form	<b>Staff-Parish Relations Committee</b>
10.	<input type="checkbox"/>	Church Finance Internal Controls Audit	<b>Pastor and Finance Committee</b>
11.	<input type="checkbox"/>	Interpreter Subscription List ( <i>See Guidelines for Interpreter, Form Sent Separately</i> )	<b>Pastor</b>
12.	<input type="checkbox"/>	Lay Leadership Report (258.1) ( <i>Not A Form, Please Report, See Guidelines for Lay Leadership</i> )	<b>Pastor with Nominations L.D.</b>
13.	<input type="checkbox"/>	Lay Speaker's Report Form (¶266-271)	<b>Copy to Every Lay Speaker and Certified Lay Speaker</b>
14.	<input type="checkbox"/>	Lay Speakers and Certified Candidates Recommendations Form (¶247.11, ¶266-271)	<b>Pastor, SPRC and Church Council Chair</b>
15.	<input type="checkbox"/>	<del>Leadership Directory Form</del>	<b>No Longer Required IF Pastor Updates Leadership Data on Church Login</b>
16.	<input type="checkbox"/>	Members Attending Colleges and Universities	<b>Pastor</b>
17.	<input type="checkbox"/>	Membership Report Form (¶214-242)	<b>Membership Secretary</b>
18.	<input type="checkbox"/>	Minutes of Charge/Church Conference (¶247.4) ( <i>Not A Form, See Guidelines for Minutes</i> )	<b>Church Conference Secretary</b>
19.	<input type="checkbox"/>	Motions for Charge/Church Conference Form	<b>Pastor</b>
20.	<input type="checkbox"/>	Native American Comprehensive Plan	<b>Pastor with Nominations &amp; Leadership Development</b>
21.	<input type="checkbox"/>	Nomination Suggestions for District/Conference Committees Form	<b>Pastor with Nominations &amp; Leadership Development</b>
22.	<input type="checkbox"/>	Parsonage Inspection Forms: Appliances, Exterior, Interior (¶2532.4)	<b>Trustees Committee</b>
23.	<input type="checkbox"/>	Pastor's Profile Form (¶432.2)	<b>Pastor</b>
24.	<input type="checkbox"/>	Pastor-Charge Assessment Form (¶350.)( <i>See Guidelines for Pastor-Charge Assessment on Matthew 18: The Rule of Christ</i> )	<b>SPRC</b>
25.	<input type="checkbox"/>	Trustees Report Form (¶2549)	<b>Trustees Committee</b>
26.	<input type="checkbox"/>	Volunteers in Mission Report Form (¶247.12)	<b>Missions Committee</b>
27.	<input type="checkbox"/>	World Hunger Report Form	<b>Missions Committee (or Hunger)</b>
28.	<input type="checkbox"/>	REMINDER: <u>Due January 31, 2012:</u> Pastor's Year-End Annual Report Form (¶340 and ¶351)	<b>Pastor</b>
29.	<input type="checkbox"/>	REMINDER: <u>Due in early 2012:</u> Tables I, II, III	<b>Pastor</b>
30.	<input type="checkbox"/>	REMINDER: (Optional: <u>Due Sept. 9, 2011</u> ) Unified Application for 2013 Funding from District Missions & CBGM	<b>Pastor</b>
31.		Compensation Instructions for the Compensation Recommendation Form	
32.		Guidelines for Helpful Hints on Church Conference Forms	
33.		Guidelines for <i>Interpreter</i>	
34.		Guidelines for Lay Leadership Positions	
35.		Guidelines for Minutes	
36.		Guidelines for Nuts and Bolts of Church Conference	

37.		Guidelines for Pastor-Charge Assessment on Matthew 18: The Rule of Christ
38.		Guidelines on Basic Pastoral Related Expenditures
39.		Guidelines on Clergy Pension and Life Insurance Benefits
40.		Guidelines on Compensation Information for SPRC
41.		Guidelines on CRSP (used to be MPP) and CPP

