

HELPFUL HINTS FOR CHURCH CONFERENCE FORMS

GENERAL INFORMATION

1. **PLEASE READ & FOLLOW ALL DIRECTIONS ON ALL FORMS.**
2. **Please send original forms on white paper to the district office when they are required.**
3. **Please send forms on white paper, one-sided, not stapled.**
4. **If the form requires a signature, we need the signature!**
5. **A copy of all forms should be kept at the church office.**
6. **These forms are a critical part of keeping us connected.**
7. **Forms will be available to download from the West Michigan Conference Website - www.westmichiganconference.org**

LEADERSHIP DIRECTORY and DASHBOARD UPDATE

1. Dashboard updates are **essential** as your church leadership info is used by every agency in the conference.
2. Please make an attempt to get the email addresses. Especially SPRC, Ad Board Chair; Lay Leader, Pastor and Church. We are sending as much correspondence as possible via email due to budget cuts.
3. Please make sure your Leadership Directory is updated on your local church dashboard between the dates of January 1 and January 31. If you need assistance, please contact your district office.
4. Lay Members #3 and alternate Lay Member to Annual Conference #4 – you have one lay member to annual conference per appointed pastor.
5. Staff Parish Relations Committee (SPRC). #6 is the Charge SPRC Chairperson which is the chairperson of the combined committees. #7 is the chairperson of each individual committee. Example: You will use #6 and #7 if you have a multipoint charge. You will only use #7 if you are a single point charge.

CHURCH CONFERENCE MINUTES

1. These minutes are required and must be signed by the recording secretary and the presiding elder. (§247.4)
2. In places where there are Joint Church Conferences, the churches in attendance can vote to have one person represent all churches as the Recording Secretary. The Church Conference Minutes should record such action.

PASTOR'S COMPENSATION FORM

1. Please make sure that this form has all the required signatures. The Conference Treasurer will not accept this form without the signatures.
2. The Flexible Spending Account Election Form must be sent directly to the Conference Treasurer's Office in order for it to take effect.