

2011 Church Conference Checklist

PASTOR: _____

CHURCH(ES): _____

Church Conference Forms				
Form	Status	Has Signature(s)	COMPLETE	Notes
Minutes and Reports to the Church Conference (DS and Church Conf. Secretary must sign)				
Report of Members Absent from the Fellowship				
2011 - 2012 Roster of Persons Serving in Ministry (mandatory for <u>all</u> churches)				
2011 Directory of Officials Elected at Church Conference				
Continuing Education Report (S/PPRC Chair must sign)				
Report of the Trustees (Trustee President or Secretary must sign)				
2010 Fund Balance Report <i>*if not yet submitted</i>				
Audit Supplement Questionnaire (all signatures needed)				
2011 Treasurer's Report				
2012 Budget				
Pastoral Conversation Form (DS and Pastor sign)				
Pastor Evaluation Form (Pastor must sign)				
Church Evaluation Form (all S/PPRC members present must sign)				
Pastors' Profile (Pastor and DS must sign)				
Church Profile (S/PPRC Chair and Pastor must sign)				
Pastoral Support Forms				
Clergy Compensation and Expense Report (Pastor, PPRC Chair, and DS must sign)				
Clergy Housing Exclusion/Allowance Resolution Form (DS/Elder must sign)				
As Appropriate/Necessary				
Parsonage Evaluation				
Annual Deacon Report (Deacon must sign)				
Lay Speaker Annual Report (Lay Speaker, Pastor, and DS must sign)				
2010 UMPIP Billing Change Form				
2010 UMPIP Before + After Tax Form				

KEY: = COMPLETE = MISSING