

2026 Church Conference Forms Checklist

Forms Website: michiganumc.org/resources/forms

All forms are **due at least 10 days prior** to your Church Conference, **unless otherwise noted**.

Email completed, signed forms (.pdf) to Melanie at mzalewski@michiganumc.org (not including online-only forms).

Church/Charge Name: _____

If your church is part of a **Charge**, it is assumed that your churches will work together to submit forms. You will share this checklist. If your church is part of a **Circuit**, it is assumed that your churches will complete the forms separately. You will get individual checklists.

Required forms for ALL churches/charges/circuits are *bold and italicized*.**

Done Column:

Blank = I don't have the form at all

/ = I have the form, but it is missing something (incomplete information, needs signature(s), etc.)

X = I have the form, and it is complete. Nothing more to do.

Clergy Forms: Repeat as needed for additional clergy.

<u>Done?</u>	<u>Notes</u>	<u>Form Name & Instructions</u>
		<i>**Elder/Local Pastor/DSA Self-Evaluation -OR- Deacon Self-Evaluation</i> Due at least 1 week prior to your SPRC Meeting.
		<i>**2027 Clergy Compensation Recommendation Report</i> – NEW online-only form. Amounts determined in conjunction with SPRC; Clergy enters into online-only form; Ad Board/Church Council completes the 2-step process with their signature of approval online. <i>Contact John Kosten at the MI Conference Benefits Office for assistance at 517-347-4030 ext. 4111.</i>
		IRS Housing Exclusion Report (<i>replaces Housing & Furnishings Allowance Forms</i>) – Required for clergy claiming Housing/Furnishings Allowance on their taxes.
		Compass Contribution Election Form – Required for all clergy who qualify for and are contributing to the Compass 403b retirement program. Retired clergy and/or clergy serving ¼ time do not qualify. <i>If your clergy has previously participated with UMPIP and wishes to continue or if your clergy is ¼ time and wishes to participate, there is a separate form available on the forms website.</i>

SPRC Forms: Repeat as needed for additional clergy.

<u>Done?</u>	<u>Notes</u>	<u>Form Name & Instructions</u>
		**SPRC Assessment of Elder/Local Pastor/DSA -OR- SPRC First Year Review of Pastor in New Appointment -OR- SPRC Assessment of Deacon Due at least 1 week prior to your SPRC Meeting.
		**SPRC & Pastor Joint Dialogue Due at least 1 week prior to your SPRC Meeting.
		Accountable Reimbursement Policy Form – Required for all churches who reimburse expenses to their pastor/staff on a tax-free basis.

Church Council/Ad Board Forms:

<u>Done?</u>	<u>Notes</u>	<u>Form Name & Instructions</u>
		**Profile of the Church
		**Business of the Church Conference – These are the items to be voted upon at your Church/Charge Conference. A template for the agenda is also available on the forms website.

Trustees Forms:

<u>Done?</u>	<u>Notes</u>	<u>Form Name & Instructions</u>
		**GCFA Annual Report of the Trustees
		**GCFA Annual Accessibility Audit Form
		**GCFA Insurance Worksheet Insurance Coverage Standards are also available on the forms website.
		Parsonage Information Sheet – Required of all churches that own a parsonage. Due to redistricting, we are collecting this from all Central Shores churches this year. You can either resubmit your 2025 form -OR- complete a new 2026 form. We will next require this form in 2031 (due every 5 years).
		Parsonage Inspection Form – Required of all churches that own a parsonage. Due every year.

Finance Forms:

<u>Done?</u>	<u>Notes</u>	<u>Form Name & Instructions</u>
		**GCFA Report of the Finance Committee

Membership Secretary Forms:

<u>Done?</u>	<u>Notes</u>	<u>Form Name & Instructions</u>
		**Membership Report
N/A		Members Attending College & Universities – NEW online-only form. Required if applicable.

Nominations & Leader Development Forms:

<u>Done?</u>	<u>Notes</u>	<u>Form Name & Instructions</u>
		**2027 Nominations Form for SAS -OR- 2027 Leadership List (in alternate form for non-SAS churches)
N/A		2027 Native American Comprehensive Plan – NEW online-only form. Also update your representative on your Brick River Church Dashboard as needed. Required if applicable.

Certified Lay Ministry Reports: *If you don't know the different types of certifications and if your church has any active Lay Servants/Speakers/Ministers who need to be voted upon and need more information, contact Janice Buckley (buckley7878@charter.net). Also visit michiganumc.org/laity/lay-servant/.*

<u>Done?</u>	<u>Notes</u>	<u>Form Name & Instructions</u>
		Certified Lay Servant Annual Report – Required if you have Certified Lay Servants who will be voted upon. <i>Make sure these match the name(s) on your “Business of the Church Conference” form.</i>
		Certified Lay Speaker Annual Report – Required if you have Certified Lay Speakers who will be voted upon. <i>Make sure these match the name(s) on your “Business of the Church Conference” form.</i>
		Certified Lay Minister Annual Report – Required if you have Certified Lay Ministers who will be voted upon. <i>Make sure these match the name(s) on your “Business of the Church Conference” form.</i>

Men's & Women's Ministry Forms:

<u>Done?</u>	<u>Notes</u>	<u>Form Name & Instructions</u>
N/A		Report on Men's Ministry – NEW online-only form. Required if applicable.
N/A		Report on Women's Ministry – NEW online-only form. Required if applicable.

Other Forms:

<u>Done?</u>	<u>Notes</u>	<u>Form Name & Instructions</u>
		Equitable Compensation Application – If applicable, due October 25, 2026.
		EngageMI Reporting Form – If applicable, due January 10, 2027.
		**Local Church Report to the Annual Conference (aka Tables 1, 2, and 3) – Online-only form. Contact Karin VanderMolen at 517-347-4030 ext. 4131 or kvandermolen@michiganumc.org for assistance. Due January 31, 2027.
		**GCFA Fund Balance Report – Report on 2026 financials. Due January 31, 2027.
		**Update Brick River Church Dashboard – Email Melanie at mzalewski@michiganumc.org when complete so it can be checked off your list. Brick River does not send her a notification. Due January 31, 2027 (sooner is better for communication)