

2025 Church/Charge/Circuit Conference Forms Checklist

michiganumc.org/resources/forms/

All forms are due at least TWO WEEKS prior to your Church Conference, unless otherwise noted.

Email completed, signed forms as PDF files to Melanie at mzalewski@michiganumc.org.

CHURCH/CHARGE/CIRCUIT NAME: _____

X Clergy Forms

	Elder/Local Pastor/DSA Self-Evaluation (due at least ONE WEEK prior to your SPRC meeting)
	SPRC & Pastor Joint Dialogue (due at least ONE WEEK prior to your SPRC meeting)
	<i>2026 IRS Housing Exclusion Report (if applicable)</i>
	<i>Deacon Self-Evaluation (if applicable)</i>
	<i>Annual Report of the Deacon Appointed beyond the Local Church (if applicable)</i>
	<i>Appointment to an Extension Ministry Report (if applicable)</i>
	<i>UMPIP Contribution Form (if applicable; for clergy who are less than 1/2 time; not available for DSAs)</i>
	<i>CRSP/PPP Enrollment Form (if applicable; CRSP no longer available; PPP if applicable)</i>

SPRC Forms

	SPRC Assessment of Elder/Local Pastor/DSA -OR- SPRC First Year Review of Pastor in New Appointment (due at least ONE WEEK prior to your SPRC meeting)
	SPRC & Pastor Joint Dialogue (due at least ONE WEEK prior to your SPRC meeting)
	2026 Clergy Compensation Recommendation Report -OR- 2026 Clergy Compensation Recommendation (4 Church Version) -OR- 2026 DSA Compensation Recommendation Report
	<i>SPRC Assessment of Deacon (if applicable)</i>
	<i>Accountable Reimbursement Policy Form (if applicable)</i>

Church Council Forms

	Business of the Church Conference (aka Motions)
	Profile of the Church

Finance Forms

	GCFA Report of the Finance Committee
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NOTE: *Italicized forms are "if applicable," meaning they are required if they apply to your church/charge/circuit.*

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X Trustees Forms

	GCFA Annual Report of the Trustees
	GCFA Annual Accessibility Audit Form
	GCFA Insurance Worksheet
	<i>Parsonage Information Sheet (if applicable; required if you did not complete this form in 2024 and/or you will be getting a new pastor in 2025-2026)</i>
	<i>Parsonage Inspection Form (if applicable; required every year if a parsonage is owned)</i>

Membership Secretary Forms

	Membership Report
	<i>Members Attending College & Universities (if applicable; complete online)</i>

Nominations and Leadership Development Forms

	2026 Nominations Form for Simplified Accountability System (for use by single board AND SAS churches)
	2026 Native American Comprehensive Plan Representative

Men's Ministry Forms

	Report on Men's Ministry
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Women's Ministry Forms

	Report on Women's Ministry
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Certified Lay Ministry Reports

	<i>Certified Lay Servant Annual Report (if applicable)</i>
	<i>Certified Lay Speaker Annual Report (if applicable)</i>
	<i>Certified Lay Minister Annual Report (if applicable)</i>

Other Forms

	GCFA Fund Balance Report (to be completed between January 1-February 1)
	Local Church Report to the Annual Conference (aka Tables 1, 2, and 3; due January 31)
	BrickRiver Church Dashboard (Update as needed throughout the year as leadership changes)
	<i>Equitable Compensation Application (if applicable; due October 25)</i>
	<i>EngageMI Reporting Form (if applicable; due January 10)</i>

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