

## *Firelands District Pastor & Church Conference Preparation List*

Use this checklist as a planning tool to assist in planning your fall calendar for timely completion of charge conference forms and other paperwork. First, determine dates of SPRC meetings and Conferences. Then calculate the due date for paperwork which is two weeks prior to each meeting. **Work backwards from that date** to establish the best timeframe to complete the necessary committee meetings and related tasks. Please take into consideration your local church agenda as well. This list is not inclusive. You may add meetings and make adjustments as best suits your local congregation.

1. \_\_\_\_ **Add to Calendar:** (personal and church) dates for consultations and Charge Conference along with due dates for forms. **FORMS:** Refer to your district specific instructions for required forms. Remember due dates are **2 weeks prior!**
2. \_\_\_\_ **Clergy One-on-One Consult with D.S.** – Refer to district schedule.
3. \_\_\_\_ **Call SPRC Chair** to inform them of date, time, place of the SPRC Meeting with the DS.  
\_\_\_\_ Ask the chair to notify the entire committee of same.
4. \_\_\_\_ **Announce in Bulletin / Newsletter** three consecutive weeks in advance the date, time and place  
\_\_\_\_ Church Conference      \_\_\_\_ Staff -Pastor-Parish meeting
5. \_\_\_\_ **Schedule Nominations Committee meeting** at least one month prior to Charge Conference. You will need time to confirm names for leadership to include on the Omnibus Report (pp 4-6) due at Charge Conference.
6. \_\_\_\_ **Schedule Pastor-Parish Relations Committee Meeting** to complete following tasks:  
\_\_\_\_ Ministerial matters: Complete Clergy Assessment, LCPA & LCPL- due at least 2 weeks prior to meeting with DS.  
\_\_\_\_ Set Pastor's salary, reimbursable expenses and other benefits (healthcare, pension, etc.) per EOC benefit guidelines.  
\_\_\_\_ Evaluate Staff performances and establish staff salaries/compensation
7. \_\_\_\_ **Contact Lay Servants** [Lay Servant, Lay Speaker & CLM forms are on conference website]  
\_\_\_\_ Provide them an Annual Report with a completion / return date prior to the church council meeting where their request or renewal will be approved. *Encourage new applicants*
8. \_\_\_\_ **Schedule Finance Meeting** (new year apportionment figures will be available by end of September)  
\_\_\_\_ Set due date for committee budget requests.  
\_\_\_\_ Set due date for books / funds to be submitted to Audit Committee for review (see # 15)  
\_\_\_\_ Stewardship planning if applicable  
\_\_\_\_ Budget (review recommendations from SPRC for pastor and staff salary / benefits)
9. \_\_\_\_ **Schedule Trustees Meeting:**  
\_\_\_\_ Goals      \_\_\_\_ Budget      \_\_\_\_ Parsonage Inspection\* (complete prior to charge conference)

\*If your parsonage was inspected by a district level committee during the spring, you may substitute their report for the current year only. Updates completed from their recommendations can be reported on the omnibus line 15.a.

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10. \_\_\_\_ **Schedule Administrative Council/Board Meeting** several weeks prior to charge conference
  - \_\_\_\_ Appoint Membership Committee (if applicable to perform a membership audit)
  - \_\_\_\_ Discuss and approve outcomes / goals for coming year
  - \_\_\_\_ Approve lay servant requests (annual form as described above in item # 7)
  - \_\_\_\_ Set due dates for info needed to complete year end reports (i.e. attendance, finances) (see #13)
  - \_\_\_\_ Approve Pastor's housing exclusion if applicable
11. \_\_\_\_ **Submit all required paperwork** and forms to District Office at least two weeks prior to consultations with the DS and your charge conference dates. (refer to attached schedule..don't forget to tell your Lay Leader)
12. \_\_\_\_ **Send 2021 budget to district office by December 1<sup>st</sup>, 2020** deadline if it was not included at Charge Conf.
13. \_\_\_\_ **Enter in all of your Church Leadership / contact info for new year into EZRA by December 1<sup>st</sup>, 2020** (or send to district office)- If you need help getting into EZRA please contact the district 419-668-6115.
14. \_\_\_\_ **Year End Local Church Reports DUE January 19, 2021** (submit on conference website –EZRA)  
Emails with reminders, details, instructions, and links to website will be sent out in December.
15. \_\_\_\_ **Year End Audit Reports due March 30, 2021**— please email completed audit to the district office with electronic signature or send via mail. You can find audit instructions and report on your church dashboard in EZRA or on the district website under "Forms".

HERE IS THE LINK TO THE DISTRICT WEBSITE TO LOCATE UPDATED FORMS:

<https://www.eocumc.com/district-forms/index.html>

The Pastor Consultation, SPPR Consultation, and Church Conference schedules will be posted on the same website – just scroll to the bottom and click on "Firelands".

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