

WHAT'S DUE WHEN?

Pastor's Consultation with the District Superintendent:



	CPA, CPL, Personal Information Record, Appointment Preference forms	Due in the district office 1 wk prior to meeting
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Staff/Pastor Parish Relations Committee Consultations with the District Superintendent:



	Composite CFC form for each pastor.	Due in the district office 1 wk prior to meeting
	LCPA Local Church Profile	Due at time of the meeting
	LCPL Local Church Long Term Information	Due at time of the meeting
	Pastor's Compensation for 2011	Due at time of the meeting
	Worksheet for Pension/Disability Calculations	Due at time of the meeting
	Housing Exclusion Resolution	Due at time of the meeting
	Parsonage Inspection Report	Due at time of the meeting
	Appointment Preference form	Due at time of the meeting

Fall Church/Charge Conferences:



	Advertise the Church Conference at least 10 days before by at least two means, e.g. pulpit, bulletin, newsletter, or mail. The date, time and location should be announced.	At least 10 days before and by at least two different means.
	Completed 2010 Omnibus form, including pastor's and lay leader's reports, mission statement & goals, and list of first and second readings.	Due in the district office no later than 1 week prior to scheduled conference. Copies for all attending to be distributed at the conference.
	Official Ballot (filled out with names from your church) – this is optional, but can be very helpful	Due in the district office 1 wk prior to meeting. Copies for all attending to be distributed at the conference.
	Lay Speakers' Annual Reports	Due in the district office 1 wk prior to meeting
	Church officer nominations, and especially those on the Omnibus	Due in the district office 1 wk prior to meeting

Reports due by December 1st:



	Leadership Directory 2011 Pages 1-3	Send to district office
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