

Required Annual Forms & Due Dates for Clergy & Churches

January 31	All online year-end statistical reports due
March 1	Membership Audit & Financial Audits due <ul style="list-style-type: none">• Annual Financial Audit (extensions may be obtained through DS)• Membership Audit Report D.S. Evaluations of Provisional Members Due
March 31	Worker's Compensation Due
May 1	Spring Equitable Compensation Applications Due
May 15	Clergy Evaluations due in district office (lay staff, & SPRC self-evaluation also recommended)
May 15	Annual Parsonage Inspection & Inventory due
July 15	Move Parsonage Inspection due (when pastor is leaving parsonage)
July 15	Quick Reference Form due (newly-appointed pastors)
Due at 1 on 1	Clergy Evaluation (if not submitted by May 15) Continuing Education Plan Continuing Education & Formation Covenant Cabinet Worksheet for Clergy (completed online)
2 weeks prior to CC	Charge Conference Summary Form due A Congregational Ministry Plan for Renewed Vitality
Due at CC (Paper Forms)	Nominations Report, Officers for 2012 Charge Conference Summary Form (with copies available for everyone) <ul style="list-style-type: none">• This form should contain everything which will be voted upon at the Charge Conference, even if the information also appears on another form. Membership & Financial Audit Forms (as submitted in March) Lay Speaker Annual Reports Certified Lay Minister Annual Reports (mailed directly to CLM's) Annual Reports From Other Clergy Related to this Charge <ul style="list-style-type: none">• Report of the Retired Pastor (mailed directly to clergy)• Report of Pastor on Leave, Extension, or Location (mailed directly to clergy)
Due at CC (Online Forms can be found on the Church Dashboard) at http://www.wpaumc.org (user name & password needed)	Local Church Leaders A Summary & Covenant of Ministry Parsonage Form Annual Report of Trustees Annual Report of Committee on Finance Interpreter Magazine orders
November 1	Fall Equitable Compensation Applications due
November 30	FINAL DEADLINE for CC Minutes & Online Forms
December 1	Cabinet Worksheet for Church Cabinet Worksheet for Charge
December 15	Candidacy & Clergy Mentor Reports due
December 31	Quick Reference Form due in District Office (for the New Year) 2011 Budgets due in District Office