

Conference and District Forms and Due Dates

Item	When Due	Link	Notes
Vital Signs	Weekly	http://vitalsigns.trendsendapp.com/	
S/PPRC Pastor's Letter and Memoranda	11/15		This form is sent via email from the District Office
Statistical Reports	1/31	https://ezra.gcfa.org	
Weekday Children's Ministry Report (Form 9a)	1/31	http://susumc.org/files/resources/forms/charge_conf/2017/2017%20Form%209a%20Weekday%20Children's%20Ministry.docx	Only required of churches with a Day Care, Preschool/Nursery School, or similar ministry
Church Trustee's Report (Form 9)	1/31	http://susumc.org/files/resources/forms/charge_conf/2017/2017%20Form%209%20%20Church%20Trustees.docx	
Charge Trustees Report (Form 13)	1/31	http://susumc.org/files/resources/forms/charge_conf/2017/2017%20Form%2013%20%20Charge%20Trustees.docx	Only required of charges with property owned by multiple churches in the charge
Clergy Profile on Continuing Formation (Form 10)	1/31	http://susumc.org/files/resources/forms/charge_conf/2017/2017%20Form%2010%20Continuing%20Formation.docx	Not required of CLMs but recommended to track your progress on courses and continuing formation
Treasurer's End-of-Year Report	1/31		No form - send to district office
Local Church Annual Financial Audit (Form 11)	3/15	http://susumc.org/files/resources/forms/charge_conf/2017/2017%20Form%2011%20Local%20Church%20Annual%20Financial%20Audit.docx	
Charge Annual Financial Audit (Form 12)	3/15	http://susumc.org/files/resources/forms/charge_conf/2017/2017%20Form%2012%20Charge%20Annual%20Financial%20Audit.docx	Only required of churches where there is a charge treasurer/shared bank account
PENNSYLVANIA DEPARTMENT OF STATE	4/15	http://susumc.org/files/resources/forms/charge_conf/15-51	For incorporated churches (NOTE: All churches should

BUREAU OF CORPORATIONS AND CHARITABLE ORGANIZATIONS		10%20Annual%20Statement-Nonprofit%20Corporation.pdf	make plans to become incorporated if they aren't already)
S/PPRC and Pastor Annual Review Form	~4/30 (due one week before One-on-one meeting with DS)		This form is sent via email from the District Office
<p>Charge Conference Forms:</p> <ul style="list-style-type: none"> ● Charge Conference Checklist Preparation Sheet (Form 1) ● Membership Report (Form 2) ● Certification of election of lay members (Form 3) ● Local Church Officers (Form 4) ● Charge Officers (Form 5) ● Local Church Officers (Alternative Minimum Structure) - (Form 6) ● Annual Parsonage Inspection Report (Form 7) ● Worksheet Recommendations for Pastoral Compensation (Form 8) ● Worksheet Recommendations for CLM Compensation (Form 6b) ● Safe Sanctuaries Report (Form 7) ● Lay Servant Report (Form 8) ● STATE COLLEGE DISTRICT CHARGE CONFERENCE FORM 	Due 2 weeks before charge conference	http://susumc.org/index.php/component/content/article/44-resources/forms/980-charge-conference-forms-3	

Other Important Items:

** Safe Sanctuaries training for all pastors and persons serving as pastoral leaders of congregations must be renewed every FIVE years. NO EXCEPTIONS.

** Clearances are valid for 60 months (5 years)

- PA State Police Check
- PA Child Abuse Clearance (Act 33)
- FBI Fingerprints

If Safe Sanctuary training was completed 01/31/17 or earlier, Safe Sanctuary training DUE JANUARY 31, 2022

** Basic Boundaries training is required of all pastors. Additionally, a boundaries course is required each Quadrennium.

Available courses are Boundaries II (Each district has trainers available) and Keeping Our Sacred Trust (www.keepingoursacredtrust.org)