

2017 CHURCH CONFERENCE INFORMATION & INSTRUCTIONS

ALL PAPERWORK FOR DISTRICT OFFICE SHOULD BE ON WHITE PAPER, ONE SIDED, NOT STAPLED

*Submission of forms, including signatures, is the senior pastor's responsibility.
Others may assist with completion of forms, but the senior pastor is responsible.*

4 REQUIRED FORMS DUE IN DISTRICT OFFICE 10 DAYS PRIOR TO YOUR CHURCH CONFERENCE DATE

- *Clergy Compensation Recommendation Form
- *Pastoral/Deacon Leadership Assessment
- *Profile of the Church
- *Church Leadership Address List (complete information of nominated persons)

FORMS DUE AT CHURCH CONFERENCE (except where noted)

- Annual Audit (due in district office by May of 2018)
- Fund Balance Report (due in district office between January 1, 2018 and February 1, 2018)
- Membership Audit Report
- Parsonage Information Report (due every five years)
- Report of the Finance Committee
- Report of the Trustees
- Resolutions to be adopted by Church Conference, regarding Pastor/Deacon Salary

FORMS DUE TO ANNE HANNA AFTER CHURCH CONFERENCE

(do not include DS Signature)

**District Lay Servant Annual Report – signed by Lay Servant and Pastor (Pastor should keep copy)
Using Lay Servants**

Mail to: Anne Marie Hanna, Director of Lay Servant Ministries, 341 Lafayette, PO Box 787, Manchester, MI 48158
or forms can be emailed to amhteaches@comcast.net

***District office is required to keep signed original documents on file. You can either send signed copies to the district office 10 days prior to church conference then have a packet of original signed documents to submit at your church conference or you can send originals via postal mail ensuring that the documents arrive at the district office 10 days prior to your church conference.**

AGENDA ~ 2017 agenda is required to be used (no variations) as this helps to provide continuity as well as effectiveness in the allotted time of 1 hour. Reflection on Ministry should be 7-10 minutes total and should not be presented by the pastor.

COMMITTEE/MINISTRY REPORTS ~ can be typed/written and included with church information but will NOT be presented verbally.

MINUTES ~ send a copy of the minutes to the district office.

Forms and information available for download on the district website: www.aadistrict.org

**If you have questions, please contact the district office
aadisumc@sbcglobal.net –or- 734-663-3939**