

SEASON	DUE DATE	FORM	RESPONSIBLE PARTY (IES)
Summer			
	One week prior to Professional Interview	Pastor's Annual Self Profile	Pastor
	At Professional Interview	Clergy Appointment Consultation Form	Pastor
	At Professional Interview	Clergy Advisory Consultation Form on Limited Itinerary	Pastor
Fall			
	One week prior to Charge Conference	Form A: Mission and Ministry Plan	Admin. Council, SPRC, Pastor
	One week prior to Charge Conference	Form B: Staff/Pastor Parish Committee Ministry Report	SPRC, Admin. Council, Pastor
	One week prior to Charge Conference	Form I: Pastoral Support Report	Admin. Council, SPRC, Pastor
	One week prior to Charge Conference	Resolution for Housing Allowance/Exclusion - Clergy Owned Housing	Admin. Council, SPRC, Pastor
	One week prior to Charge Conference	Resolution for Housing Exclusion - Church Owned Housing	Admin. Council, SPRC, Pastor
	One week prior to Charge Conference	Resolution for Accountable Reimbursements	Admin. Council, SPRC, Pastor
	At Charge Conference	Form C: Report of the Board of Trustees	Board of Trustees, Pastor
	Annually	Parsonage Inspection Form	Board of Trustees, Pastor
	At Charge Conference	Form D: Clergy Membership Report	Membership Secretary, Pastor
	At Charge Conference	Form E: Ministry Enlistment Report	SPRC, Pastor
	At Charge Conference	Form F: Local Church Lay Speaker; Certified Lay Speaker	Applicant, SPRC, Pastor
	At Charge Conference	Form G-1: School for Lay Ministry	Applicant, Church Council or Charge Conference Secretary
	At Charge Conference	Form G-2: Certified Lay Minister	Applicant, Church Council or Charge Conference Secretary
	At Charge Conference	Form H: Local Church Historian Report	Church Historian
	At Charge Conference	Nominations and Personnel Report	Church Lay Leadership Committee, Pastor
	At Charge Conference	Iowa Conference Leadership Pool Form	Volunteer, Church Lay Leadership Committee
	At Charge Conference	Youth Leadership Pool Form	Youth, Parent/Guardian, Pastor/Youth Leader
	At Charge Conference	Higher Education and Campus Ministry Report	Christian Education Director, Pastor
	At Charge Conference	Church Officer Form	Church Lay Leadership Committee, Pastor
	At Charge Conference	Lay Member to Annual Conference	Church Lay Leadership Committee, Pastor
	At Charge Conference	SPRC Appointment Advisory Consultation Form	SPRC, Pastor
	One week after Charge Conference	Charge Conference Minutes	Charge Conference Secretary, Pastor
Winter			
	February 15, 2012	Rainbow Covenant Report	Church Finance Committee, Pastor
	March 1, 2012	Financial Audit Report	Church Finance Committee, Pastor

	March 1, 2012	Statistical Report	Church Finance Committee, Pastor
Spring			
	May 1, 2012	Ministry Appraisal Form	SPRC, Pastor