



Little Kanawha District



The Administrative Annual Conference Year

JUNE	Annual Conference (usually starts Thursday of the first full week) Move out day (3rd or 4th Wednesday of June) Move in day (3rd or 4th Thursday of June) Jun. 30 - Last day of appointment year
JULY	Jul. 1 - First day for new appointments made at annual conference This would be a good month for LPs to bring their license to DS for renewal signature Note: July is a good month to begin nomination process for charge conferences
AUGUST	Continuation of nomination process and preparation of charge conference paperwork* End of August - charge conferences AND clergy interviews begin
SEPTEMBER	Charge conferences AND clergy interviews in full swing
OCTOBER	Charge conferences AND clergy interviews in full swing
NOVEMBER	Charge conferences AND clergy interviews wrapping up Nov. 1 - annual move consultation request letter sent from District Office
DECEMBER	Dec. 1 - move consultation request forms due at district office Dec. 15 - statistical reports are mailed from the Conference office (Charleston).
JANUARY	Jan. 4 - typical deadline for prior year apportionments (Charleston) Jan. 31- statistical reports due to the Conference Office in Charleston
FEBRUARY	Feb. 1 - Fund Balance Reports** mailed from District Office (Parkersburg) (due April 30)
MARCH	Begin working on Clergy evaluation and CEU report (May 31 deadline)
APRIL	Apr. 30 - Fund Balance Reports** due to District Office (Parkersburg)
MAY	May 31 - Clergy evaluation and CEU report due to District Office
JUNE	ANNUAL CONFERENCE TIME AGAIN

MOST FORMS CAN BE FOUND ON THE LKD WEBSITE: WWW.LKDUMC.ORG

* Charge conference paperwork is due at the time of your scheduled clergy interview.

** Fund Balance Reports are completed using the prior CALENDAR year financial data. These are to be filed with your charge conference material.

Important information about charge conference material: Even though charge conference material is submitted to the District Office, it is imperative that churches keep copies where they can be easily found and archived permanently. They are not permanent in the District Office.

For more church
document archive

information: https://s3.amazonaws.com/gcah.org/Resources/Guidelines_Publications/Local-ChurchSched-2017.pdf