

CHARGE CONFERENCE FORM #10: Annual Report for Clergy on Location

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf10_locatedclergy

WHY THIS REPORT IS REQUIRED FROM LOCATED CLERGY

Clergy on honorable location, honorable location - retired, and administrative location are required by *The Book of Discipline 2020* ¶359 & ¶360 to make an annual report. These paragraphs require ministers who have left the itinerant ministry to establish a relationship with a local United Methodist congregation and to report each year to the Board of Ordained Ministry on their ministerial activities. This report satisfies this requirement. Failure to submit this report for two consecutive years may result in the termination of orders (except for those on involuntary location prior to General Conference 1976).

WHO COMPLETES THIS REPORT

Ministers who have been granted honorable location, honorable location - retired, or administrative location need to complete this report.

WHEN THIS REPORT SHOULD BE COMPLETED

This report should be completed at least one week before your charge conference meets, or on the timeline of the lead pastor at your charge conference church. Otherwise, complete by year-end.

RESOURCES YOU MAY NEED

The following documents may be needed to complete the work in this report.

- Many questions on this report are repeated each year, so a previous report may be useful for completing this one.
- Worksheet to prepare to complete this form as a Word document or in PDF format.

DISTRIBUTION OF REPORTS: The following individuals receive a copy of the report with the included information. You do not need to email your form separately to any of the individuals named below.

- **Clergy On Location (Honorable, Honorable - Retired, or Administrative)** completing this report
- **Pastor-in-Charge**, Lead Pastor, or equivalent at your charge conference church in the California-Pacific Conference
- **Church Office**, if email is provided
- **District Office** for District Superintendent
- **Associate Director of Lay and Clergy Credentialing and Development** Cathy Wilson
- **Chair of Conference Relations** Rev. Joy Yun
- **Conference Data Services** for archiving and record update

REPORT YEAR		
ABOUT YOU		
A. NAME		
B. PRIMARY EMAIL		
C. PRIMARY PHONE		
D. BUSINESS PHONE		
E. MOBILE PHONE		
F. HOME PHONE		
G. RESIDENTIAL ADDRESS		
H. BUSINESS ADDRESS		
I. PREFERRED MAILING ADDRESS	Choose BUSINESS ADDRESS or RESIDENTIAL ADDRESS.	
i. ABOUT YOUR CAL-PAC RELATIONSHIP		
J. CURRENT RELATIONSHIP TO THE CALIFORNIA-PACIFIC CONFERENCE	Choose HONORABLE LOCATION or HONORABLE LOCATION – RETIRED or ADMINISTRATIVE LOCATION	
K. CHARGE CONFERENCE DISTRICT	Choose EAST, HAWAII, NORTH, SOUTH, WEST, or NONE (outside of Cal-Pac)	
L. CAL-PAC CHARGE CONFERENCE CHURCH		
M. PASTOR-IN-CHARGE AT CHARGE CONFERENCE CHURCH		
N. PASTOR-IN-CHARGE EMAIL		
O. CHURCH OFFICE EMAIL		
ii. ABOUT YOUR MINISTRY WORK		
1. IN WHAT PROFESSION OR LINE OF WORK ARE YOU CURRENTLY ENGAGED?		
2. NUMBER OF SERMONS PREACHED		
3. NUMBER OF COMMUNION SERVICES CELEBRATED OR ASSISTED		
4. NUMBER OF WORSHIP SERVICES LED		
5. NUMBER OF WEDDINGS PERFORMED OR ASSISTED		
6. NUMBER OF BAPTISMS PERFORMED		
7. NUMBER OF FUNERALS CONDUCTED OR ASSISTED		
8. SHARE ANYTHING WHICH YOU FEEL THE CHARGE CONFERENCE AND/OR THE BOARD OF ORDAINED MINISTRY SHOULD KNOW ABOUT YOU AND YOUR MINISTRY (2500 character maximum)		