

CHARGE CONFERENCE FORM #12: Annual Report of the Deacon in a Local Church

WORKSHEET FOR PREPARATION – COMPLETE THE FORM ONLINE at http://www.calpacumc.org/ccf12_deacons

Bishop Dottie Escobedo-Frank recognizes the time and effort it takes to complete your annual report. She is grateful for your service to the church and the conference and reads each report.

WHY THIS REPORT IS REQUIRED FOR DEACONS

This report is to serve as the form published by GCFA and GBHEM called "Report of the Deacon with Primary Appointment to a Local Church". It is not for deacons in appointments beyond the local church in extension ministry.

WHO COMPLETES THIS REPORT

This form is to be completed by every provisional deacon and deacon in full connection who is appointed to a local church in the California-Pacific Conference. Deacons who are members of the California-Pacific Conference and appointed beyond the local church (in extension ministry) should complete Charge Conference Form #13 [Annual Report of the Extension Minister](#) instead of this one.

WHEN THIS REPORT SHOULD BE COMPLETED

Complete and sign at least one week before your charge conference meets, or on the timeline of the lead pastor at your charge conference church.

RESOURCES YOU MAY NEED

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

- Many questions in this report are repeated each year, so a previous report will be useful for completing one.
- This Worksheet to prepare to complete this form (PDF)

DISTRIBUTION OF REPORTS: The following individuals receive a copy of this report, consistent with GBHEM requirements. You do not need to email your form separately to any of the individuals named below. In addition, if you are a member of a conference from beyond the boundaries the California-Pacific Conference, you should email a copy of your report as received via email and any attachments to the Bishop of the Episcopal Area where you are a member.

- **Deacon** completing the report
- **Pastor-in-charge**, Lead Pastor, or equivalent at your appointed church in the California-Pacific Conference
- **Church Office**, if email is provided
- **District Office** for District Superintendent
- **Episcopal Office Senior Executive Assistant** for Bishop Dottie Escobedo-Frank
- **Associate Director of Lay and Clergy Credentialing and Development** Cathy Wilson
- **Conference Data Services** for archiving and record updates

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.
ABOUT YOUR CAL-PAC RELATIONSHIP	
J. CURRENT RELATIONSHIP TO THE CALIFORNIA-PACIFIC CONFERENCE	Choose DEACON IN FULL CONNECTION or PROVISIONAL DEACON.
K. CONFERENCE OF MEMBERSHIP	California-Pacific is provided. You can change the entry if needed by typing over the default answer.
L. DISTRICT OF YOUR LOCAL CHURCH	Choose EAST, HAWAII, NORTH, SOUTH, WEST, or OTHER (BEYOND CAL-PAC).
M. LOCAL CHURCH WHERE APPOINTED	
N. PASTOR-IN-CHARGE AT APPOINTED CHURCH	
O. EMAIL OF PASTOR-IN-CHARGE	
P. CHURCH OFFICE EMAIL	
i. ABOUT YOUR APPOINTMENT & COMPENSATION	
1. TITLE/POSITION IN YOUR APPOINTMENT	
2. BASE COMPENSATION IN REPORT YEAR	
3. ARE YOU LIVING IN A CHURCH PARSONAGE?	Choose YES or NO.
4. UTILITIES + OTHER HOUSING-RELATED COMPENSATION + HOUSING ALLOWANCE IN REPORT YEAR	
5. OTHER CASH ALLOWANCE IN REPORT YEAR	
ii. PRACTICE OF MINISTRY	
6. READ ¶¶328-329 OF THE BOOK OF DISCIPLINE. REFLECT AND WRITE ABOUT THE WAYS IN WHICH YOU HAVE LIVED OUT YOUR CALL TO THE MINISTRY OF THE DEACON IN CONNECTING THE CONGREGATION WITH THE NEEDS OF THE WORLD. (5000 characters max)	

7. DESCRIBE IN WHAT NEW WAYS YOU ENVISION CONNECTING THE CONGREGATION WITH THE NEEDS OF THE WORLD. (5000 characters max)	
8. ACCORDING TO ¶419, THE DISTRICT SUPERINTENDENT SHALL RECEIVE A REPORT OF EACH CLERGY PERSON ON HIS OR HER PROGRAM OF CONTINUING EDUCATION AND SPIRITUAL GROWTH. ACCORDING TO ¶351, LIST THE WAYS YOU HAVE FULFILLED YOUR PLANS FOR YOUR CONTINUING PERSONAL FORMATION DURING THE PAST YEAR, INCLUDING SPIRITUAL ENRICHMENT, SERVICE, MISSION, AND CONTINUING EDUCATION OPPORTUNITIES. (5000 characters max)	
9. ACCORDING TO ¶351, DESCRIBE YOUR PLANS FOR CONTINUING FORMATION IN THE YEAR AHEAD. (5000 characters max)	