

CHARGE CONFERENCE FORM #13: Annual Report of the Extension Minister

WORKSHEET FOR PREPARATION – COMPLETE THE FORM ONLINE at http://www.calpacumc.org/ccf13_extensionminister

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 EXTENSION MINISTERS

The Book of Discipline 2020|2024 requires elders, deacons, and local pastors in extension ministries (§1344.1) to report annually on their mission and ministry. This report is part of a covenantal relationship as a Clergy Member of the California-Pacific Conference. Per the BOD §1627, the following information is to be included in the report: "Compensation for Extension Ministries—Every clergy member of an annual conference appointed to extension ministry shall furnish annually to the conference secretary at such time as the secretary shall direct a statement of his or her total compensation (including base compensation, travel, automobile, housing, and other expenses allowed and paid) for the year then ending. When this information is not furnished, the appointment of the clergyperson shall be subject to review by the Resident Bishop and the Cabinet."

WHO COMPLETES THIS REPORT

Clergy Members of the California-Pacific Conference appointed to any extension ministry outside the local church, including appointments in other denominations or to school appointments, should complete this report for each calendar year in which they are appointed to an extension ministry. A report should be made no matter when during the calendar year an extension ministry appointment is received. Clergy from other annual conferences with an extension ministry appointment from Bishop Dottie Escobedo-Frank can complete this version, citing your Cal-Pac charge church, or the form provided by your conference of membership. If you complete the form provided by your conference of membership, please remember to forward a copy to your Cal-Pac district office, the Episcopal Office, and Data Services at dataservices@calpacumc.org. **Deacons previously completing CCF#12 Annual Report of the Deacon but appointed to extension ministry should now only complete this form.**

WHEN THIS REPORT SHOULD BE COMPLETED

Complete 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.
- This Worksheet to prepare to complete this form (PDF)

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. In addition, if you are serving an extension ministry outside 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 serving.

- **Extension Minister**
- **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
- **Episcopal Office Senior Executive Assistant** Margaret Irwin 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	
ARE THERE CHANGES TO YOUR APPOINTMENT FROM YOUR LAST REPORT?	Choose YES or NO.
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	
According to §1344, all clergy appointed in extension ministries (excepting district superintendents) shall establish membership in a charge conference in their home annual conference, and submit this annual report of pastoral duties to that charge. If you have an affiliate charge conference membership in a church outside the California-Pacific Conference, give its name, address, district, and conference of the local church.	
J. CURRENT RELATIONSHIP TO THE CALIFORNIA-PACIFIC CONFERENCE	Choose PROVISIONAL ELDER, PROVISIONAL DEACON, ELDER IN FULL CONNECTION, DEACON IN FULL CONNECTION, LOCAL PASTOR, ASSOCIATE MEMBER, or MEMBER OF OTHER CONFERENCE OR DENOMINATION.
K. CONFERENCE OF MEMBERSHIP	California-Pacific is provided. You can change the entry if needed by typing over the default answer.
L. DISTRICT OF CAL-PAC CHARGE CONFERENCE CHURCH	Choose EAST, HAWAII, NORTH, SOUTH, or WEST.
M. CAL-PAC CHARGE CONFERENCE CHURCH	
N. PASTOR-IN-CHARGE AT CHARGE CONFERENCE CHURCH	

O. EMAIL OF PASTOR-IN-CHARGE		
P. CHURCH OFFICE EMAIL		
i. ABOUT YOUR APPOINTMENT & COMPENSATION		
1. ARE YOU UNDER APPOINTMENT OUTSIDE THE BOUNDARIES OF THE CALIFORNIA-PACIFIC CONFERENCE?		Choose from YES or NO.
If yes, answer the following questions: 1a. CONFERENCE WHERE YOU SERVE 1b. BISHOP IN THE EPISCOPAL AREA WHERE YOU SERVE 1c. DISTRICT WHERE YOU SERVE 1d. DISTRICT SUPERINTENDENT WHERE YOU SERVE 1e. AFFILIATED LOCAL CHURCH IN THE CONFERENCE WHERE YOU SERVE AND/OR LIVE		
2. AGENCY/INSTITUTION WHERE YOU SERVE		
3. TITLE/POSITION IN YOUR APPOINTMENT		
4. BASE COMPENSATION IN REPORT YEAR		
5. UTILITIES + OTHER HOUSING-RELATED COMPENSATION + HOUSING ALLOWANCE IN REPORT YEAR		
6. TRAVEL ALLOWANCE		
7. OTHER CASH ALLOWANCE IN REPORT YEAR		
ii. PRACTICE OF MINISTRY		
8. APPOINTMENT CATEGORY UNDER BOOK OF DISCIPLINE	Choose YOUR APPOINTMENT CATEGORY. (Deacons, The Book of Discipline 2020/2024 now refers your appointment beyond the local church in ¶331.1b to ¶344.) A. APPOINTED WITHIN THE CONNECTIONAL STRUCTURE (¶344.1A.1-3) B. ENDORSED BY THE GENERAL BOARD OF HIGHER EDUCATION AND MINISTRY (¶344.1B) C. IN SERVICE WITH GENERAL BOARD OF GLOBAL MINISTRIES (¶344.1C) D. APPOINTED TO OTHER VALID APPROVED EXTENSION MINISTRY (¶344.1D) E. APPOINTED TO A MINISTRY IN ANOTHER DENOMINATION (FULL CONNECTION ONLY, ¶345) F. APPOINTED TO ATTEND SCHOOL (¶338.4)	
9. WRITE A BRIEF NARRATIVE OF YOUR MINISTRY DURING THE PAST YEAR. (5000 character limit)		
10. ANNUAL EVALUATION DOCUMENTATION	Attach evidence or a description of your most recent annual evaluation. (¶344.2) (PDF or Word files preferred.)	
11. CONTINUING EDUCATION DOCUMENTATION	Attach evidence of your continuing education and spiritual growth program and future plans. (¶344.2) (PDF or Word files preferred.)	