

CHARGE CONFERENCE FORM #7: Annual Report of the Pastor

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf7_pastor

WHY THE PASTOR'S REPORT IS REQUIRED

The Pastor or Lay Person Assigned shall give a report on the state of the church and an account of pastoral ministry as it relates to (BOD 2020|2024 ¶340). It shall describe how the pastor is

- providing support, guidance, and training to the lay membership in the church
- ministering within the congregation and to the world
- administering the temporal affairs of the congregation
- outlining the pastor's program of continuing education and spiritual growth for the past year and plans for the year to come (¶351)

WHO COMPLETES THIS REPORT

The Pastor-in-Charge or Lay Person Assigned (LPA) charged with leading the congregation is responsible for completing this form. This person may call on other church leadership as needed to complete the form. Associate pastors may complete the form as needed at the request of the pastor-in-charge, district committee on ministry, or district superintendent.

WHEN THIS REPORT SHOULD BE COMPLETED

Complete at least one week before charge conference. No signature is required.

RESOURCES YOU MAY NEED

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

- This worksheet to prepare to complete this form as a Word version or a PDF version. Completing the worksheet does not complete this online form. You must still enter the answers in the online form and complete the signature portion in order to finish the report.

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.

- **Pastor-in-charge**, Lead Pastor, or equivalent
- **Church Office** email, if provided
- **District Office** for District Superintendent
- **Conference Data Services** for archiving and record updates

REPORT YEAR		
ABOUT THE LOCAL CHURCH		
A. DISTRICT	Choose EAST, HAWAII, NORTH, SOUTH, or WEST	
B. LOCAL CHURCH/CHARGE		
C. PASTOR AT LOCAL CHURCH		
D. PASTOR EMAIL		
E. PASTOR TITLE		
F. CHURCH OFFICE EMAIL		
i. REPORT OF THE PASTOR		
1. Have the membership rolls been audited for the current year?		Choose YES or NO
1a. If NO, why not?		
2. NARRATIVE REPORT OF THE PASTOR.		