

# Business of the Annual Conference (BAC) Instruction Manual

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**Authority and Scope.** The United Methodist Church's *Book of Discipline* (BOD) assigns specific responsibilities to each Annual Conference (AC), as well as the General Council on Finance and Administration, regarding data collection. One way this is accomplished is through the Business of the Annual Conference (BAC) form. This Instruction Manual establishes normal guidance for completing the BAC form. It is intended for Annual Conference Secretaries and other officers responsible for preparing the permanent record of conference actions related to leadership, churches, clergy, and appointments.

**Purpose of the BAC.** The BAC form consolidates an annual conference's official action into a single, auditable record so that all conference decisions are preserved. The General Council on Finance and Administration (GCFA), the General Board of Higher Education and Ministry (GBHEM), Wespeth, and your conference's Board of Ordained Ministry (BOM) have collaborated to define these questions and the data elements required to ensure comprehensive capture of mandated information across all conferences.

**Assistant in filling out the BAC.** As you complete this report, GCFA has supplied supporting tables which are also available at [www.gcfa.org](http://www.gcfa.org). These resources offer additional context and clarity to support faithful, accurate, and consistent reporting across the connection.

**Distribution and Submission.** GCFA provides the BAC form to each conference secretary. The form may be duplicated and distributed as needed to collect required information. Upon completion, please retain a copy to be placed in the Annual Conference Journal and transmit an electronic copy to [dataservices@gcfa.org](mailto:dataservices@gcfa.org).

## Document Conventions

- Dates should be entered in month/day/year (MM/DD/YYYY) format unless otherwise specified.
- Where a General Church Number (GCNO) is requested and unknown, leave the field blank; GCFA will assign one. Provide all other available data to ensure proper identification.
- Enter official legal names for people and entities; provide complete mailing and physical addresses where requested.
- Record current-year actions exactly as adopted by the Annual Conference, except where prior-year status is explicitly requested.

## **PART I — Organization and General Business (Questions 1–9)**

### **Question 1 — Elected Officers**

Provide contact information for current elected officers, Conference Secretary, Statistician, and Treasurer. For each individual, report:

- Full name
- Email address
- Phone number
- Mailing address

### **Question 2 — Incorporation of the Annual Conference (§603.1)**

Confirm legal incorporation as required by §603.1 of the *Book of Discipline* and provide:

- Incorporation status (Yes/No)
- Official date of incorporation (MM/DD/YYYY)

### **Question 3 — Bonding and auditing/Officers Handling Conference Funds**

List of each officer who handles or oversees conference funds. For each officer, provide:

- Name
- Position title
- Bond amount (coverage)
- Audit status (Yes/No)
- Audit Date
- Journal citation for audit information (page/section)

### **Question 4 — Conference Agencies, District Bodies, and Other Elected Structures**

Provide leadership information for conference and district organizational structures as follows:

a-c) Conference Agencies: (agency or comparable structure)

d) District Boards/Committees:

e) Other Elected Structures: List any additional councils, boards, commissions, or committees

- Conference agency, where applicable
- Name of chairperson
- Mailing address
- Phone number
- Email address

### **Question 5 — Records of Proceedings Compliance (¶606.8)**

Affirm that secretaries, treasurers, and statisticians have kept and reported their data in accordance with the prescribed formats in *The Book of Discipline* (Yes/No).

### **Question 6 — Base Compensation**

Report the maximum or minimum base compensation for each clergy category: Members in Full Connection, Associate Members, Provisional Members, and Local Pastors.

For each category, provide the approved compensation by appointment fraction: full-time, three-quarter time, half-time, and one quarter time.

### **Question 7 — Support for District Superintendents**

Enter the total dollar amount apportioned for District Superintendent support for the ensuing year. (Your treasurer may supply this figure.)

### **Question 8 — Apportionments for Connectional Funds**

Provide the apportionment values for the pastoral charges and funds for the annual conference.

- a) Provide the apportioned amounts for pension and benefit programs.
- b) Provide the apportioned amounts for each general Church apportioned fund: World Service, Ministerial Education, Black College, Africa University, Episcopal, General Administration, and Interdenominational Cooperation.

These are the amounts apportioned, not amounts remitted to the general Church.

### **Question 9 — Conference and District Lay Leaders**

List the conference and district lay leaders and associates.

- a) Conference lay leaders
- b) Associate conference lay leader
- c) District and associate district lay leader

For each individual, report:

- Name
- District name, where applicable
- Position title
- Mailing address
- Phone number
- Email address

## PART II — Organized, Continued, and Closed Churches (Questions 10–12)

### General Guidance

- For any church listed on the BAC without a GCFA General Church Number (GCNO), GCFA will assign a permanent GCNO.
- If the GCNO is unknown, leave it blank and provide all other available data to ensure accurate identification.
- Continue listing congregations in an initial category until they are moved to a subsequent status (e.g., chartered, merged, closed)

Every conference is to provide a total count of the following:

- Districts
- Charges/circuits
- Organized churches
- Preaching stations

### Question 10a–d — Church Types and Status

Report churches in the appropriate category and include the specified data elements for each:

#### **a) New Church Start (organized or continued):**

Record: GCNO (if known), full legal church name, district, mailing address, physical address, phone number, date founded, and church type (e.g., new expression, new faith community, blended, other).

#### **b) Mission Congregation (organized or continued):**

Record: GCNO, full legal church name, district, mailing address, physical address, phone number, and date founded.

#### **c) Satellite Congregation (organized or continued):**

Record: GCNO, full legal church name, parent church name, district (satellite), mailing address, physical address, phone number, and launch date (satellite information only).

#### **d) Chartered (newly chartered this year only):**

Record: GCNO, full legal church name, district, mailing address, physical address, phone number, and charter date.

## Guidance on Denominational Mergers

### GCFA Policy on Merging Churches:

*The Conference should determine if the merged churches will retain one of the current church names. If so, GCFA will use that church number (GCNO) for the newly merged church. If not, GCFA will determine which church has the largest membership based on the prior year's statistic reports and use that number (GCNO).*

Record congregations merged and identify the merger type. This includes all mergers that have not been reported to GCFA since the last annual conference session.

- Consumed: one church is absorbed by another and the larger membership will be utilized.

*GCFA will only assign a new church number in rare cases, such as pending litigation or other hardship; in these instances, please provide a conference officer's explanation.*

- Consolidation: two or more churches combine to create a new church entity (often with a new name; a new GCNO may be issued, if requested).

### Question 10e -- Merged Churches

1. United Methodist with United Methodist mergers:

Record: GCNO and name of each church involved; identify the surviving (continuing) church and the GCNO to keep; provide the district of the merged church and the merger date.

2. United Methodist with Interdenominational mergers (§2547):

Record: UM church GCNO and name, the partner church name and denomination, the new church name, district, and merger date (a new GCNO will be issued).

### Question 10f — Closed Churches

List churches closed by Annual Conference action (Chartered, Satellite, New Church Start, or Mission Congregation).

- 1) New Church Starts
- 2) Mission Congregations
- 3) Satellite Congregations
- 4) Chartered

For each, provide:

- GCNO
- Church name

- District
- Charge
- Date closed
- Reason for closure e.g. Financial, Abandoned, Discontinued, Withdrawn, Exigent Circumstances, Separated, Disaffiliation

**Note:** Disaffiliation may be listed if action was taken after the 2023 deadline due to pending litigation.

### **Question 10g — Readmitted Churches (§2553)**

List churches readmitted to the United Methodist Church.

Record: church name, district, previous GCNO, new charge, mailing address, physical address, and date readmitted.

A new permanent GCNO will be issued; include the previous GCNO for record continuity.

### **Question 10h — Relocated Churches**

List churches that moved/relocated.

Record: GCNO, church name, district, new mailing address, new physical address, and effective relocation date.

### **Question 10i — Church Name Changes**

List churches that changed their names.

Record: GCNO, former church name, new church name, mailing address, physical address, district, and effective date.

### **Question 10j — Churches Transferred into Your AC**

List churches received from another Annual Conference.

Record: GCNO, church name, intake membership, and sending conference.

### **Question 10k — Organized Cooperative Parishes**

If your conference maintains organized cooperative parishes, list each parish and the churches included. If no GCFA parish number exists for the parish, provide the conference ID of the parish.

Record: GCFA parish number, local church parish number, parish name, GCNO, church name and district.

### **Question 10l — Wesley Foundations (New)**

List Wesley Foundations in your conference and the date each was formed.

Record: GCNO, foundation name, district, mailing address, physical address, phone number, and date founded.

### **Question 11 — Ecumenical Shared Ministries (¶¶207–208)**

For each church participating in an ecumenical shared ministry:

- a) Federated
- b) Union
- c) Merged
- d) Yoked

Record: GCNO, Church name, District and Shared denomination(s).

### **Question 12 — Changes in District and Charge Lines**

- a) Redistricting or District moves:

Record GCNO, church name, previous district, and new district.

- b) Alignment/Charge Line changes:

Record GCNO, church name, district previous charge, and new charge.

## **PART III — Ordained and Licensed Clergy (Questions 13–50)**

### **General Guidance**

- List each entry alphabetically by last name.
- A (v) notation marks actions requiring a majority vote of the clergy session. For example, items marked “2/3v” requires a two-thirds vote by the Annual Conference or “3/4v” requires a three-fourths vote by the Annual Conference.
- Be sure to indicate credentials such as Deacon in Full Connection (FD), Elder in Full Connection (FE), Provisional Deacons (PD), Provisional Elders (PE), Associate Member (AM), etc., where requested.

### **Question 13 — Character and Conference Relations Review**

Answer “Yes” if the Cabinet and the Board of Ordained Ministry reviewed the character and conference relations of all clergy members and those in good standing were approved for appointment. Indicate “No” if any cases remain under review as defined by *The Discipline*.

### **Question 14 — Committee Chairpersons**

Provide the elected chairperson for the following committees:

- a) Administrative Review Committee
- b) Conference Relations Committee of the Board of Ordained Ministry
- c) Committee on Investigation

For each chairperson include member name, position, mailing address, phone number, and email address.

### **Questions 15–17 — Candidacy and Local Pastors (Overview)**

All prospective Local Pastors (LP), Provisional Elders (PE), and Provisional Deacons (PD) must first be certified candidates. If a certified candidate is appointed as a Full-time Local Pastor (FL) or Part-time Local Pastor (PL) for the first year, record them in Question 15 and in Question 16 or 17 as applicable. Students appointed as Local Pastors may be listed as candidates in one conference while serving as LP in another, consistent with ¶318.3.

### **Question 15 — Certified Candidates (¶310, 313, 314)**

This question is broken down into five parts to cover all actions that may occur during candidacy:

- a) Active certified candidates in your annual conference:

Record: name, district, date certified, last recertification date.

- b) Certified candidates transferred into your annual conference:

Record: name, transferring conference, date certified, date accepted by your annual conference, last recertification date.

- c) Candidates accepted by a district committee on ordained ministry in another annual conference:

Record: name, receiving conference, date originally certified /year, date accepted in the other district.

- d) Certified candidates discontinued for licensed or ordained ministry by  $\frac{3}{4}$  vote:

Record: name, district, date certified, date discontinued.

- e) Certified candidates reinstated by  $\frac{3}{4}$  vote. This will include all candidates that have been previously discontinued and are returning to start the candidacy process over:

Record: name, date discontinued, district, date reinstated.

### **Question 16 — Approved Local Pastors (Not Currently Appointed)**

List clergy who have completed the Course of Study for the LP license and have been approved ( $\frac{3}{4}$  vote) but are not currently appointed.

Record: name, district, year license approved, Course of Study (or courses) completed, and last renewal date.

## Question 17 — Local Pastors (Approved and Appointed)

Question is broken into nine parts:

- a) Fulltime local pastors:

Record: name, home district, first year license awarded, Course of Study/Courses completed, last renewal date.

- b) Part-time local pastors indicating time serving:

Record: name, home district, first year license awarded, fraction of time to be served, Course of Study/Courses completed, last renewal date.

- c) Students from another annual conference/denomination serving as a local pastor in your annual conference while enrolled in a school of theology listed by the University Senate (§318.5). If you have individuals serving in another AC list them here:

Record: name, first year license awarded, enrolled theological school, home conference/denomination.

- d) Candidates from your annual conference serving as a local pastor in another annual conference while enrolled in a school of theology listed by the University Senate (§318.3):

Record: name, serving conference, enrolled theological school, last renewal date.

- e) Local pastors serving on loan in another annual conference while maintaining a candidacy relationship within your annual conference:

Record: name, clergy status, conference where appointed, appointment, time, and effective date of appointment.

- f) Local pastors serving on loan in your AC while maintaining a candidacy relationship within their home annual conference:

Record: name, clergy status, home conference, year when service in your annual conference began, and year approved.

- g) Individuals serving as local pastors while seeking readmission to conference membership:

Record: name, serving conference (if not your annual conference), Course of Study/theological school.

h) Individuals approved for annual extension beyond time limit for Course of Study (¶319.3):

1. full-time
2. part-time

Record: name, year license awarded, Course of Study completed.

i) Retired local pastors serving under appointment:

Record: name, home district, first year license awarded, Course of Study/Courses completed, last renewal date, and fraction of time to be served.

### **Question 18 — Discontinued Local Pastors (¶320.1)**

List local pastors discontinued under ¶320.1 and provide the effective date.

Record: name, date discontinued.

### **Question 19 — Reinstated Local Pastors**

List local pastors discontinued in your annual conference who were reinstated by vote.

Record: name, date discontinued, date reinstated, and Course of Study/Theological School completed before discontinuance.

### **Question 20 — Appointments from Another United Methodist Annual Conference or Methodist Denomination**

List ordained, provisional and associate members from another annual conference or other Methodist denominations who are approved for appointment in your annual conference while retaining conference or denominational membership:

a) United Methodist Annual Conferences (including US Regional Conference and Africa, Asia, and Europe Regional Conferences):

Record: name, home conference, clergy status, year service in your annual conference began, and year the bishop approved the appointment.

b) Other Methodist Denominations:

Record: name, denomination, clergy status, year service in your annual conference began, and year the bishop approved the appointment.

### **Question 21 — Appointed to a Missionary Conference**

Clergy appointed to a missionary conference who are considered an affiliated member of the missionary conference while retaining membership in their home conference.

Record: name, missionary conference, clergy status, year affiliated membership began.

### **Question 22 — Other Denominations Appointed in Your Annual Conference**

Clergy in good standing from another denomination who received an appointment in your annual conference while retaining membership in their denomination. The clergy status for the individuals listed should be OF.

Record: name, clergy status, denomination, and year service began in your annual conference.

### **Question 23 — Affiliate Members**

Individuals who retain their denominational affiliation or membership in another annual conference while serving in your annual conference:

- a) Affiliate members with a vote
- b) Affiliate members without a vote

Record: name, member conference/denomination, first year of affiliation.

### **Question 24 — Associate Members Elected This Session**

List associate members elected during this session, including those admitted or ordained as a courtesy by another AC.

Record: name, If admitted as a courtesy, also record accepting conference and date admitted.

### **Question 25 — Newly Elected Provisional Members This Session**

List newly elected members only - Existing members will be listed on a different question:

- a) Provisional Deacons (PD)
- b) Provisional Elders (PE)

Record: name and theological school.

### **Question 26 — Existing Provisional Members**

List Individuals who are continued as provisional members:

- a) Those preparing for ordination as deacon or elder:

Record: name, clergy status, commission year, theological school.

- b) Provisional deacons who became provisional elders:

Record: name and year.

- c) Provisional elders who became provisional deacons:

Record: name and year became provisional deacon (effective date).

- d) Provisional members transferred into your annual conference from another annual conference or denomination

Record: name, clergy status, commission year, theological school, and previous conference/denomination.

### **Question 27 — Received from Other Denominations and Received to Membership**

Individuals received to membership from other denominations as provisional or local pastors. Include courtesy admissions/ordinations as applicable.

- a) Provisional Members
- b) Local Pastors

Record: name, clergy status, date received, previous denomination. If admitted as a courtesy also record accepting conference and date admitted.

### **Question 28 — Orders Recognized and Received into Full Membership**

List individuals ordained from other denominations and have had their orders recognized and received into full membership:

Record: name, clergy status, date received, previous denomination

### **Question 29 — Elected into Full Connection**

List members elected into full connection this session. Include courtesy cases where applicable:

- a) Deacons:
- b) Elders)

Record: name, If admitted as a courtesy, also record accepting conference and date admitted.

### **Question 30 — Ordained Deacons: Theological Education**

Individuals ordained as deacons and the theological school that awarded their degree:

- a) After provisional membership
- b) Transfer from elder

Record: name and theological school. If admitted as a courtesy, also record accepting conference and date admitted.

### **Question 31 — Ordained Elders: Theological Education**

List individuals ordained as elders and the theological school that awarded their degree:

- a) After provisional membership
- b) Transfer from deacon

Record: name and theological school.

### **Question 32 — Provisional Members Readmitted After Discontinuance**

Provisional members that have been readmitted after they were previously discontinued:

Record: name, previous clergy status, effective date of discontinuance, and paragraph reference or reason /note.

### **Question 33 — Other Members Readmitted**

List all other individuals that have been readmitted into your annual conference here:

Record: name, previous clergy status, new clergy status, date left conference, effective date of readmission, and paragraph reference or reason/note.

### **Question 34 — Returned from Voluntary Retirement**

Individuals who previously took voluntary retirement and are now returning to active status in your annual conference:

Record: name, previous clergy status, new clergy status, date left conference, effective date of return, and paragraph reference or reason/note.

### **Question 35 — Transfer in from another United Methodist Annual Conference**

Individuals that come from another United Methodist annual conference into your annual conference:

Record: name, clergy status, previous conference, and date of transfer.

### **Question 36 — Received by Transfer from Other Methodist Denominations**

Individuals that your annual conference received from other Methodist denominations:

Record: name, receiving clergy status, previous Methodist denomination, and date of transfer.

### **Question 37 — Ordained as Courtesy to Another Annual Conference**

Individuals ordained as a courtesy to another conference following election/vote from another annual conference:

- a) Deacons

- b) Elders

Record: name, member conference, accepting conference, and date of admission. If admitted as a courtesy, also record accepting conference and date admitted.

### **Question 38 — Transferred Out to Another United Methodist Annual Conference**

Individuals in your annual conference that have transferred out into another United Methodist annual conference:

Record: name, clergy status, new conference, and date of transfer.

### **Question 39 — Discontinued Provisional Members**

Provisional members that have been discontinued from your annual conference, broken down by the following reasons:

- a) expiration of eight-year time limit
- b) voluntary discontinuance
- c) involuntary discontinuance
- d) reaching mandatory retirement age

Record: name, provisional clergy status, and year they became provisional.

### **Question 40 — Membership Terminations - Leaving the Annual Conference**

Report terminations of membership using the following categories and provide the requested details:

- a) Withdrawal to unite with another denomination

Record: name, effective date, prior clergy status, and newly reported denomination (does not have to be United Methodist Church-recognized).

- b) Withdrawal from the ordained ministerial office
- c) Withdrawal under complaints or charges
- d) By trial

Record: name, effective date, prior clergy status.

### **Question 41 — Suspensions**

Individuals within your annual conference that have been suspended:

Record: name, effective date, end date (if applicable), and clergy status.

### **Question 42 — Deceased members of your Annual Conference - Roll of the Dead**

Members of your annual conference that have passed way this year:

Record: name, date of birth, date of death, and clergy status.

### **Question 43 — Appointed in Another Annual Conference, Membership Retained in Your Annual Conference**

Members in your annual conference that have been appointed in another annual conference while retaining membership in your annual conference:

- a) Provisional or Ordained members (elders and deacons)
- b) Associate Members
- c) Affiliated members appointed to a missionary conference with vote

Record: name, clergy status, conference where appointed, appointment/time (full-time/part-time), and effective date.

### **Question 44 — Leave of Absence**

Identify individuals provisional, ordained or associate members that are on leave of absence in your annual conference using the updated categories and provide all requested fields:

- a) Voluntary Leave of Absence
  - 1. 5 years or less
  - 2. More than 5 years

Record: name, clergy status, effective date, type (family/personal), and charge conference.

- b) Transitional Leave:

Record: name, clergy status, effective date, end date, and charge conference.

- c) Involuntary Leave:
  - 1. Involuntary Leave
  - 2. Ad Interim Involuntary Leave

Record: name, clergy status, effective date, end date, and charge conference.

### **Question 45 — Sabbatical Leave**

Individuals who have been granted sabbatical leave in your annual conference:

Record: name, clergy status, effective date, end date, and charge conference.

### **Question 46 — Medical Leave**

Individuals who have been granted medical leave or disabling conditions in your annual conference.

Record: name, clergy status, effective date, end date, and charge conference.

### **Questions 47–49 — Retirement of Members in Annual Conference**

Newly elected and former members who are retired in your annual conference.

#### **Question 47 — Members in full connection:**

- a) Deacons:
  - 1. This year
  - 2. Previously
- b) Elders:
  - 1. This year
  - 2. Previously

Record: name, effective date.

#### **Question 48 — Associate members:**

- a) This year
- b) Previously

Record: name, effective date.

#### **Question 49 — Local pastors:**

- a) This year
- b) Previously

Record: name, effective date.

### **Question 50 — Clergy Counts (clergy members of the annual conference)**

Count each conference clergy members only once. Grand Total should correspond to the total number of ordained ministers and local pastors who are members of the annual conference.

- a) Appointment category and conference relationship:

Summary of statistical information on the clergy members of the annual conference, with a breakdown by appointment category and conference relationship.

- b) Gender and racial or ethnic identification

Summary of statistical information on the breakdown of clergy by the gender and racial or ethnic group identification of your clergy members.

**American Indian or Alaska Native** This includes members with origins in Indigenous communities of North and Central America, including Navajo Nation, Blackfeet Tribe, Cherokee, Choctaw, Lakota/Dakota, Mayan, Aztec, Inuit, Native Village of Barrow Inupiat Traditional Government, and Nome Eskimo Community.

**Asian** ..... This includes members with ethnic origins in East or South Asia, including Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Japan, Korea, Laos, Malaysia, Mongolia, Myanmar, the Philippines, Pakistan, Singapore, Sri Lanka, Taiwan, Thailand, Tibet, and Vietnam.

**Black** ..... This includes members of the African diaspora, including those with origins in the Caribbean, Latin America, Jamaica, Haiti, Nigeria, Ethiopia, Somalia, North America, and across Africa, as well as African American peoples.

**Hispanic/Latine** ..... This includes members with ethnic origins in Mexico, Mexican American, Chicano, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian, Guatemalan, Spanish, and Ecuadorian communities.

**Pacific Islander** ..... This includes members with ethnic origins in the Pacific Islands, including Fiji, Guam, Hawaii, the Mariana Islands, Micronesia, Papua, Polynesia, Samoa, the Solomon Islands, Tonga, Vanuatu, and Tuvalu, as well as communities such as Tongan, Fijian, Marshallese, Samoan, and Chamorro.

**White** ..... This includes members with ethnic origins in Europe and surrounding regions, including German, Irish, English, Italian, Lebanese, and other European and related ethnicities.

**Multi-Racial** ..... This includes members with ethnic origins in two or more of the other listed categories.

## **PART IV – Honorable Location (Questions 51-55)**

### **Question 51 — Granted Honorable Location**

Individuals within your annual conference that have been granted honorable location:

a) This year:

Record: name, clergy status, charge conference membership and effective date.

b) Previously:

Record: name, year originally granted, clergy status, charge conference membership, and year of recent report.

### **Question 52 — Honorable Location Serving as Local Pastor**

Individuals who are currently granted Honorable Location holding an ad interim appointment as a local pastor:

Record: name, current appointment, and year Honorable Location was originally granted.

### **Question 53 — Retirement While on Honorable Location**

Individuals who have been granted the status of Honorable Location retired

a) This year

Record: name, clergy status, year Honorable Location was originally granted, and charge conference membership.

b) Previously

Record: name, status, year Honorable Location was originally granted, and charge conference membership.

### **Question 54 — Termination of Orders from Honorable Location or Honorable Location Retired**

Individuals granted honorable location whose orders have been terminated.

Record: name, effective date, and prior status of honorable location or honorable location retired.

### **Question 55 — Deceased Honorable Location**

Honorable Location individual who passed away this year:

Record: name, date of birth, date of death, and status.

## **PART V — Administrative Location (Questions 56–59)**

### **Question 56 — Administrative Location**

Individuals who have been placed on administrative location within your annual conference

a) This year:

Record: name, date effective and charge conference membership.

b) Ad Interim Administrative Location:

Record: name, date effective and charge conference membership.

c) Previously:

Record: name, year originally placed, charge conference membership, and year of most recent report.

### **Question 57 — Retirement While Under Administrative Location**

Individuals granted retirement while under administrative location:

a) This year:

Record: name, clergy status, year administrative location was originally granted, and charge conference membership.

b) Previously:

Record: name, clergy status, year administrative location was originally granted, and charge conference membership.

### **Question 58 — Termination of Administrative Location**

Individuals granted administrative location whose orders have been terminated in your annual conference:

Record: name, effective date, and prior status.

### **Question 59 — Deceased Administrative Location**

Individuals granted administrative location who have passed away this year:

Record: name, date of birth, date of death, and status.

## **PART VI — Certification in Specialized Ministry (Questions 60-64)**

### **Question 60 — Candidates in Process for Certification**

Candidates in your annual conference that are **in the process** of being certified in a specialized ministry:

Record: name, clergy/lay status, and specialized ministry area.

### **Question 61 — Certified in Specialized Ministry**

Individuals who **are certified** in specialized ministry, including the ministry:

Record: name, clergy/lay status, and specialized ministry area.

### **Question 62 — Certified (Transferred into Your Annual Conference)**

Individuals who have transferred into your annual conference and are certified in a specialized ministry:

Record: name, clergy/lay status, specialized ministry, and sending conference.

### **Question 63 — Certified (Transferred Out of Your Annual Conference)**

Individuals transferring out of your annual conference that are certified in a specialized ministry:

Record: name, clergy/lay status, specialized ministry, and receiving conference.

### **Question 64 — Certification Removed**

Individuals who previously held certification in a specialized ministry but have since had that certification removed:

Record: name, clergy/lay status, and specialized ministry.

## **PART VII — Assigned Lay Members (Question 65)**

### **Question 65 — Assigned Lay Members**

Lay people who are currently serving in your annual conference, grouped by district:

- a) Certified Lay Ministers:

Record: name, district, date of certification, end date of certification and date of last recertification.

- b) DS assigned lay supply:

Record: name, district, date assigned, fraction of time to be served and end date of assignment.

## **PART VIII — Diaconal Ministers (Questions 66–73)**

**Note:** Paragraph numbers in questions 66-72 refer to the 1992 *Book of Discipline*.

### **Question 66 — Individuals Transferred In as Diaconal Minister**

Individuals that have transferred into the annual conference from another annual conference as a diaconal minister:

Record: name, previous conference, and date of transfer.

### **Question 67 — Individuals Transferred Out as Diaconal Minister**

Individuals who have transferred from the annual conference to another annual conference:

Record: name, receiving conference, and date of transfer.

### **Question 68 — Relationship Terminated by Annual Conference Action**

Individuals whose conference relationship as a diaconal minister was terminated by the annual conference:

Record: name and effective date.

### **Question 69 — Leave of Absence (Diaconal)**

Diaconal ministers that have been granted a type of leave of absence within the annual conference:

Record: name, type of leave (e.g., disability, sabbatical, personal), and date originally granted.

### **Question 70 — Extended Leave (Granted This Session)**

Diaconal ministers that have been granted extended leave of absence during the annual conference session.

Record: name and date originally granted.

### **Question 71 — Returned to Active Status After Extended Leave**

Diaconal ministers that are returning to active status after being on leave of absence:

Record: name and date originally granted.

### **Question 72 — Retired Diaconal Ministers**

Diaconal Ministers who have retired within the annual conference:

- a) This year:

Record: name and effective date.

b) Previously:

Record: name and effective date.

### Question 73 — Deceased Diaconal Ministers

Diaconal Ministers who have passed away this year:

Record: name, date of birth, date of death, and clergy status.

## PART IX — Appointments and Concluding Business (Questions 74–82)

### Question 74 — Appointed Less Than Full-Time

Associate members and elders (full and provisional) members that have been granted an appointment for less than full time within the annual conference this year:

a) Associate members and elders (full connection and provisional):

Record: name, clergy status, appointment, total number of years, start date of first year appointed, fraction of time serving, and who requested the appointment (pastor, bishop, DS).

b) Deacons (full connection and provisional):

Record: name, clergy status, appointment, start date of first year appointed, and fraction of time of serving.

### Question 75 — Interim Appointments

Clergy who has been appointed as interim pastors since the last annual conference session:

Record: name, appointment, and the start and end dates of the interim assignment.

### Question 76 — Appointment List (Upcoming Year)

Provide a comprehensive list of all clergy appointments, including lay assignments, for the upcoming year (this is your appointment booklet):

### Question 77 — Changes Since Last Session

Provide a comprehensive list of interim appointments. This includes all church and extension ministry appointments that have occurred since the last annual conference session.

### Question 78 — Extension Ministry Appointments

Report extension ministry appointments by category and provide the requested fields:

**Note:** Use the table or attach a listing.

a) Appointed within the connectional structure:

Record: name, clergy status, effective date, extension ministry appointment, and charge conference.

- b) Appointed to ministries endorsed by General Board of Higher Education and Ministry (GBHEM):

Record: name, clergy status, effective date, extension ministry appointment, and charge conference.

- c) Appointed to other valid ministries:

Record: name, clergy status, effective date, extension ministry appointment, and charge conference.

### **Question 79 — Primary Appointment to Attend School**

Clergy whose primary appointment is to attend any school, college, or theological seminary:

Record: name, clergy status, and school.

### **Question 80 — Diaconal Ministers Under Appointment**

Provide a listing of diaconal ministers who have received an appointment this year:

### **Question 81 — Name Changes and Corrections**

List any other personnel notations that should be made. Include such matters as changes in pension credit (§638.9), legal name changes, and corrections or additions to matters reported in the Business of the Annual Conference form in previous years.

### **Question 82 — Next Annual Conference Session**

Provide the dates and location of the next annual conference session.