

INSTRUCTIONS FOR COMPLETING THE LOCAL CHURCH OFFICIALS FORM

If you have old forms, please throw them away and use this new format.

1. **Please** use the fillable PDF to fill out this form on a computer. If that is not possible, please print legibly.
2. **Please provide an updated e-mail address for each person.** We will start sending as much information as possible through email instead of mailing. If no email address is available, please mark “none,” and make sure to provide an accurate mailing address.
3. **INDICATE** person's title, such as, Ms., Miss, Mrs., Mr., Dr. etc. Use the woman's given name, i.e., Mrs. Rose Smith instead of Mrs. John Smith.
4. Provision has been made to provide for the flexibility provided in the 2012 Discipline.
Part I asks for a listing of the required offices based on the Discipline.
Part II provides a listing of possible additional officers as suggested in the Discipline. Please complete those parts that apply to you.
Part III asks for the Professional Staff.
5. **LAY MEMBER(S)** of Annual Conference: Number to be determined based on letter from Statistician. Check with Paula in the District Office for the correct number of lay members for your church. Please list lay member(s) individually (not as Mr. & Mrs. on same line.)
If you elect additional delegates after you turn in your Local Church Official List—PLEASE send their names and addresses to the District Office. Pre-Conference communications are sent to persons whose names have been submitted.
6. Do not use the word "**SAME**" in filling in a blank. We do not know if you mean same as above or same as last year.
7. **PROFESSIONAL LAY STAFF/PERSON EMPLOYED SECTION:** Full time employment means 21 or more hours. Part-time employment is less than 21 hours.
8. **WHO GETS WHAT:** After completing this form, please make two copies. Return one of the completed forms to your district superintendent. Your district superintendent will keep one. **You should retain a copy for the church's own files.**

2023 LOCAL CHURCH OFFICIALS

CHURCH _____ CITY _____ DISTRICT _____

I. REQUIRED DISCIPLINARY OFFICES ¶¶251, 254

Chairperson
Church Council
(Administrative Board/
Council)

Title _____ Name _____

Mailing Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____

Cell _____ Email _____

Chairperson
Staff Parish Relations

Title _____ Name _____

Mailing Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____

Cell _____ Email _____

Chairperson
Board of Trustees

Title _____ Name _____

Mailing Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____

Cell _____ Email _____

Chairperson
Committee on Finance

Title _____ Name _____

Mailing Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____

Cell _____ Email _____

Church Treasurer

Title _____ Name _____

Mailing Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____

Cell _____ Email _____

Lay Leader

Title _____ Name _____

Mailing Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____

Cell _____ Email _____

Lay Leader Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Representatives to Church Council

Nurture (includes any Age-Level Coordinators) Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Outreach (includes Mission Coordinators) Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Witness (includes Evangelism) Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

For Lay Members of Annual Conference

Lay Member of Annual Conference Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Lay Member of Annual Conference Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Lay Member of Annual Conference Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Lay Member
of Annual Conference

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Lay Member
of Annual Conference

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Lay Member
of Annual Conference

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Alternate Lay Member
of Annual Conference

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Alternate Lay Member
of Annual Conference

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Alternate Lay Member
of Annual Conference

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Alternate Lay Member
of Annual Conference

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

II. PROGRAM AGENCIES ¶¶258, 259

Coordinator Camping Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone C _____
_Cell _____ Email _____
Full Time _____ Part Time _____

III. PROFESSIONAL LAY STAFF/PERSON EMPLOYED

Education Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____
Full Time _____ Part Time _____

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____
Full Time _____ Part Time _____

Youth Ministry Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____
Full Time _____ Part Time _____

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____
Full Time _____ Part Time _____

Children's Ministry Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Full Time _____ Part Time _____
Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____

Adult Ministry

Full Time _____ Part Time _____
Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____
_____ Full Time _____ Part Time _____

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____
Full Time _____ Part Time _____

Older Adult Ministry

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____
Full Time _____ Part Time _____

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Email _____ Full Time _____ Part Time _____

Church Secretary

Title _____ Name _____
Mailing Address _____ City _____ Zip _____
Home Phone _____ Work Phone _____
Cell _____ Email _____