

# 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 this letter for 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.**

# 2020 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 \_\_\_\_\_

FAX \_\_\_\_\_ Email \_\_\_\_\_

Chairperson  
Staff Parish Relations

Title \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

FAX \_\_\_\_\_ Email \_\_\_\_\_

Chairperson  
Board of Trustees

Title \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

FAX \_\_\_\_\_ Email \_\_\_\_\_

Chairperson  
Committee on Finance

Title \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

FAX \_\_\_\_\_ Email \_\_\_\_\_

Church Treasurer

Title \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

FAX \_\_\_\_\_ Email \_\_\_\_\_

Lay Leader

Title \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

FAX \_\_\_\_\_ Email \_\_\_\_\_

Lay Leader Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

*Representatives to Church Council*

Nurture (includes any Age-Level Coordinators) Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Outreach (includes Mission Coordinators) Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Witness (includes Evangelism) Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

**For Lay Members of Annual Conference**

Lay Member of Annual Conference Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Lay Member of Annual Conference Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Lay Member of Annual Conference Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Lay Member  
of Annual Conference

Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Lay Member  
of Annual Conference

Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Lay Member  
of Annual Conference

Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Alternate Lay Member  
of Annual Conference

Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Alternate Lay Member  
of Annual Conference

Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Alternate Lay Member  
of Annual Conference

Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Alternate Lay Member  
of Annual Conference

Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

**II. PROGRAM AGENCIES ¶¶258, 259**

Coordinator Camping Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

**III. PROFESSIONAL LAY STAFF/PERSON EMPLOYED**

Education Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Youth Ministry Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Children's Ministry Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Adult Ministry

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_

Older Adult Ministry

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Title \_\_\_\_\_ Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
FAX \_\_\_\_\_ 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 \_\_\_\_\_  
FAX \_\_\_\_\_ Email \_\_\_\_\_