



THE UNITED METHODIST CHURCH  
HARRISBURG AREA – SUSQUEHANNA CONFERENCE

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## MEMORANDUM

TO: Susquehanna Annual Conference Clergy Serving in Extension Ministries  
FROM: Bishop Jeremiah Park  
DATE: October 2018  
RE: Annual Report

Once again it is time for you to review ¶343 and ¶344 of *the 2016 Book of Discipline* as you complete the attached forms. These forms are used by the Cabinet of the Susquehanna Conference to review your ministerial status and appointment for the conference year 2019-2020. These forms are also available on the Conference Website at [www.susumc.org](http://www.susumc.org). Please particularly note that ¶344.3 **mandates you to designate your charge conference membership**. Members of the Cabinet are not required to have a charge conference. **Please include a copy of your charge conference report for your personnel file. These forms are used as part of the annual appointment process. If you anticipate requesting an appointment to a local church, please contact your District Superintendent immediately. If you are anticipating retirement, please send your retirement request to me.**

**The Book of Discipline mandates that all information, including your salary and benefits package, must be reported.** Please enclose with your report any evaluation and/or narrative report. Also, note corrections, if any, of address and telephone numbers. Be sure to highlight those changes. Please include your Email address. **It is strongly recommended that you have a Susquehanna Conference Email address as well. Conference communications are only sent through the conference Email address. Send either electronic or hard copies of your report to the following persons, addresses included on page 2, by FEBRUARY 28, 2019.**

1. Bishop Jeremiah Park
2. Your District Superintendent
3. Board of Ordained Ministry Representative – Rev. Dr Dennis Keller
4. Bishop of the Area in which you work (If not Susquehanna Conference)
5. Conference Secretary – Ms. Cindy Weaver

**The 2019 Susquehanna Annual Conference is scheduled for Thursday, May 30<sup>th</sup> thru June 1st at the Hershey Lodge, Hershey, Pa.** There will be a breakfast gathering for all persons currently serving on extension ministry. We thank God for all clergy who are appointed to serve in ministry settings beyond the local congregations of The United Methodist Church.

Cc: BOOM Conference Relations  
Conference Secretary  
District Superintendents

**Extension Ministries**

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