



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: September 2019
RE: Annual Report

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 to review your ministerial status and appointment for the conference year 2020-2021. These forms are also available on the Conference Website at www.susumc.org. Please note that ¶344.3 **mandates you to designate a charge conference membership** (Cabinet members are not required). **Please include a copy of your charge conference report for your personnel file. These forms are used in the annual appointment process. If you desire an appointment to a local church, please contact your District Superintendent immediately. If you anticipate retirement, please send your request by March 1, 2020.**

The Book of Discipline mandates that all information, including your salary and benefits package, be reported. Please enclose with your report any evaluation and/or narrative report. Also, note any corrections and be sure to highlight those changes. Please include your Email address. **Conference communications are only sent through the conference Email address. Send either electronic or hard copies of your report to the appropriate persons, addresses included on page 2, by March 1, 2020.**

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

The 2020 Susquehanna Annual Conference is scheduled for Thursday, May 28th thru May 30th at the Hershey Lodge, Hershey, Pa. There will be a breakfast gathering for all persons on extension ministry while at Hershey. 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 – Rev. Dr. Dennis Keller
Conference Secretary – Ms. Cindy Weaver
District Superintendents

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