

MEMORANDUM

TO: Susquehanna Annual Conference Clergy Serving in Extension Ministries
FROM: Bishop Cynthia Moore-KoiKoi, Bishop Sandra Steiner Ball
DATE: October 2021
RE: Annual Report

It is time for extension ministers 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 next conference year. These forms are available on the Conference Website at www.susumc.org. Please note that ¶344.3 **mandates persons on extension ministry to designate a charge conference membership. Please include a copy of your charge conference report. These forms are used in the annual appointment process. If you desire an appointment to a local church in 2022-23 or If you anticipate retirement, please send your request by February 1, 2022 to your district superintendent.**

The Book of Discipline mandates that all information, including salary and benefits package, to be reported. Please enclose 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 who are included on page 2, by March 1, 2022.**

1. Bishops' Office
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 2022 Susquehanna Annual Conference is scheduled June 1st - June 3rd at the Hershey Lodge, Hershey, Pa. Hopefully, there will be a 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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