

CME Chaplains Annual Report Outline

PART ONE. YOUR INFO

1. Your full name
2. Title: Minister /Rev./ Rev. Dr./ or Rank (if Military)
3. Your current address including City State Zip Code
4. Your preferred phone number, including area code (indicate if you can receive text messages on this number)
5. Email Address

PART TWO. ANNUAL CONFERENCE RELATIONS

Episcopal District and Annual Conference (Region)

Presiding Bishop's name

Local Church that you attend

CME Meetings Attended this Year

Date of your most recent CME letter or certificate of endorsement

Are you in Pan-Methodist Endorsement e-file system? Yes or No

List membership or certification in any other professional organization

PART THREE. YOUR MINISTRY

- I. The name and location of your chaplain employer
- II. Brief description of your duties
- III. Any numerical data about your ministry (i.e. # of sermons preached, funerals, weddings, baptisms, classes taught, etc).
- IV. Describe the highlights and accomplishments of the past year
- V. Any challenges encountered during the year
- VI. Any plans for upcoming year (continuing education, promotions, relocations, etc)
- VII. Anything else you want to add

Revised 7.15.2020

This report is due annually to your Endorser (Bishop Teresa Jefferson-Snorton, PO Box 13383, Birmingham, AL 35202 or by email cmebishop59@teresasnorton.com) AND a copy to your Presiding Bishop. It is recommended that you submit this report during the time of your annual conference.