

Church of the Brethren
1451 Dundee Avenue
Elgin, Illinois 60120

TO: District Offices
FROM: Jim Miner, Yearbook Office
SUBJ: District Forms
DATE: January 28, 2021

Please update and return the enclosed forms to the Yearbook Office by **Monday, April 5**. Feel free to email scanned copies if that is easier than mailing paper copies. Please contact me if you have questions about any of the enclosed forms.

(1) MINISTERIAL PRINTOUTS

- ** The printouts this year include lists for **Ordained, Commissioned, and Licensed**.
- ** Update addresses, phone numbers, and e-mail addresses by putting a line through the incorrect information and writing the current information to the side.
- ** The printout also includes individuals serving as **Chaplains**. These persons must be licensed or ordained and serving at least half-time. Provide **business addresses and phone numbers** for these individuals.
- ** A **Ministry Report Form (MRF)** must be submitted for an individual who is:
 - (a) newly ordained, commissioned, licensed, or re-licensed;
 - (b) ordination, commission, or license has been terminated;
 - (c) newly serving as a chaplain or no longer serving as a chaplain;
 - (d) no longer serving a congregation as ordination recognized for term of service;
 - (e) deceased.

(2) FORM C - DISTRICT MAILING ADDRESSES

Update names and addresses of your district staff, officers, district board/leadership team, ministry chair, and Standing Committee delegates.

(3) CONGREGATIONAL CHANGES

List all new or discontinued projects, fellowship, and congregations. Also, list any congregational name changes. **Date of District action** should be included for all changes.

(4) DISTRICT CONFERENCE/CAMPS AND HOMES

Provide information on your 2021 District Conference. Also, provide contact information for any Church of the Brethren camps and homes in your district.

(5) DISTRICT CONTACT INFORMATION - Mailing List Only

This form collects the names and addresses of contact people in your district. The names will not appear in print but will be maintained in our database for mailing purposes.

(6) AFFILIATED/FEDERATED CONGREGATIONS

Make necessary additions or deletions.

(7) ADDITION YEARBOOK PAGES

There are also pages from the most recent Yearbook. One page lists the various people serving as district leadership along with the pages listing your congregations and the ministers and moderators serving those congregations.

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Please remind the congregations in your district who have not done so to update and return their Yearbook forms. These forms are due April 15. Please let me know if any of your congregations needs a replacement copy of their forms. Copies of your congregation's forms will be sent to your office via email in batches once they are processed.

If you would like a copy of these documents as an editable document, please contact me at yearbook@brethren.org and I can send MS Word docx and PDF versions.

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