

SECOND EPISCOPAL DISTRICT OF THE AFRICAN METHODIST EPISCOPAL CHURCH

Instructions for Completing Fillable PDF Pastor's Annual Report Form Online -

Baltimore Conference – March 15, 2017

Washington Conference - March 20, 2017

Virginia Conference – April 12, 2017

North Carolina Conference – April 26, 2017

Western North Carolina – May 10, 2017

The Pastor's Annual Report form will be provided in a fillable PDF format, which allows each pastor and local church to enter data directly into the form using their computer and **Adobe Reader**. Once completed, the form may be saved to a computer and emailed to the district office as a PDF attachment via email to 2ndpastors@gmail.com.

Use **only the latest version of Adobe Reader** to complete fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.

Before completing the application, **save** the application form (PDF format) to a drive or location on your computer (*My Documents* folder). The **Save button** provided on the form will open a **Save As** dialog box, which will allow you to save the application to a desired location on your computer.

Note the **file name** and **location** of the saved file.

Once you have saved the form to your computer, you are ready to complete the form. Please be advised that the fillable PDF forms will not automatically save. It is **strongly recommended** that you periodically save data entered into a form by using the Save button on the form, or by clicking **File Save** (or **Save As**) on the Adobe Reader menu bar. Use the same file name and location from the previous step.

After you have completed the form, save a final version of the file to your computer.

E-mailing Completed Fillable PDF Pastor's Annual Report Form

After you have completed the form and saved a final version of the file to your computer, you may then email the PDF file to 2ndpastorannualreport@gmail.com as an attachment via desktop email.