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# Annual Conference Report Instructions

Updated February 2024

# Access Report Form

Each Annual Conference will have a uniquely titled Annual Report form. Each church will complete 2 Forms - the **Pastor's Annual Report** and the **Virtual Metrics Report**.

**BOTH REPORTS ARE REQUIRED.**

Check the title area to make sure that you have selected the correct annual conference. For example, the Virginia Conference report is called "Virginia 2022 Pastor's Annual Report" To begin, click the **"Start Filling"**

**2024 PASTOR'S  
ANNUAL REPORT -  
WASHINGTON**



**START FILLING →**

The image shows a thumbnail of the '2024 PASTOR'S ANNUAL REPORT - WASHINGTON' form. The form is titled '2024 PASTOR'S ANNUAL REPORT - WASHINGTON' and includes a header with the Washington Conference logo. It contains various sections for reporting, including 'GENERAL INFORMATION', 'CHURCH INFORMATION', 'PASTOR INFORMATION', and 'CHURCH MEMBERSHIP'. The form is divided into two main columns, each with a 'GENERAL INFORMATION' section. The 'START FILLING →' button is a green rectangular button located below the form thumbnail.

# Completing Your Report

Each of the questions from the report are provided on the form.

To begin, use the dropdown menu to select the Annual Conference and then proceed to answer each question.

Note that many questions have a red "\*" next to them. These are required fields. If you get to the end without completing all required fields, you will get a reminder to complete the field.

Annual Conference \*

Please Select

Please Select

Baltimore Conference

Washington Conference

Virginia Conference

North Carolina Conference

Western NC Conference

Presiding Elder District \*

Conference Opening Date \*

MM/DD/YYYY



Date

Presiding Elder's Name \*

# Privacy Redactions

Note that as you look at the PDF version of the form that there are certain fields that are highlighted. These fields include the Pastor's Address and the Pastor's Compensation section. While you must complete this information when completing your report, this information WILL NOT print on the puprinted form.

Pastor's Name: \_\_\_\_\_

Pastor's Address: **DOES NOT DISPLAY ON PUBLIC FORM**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

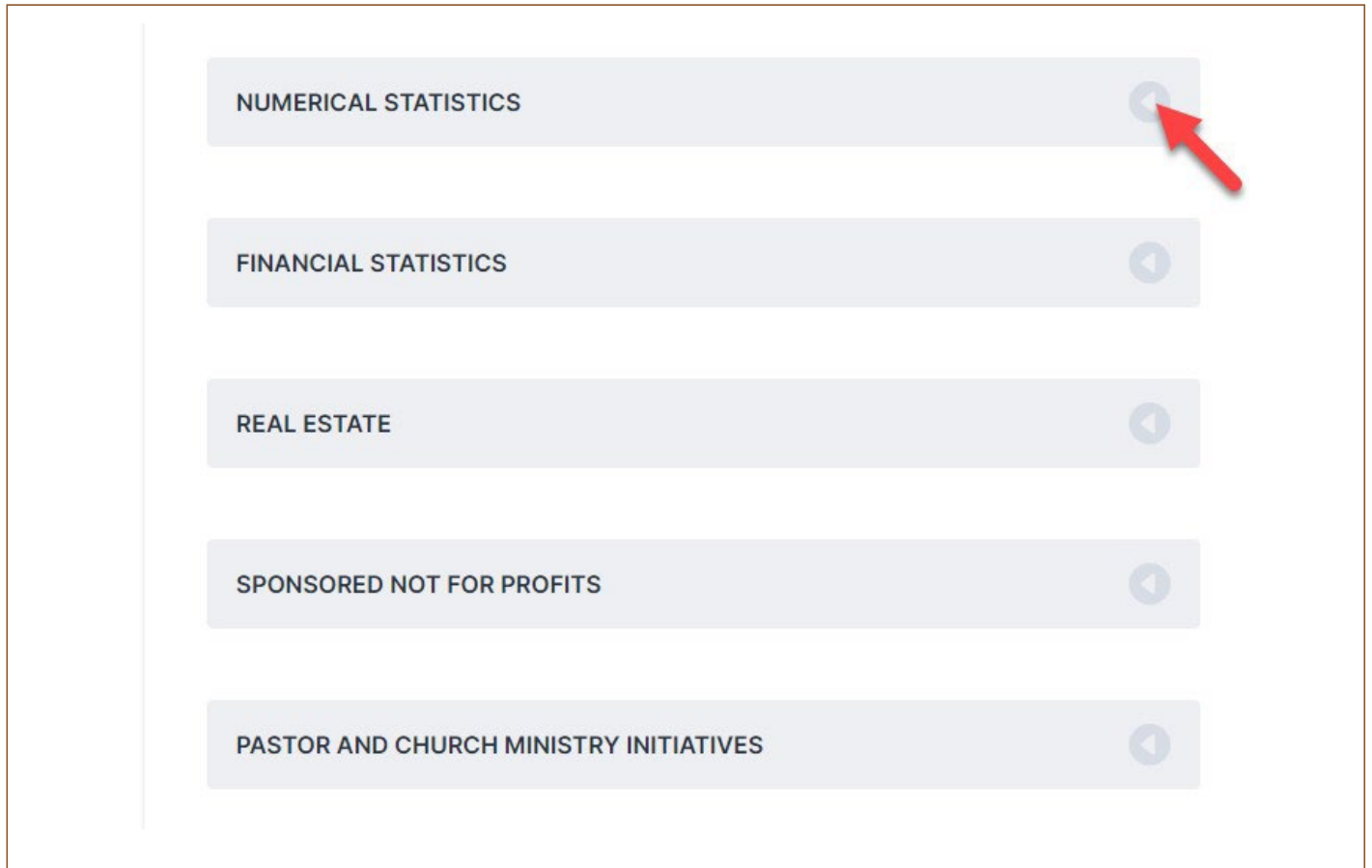
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## 22. Pastor's Compensation **SECTION DOES NOT DISPLAY ON PUBLIC FORM**

- a. Base Salary ..... \$ \_\_\_\_\_
- b. Housing Allowance ..... \$ \_\_\_\_\_
- c. Requisites (Health Ins, Auto, etc) ..... \$ \_\_\_\_\_
- d. **Total Compensation** ..... \$ \_\_\_\_\_

# Report Sections

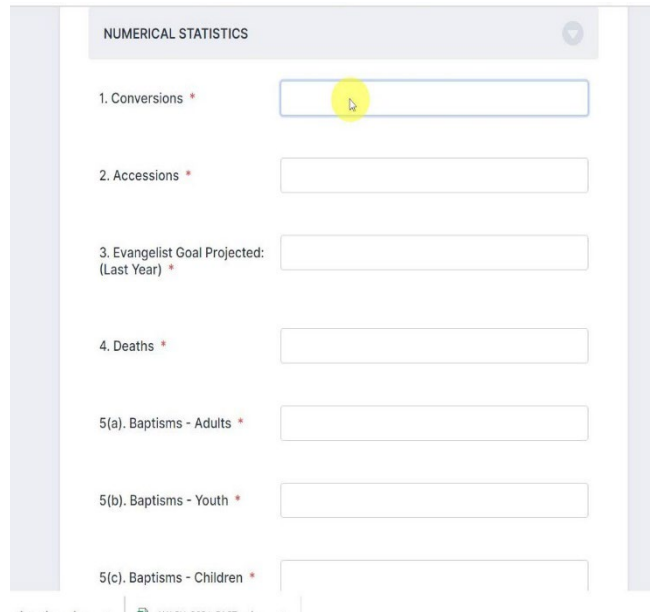
The report has several sections. You have to click the section title to expand it and see the questions.



# Open Each Section

Open each section to complete the questions.

For example, clicking on the "Numerical Statistics" section reveals the questions about conversions, accessions, baptisms, membership, etc.



The screenshot shows a web interface with a header bar labeled "NUMERICAL STATISTICS" and a dropdown arrow. Below the header, there is a list of seven questions, each followed by an input field. A yellow circle with a mouse cursor is positioned over the first input field, which is for "1. Conversions \*".

Question	Input Field
1. Conversions *	<input type="text"/>
2. Accessions *	<input type="text"/>
3. Evangelist Goal Projected: (Last Year) *	<input type="text"/>
4. Deaths *	<input type="text"/>
5(a). Baptisms - Adults *	<input type="text"/>
5(b). Baptisms - Youth *	<input type="text"/>
5(c). Baptisms - Children *	<input type="text"/>

# Required Fields

Remember that those fields with a red \* are required.


If you do not complete a required field and attempt to submit, you will receive an error as pictured here.

I hereby certify that to the best of my knowledge and belief, the above is a true and accurate statement of the **NUMERICAL** and **FINANCIAL** condition of the Charge, for this Conference Year.

Pastor in Charge \*  This field is required.

Annual Conference Delegate \*  This field is required.

Date \*  This field is required.

Please verify that you are human \* ☐ I'm not a robot  [Privacy](#) - [Terms](#)

Created with StepShot

# I'm not a robot

The final field on the form is to verify that you are human.  
Simply click in the checkbox to meet the security check.

I hereby certify that to the best of my knowledge and belief, the above is a true and accurate statement of the NUMERICAL and FINANCIAL condition of the Charge, for this Conference Year.

Pastor in Charge \*

Annual Conference Delegate \*

Steward Pro Tem \*

Date \*


MM/DD/YYYY

Date

Please verify that you are human \*


☐

I'm not a robot



reCAPTCHA

Privacy - Terms

 Preview PDF

Save

Submit



# Submit

You can get a preview of your document before submitting by clicking on the "**Preview PDF**" button. PLEASE take a moment to ensure that the data is entered correctly. (i.e., church name and address, no numbers transposed, etc.)

To finish your report, you **must click the submit button**.

You may also "**Save**" your document for later completion if you are not able to complete in one sitting. You will receive an email with the link to edit your document.

When you submit your document, it is automatically sent to the Bishop's Office. **You do not have to send it to the office.**

I hereby certify that to the best of my knowledge and belief, the above is a true and accurate statement of the NUMERICAL and FINANCIAL condition of the Charge, for this Conference Year.

Pastor in Charge \*

Annual Conference Delegate \*

Steward Pro Tem \*


Date \*


MM/DD/YYYY

Date

Please verify that you are human \*

I'm not a robot

reCAPTCHA  
Privacy - Terms

Preview PDF

Save

Submit

# Submitting Your Document

When you hit submit, **your document was automatically sent to the Bishop's Office and an email was also sent to the email address entered in the "Pastor's Email" field on the report.**

You have the ability to send this report to other email addresses and download a copy. You can send the report to multiple email addresses. Just separate each email address with a comma and click the send button.


Please remember to download a copy of the report for your own records.

## Thank You!




**Your submission has been received and has been submitted to the Bishop's office.**

For your records, a copy of the document has also been sent to the address entered as the Pastor's email. If you need to edit your submission, use the "EDIT SUBMISSION" button.

 [Edit Submission](#)

 [Send PDF as Email](#)

 [Download PDF](#)

**REMINDER: YOU ARE REQUIRED TO COMPLETE THE ANNUAL PASTOR'S REPORT AND THE VIRTUAL METRICS REPORT**

The links to both reports are available on the [www.ame2.com](http://www.ame2.com) website.

<div> <p>Second Episcopal District of the African Methodist Episcopal Church</p> <p>P. O. Box 34247, Washington, DC 20043</p> <p>202 842 3709 (Office) + Email Address: <a href="mailto:2ndpastorannualreport@gmail.com">2ndpastorannualreport@gmail.com</a></p> <p><b>James L. Davis, Servant Bishop</b> + <b>Arelis B. Davis, WAIS Supervisor</b></p> </div>	
<b>2024 VIRTUAL METRICS REPORT</b>	
Annual Conference: _____ Conference Opening Date: _____ Pastor's Name: _____ Pastor's Address: <b>DOES NOT APPEAR ON PUBLIC FORM</b> City: _____ State: _____ Zip Code: _____ Telephone: _____ Email Address: _____	Presiding Elder District: _____ Presiding Elder's Name: _____ Name of Church: _____ Church's Address: _____ City: _____ State: _____ Zip Code: _____ Telephone: _____ Website: _____
Which platform(s) does the congregation regularly use for worship during the pandemic? <input type="checkbox"/> Zoom <input type="checkbox"/> Facebook <input type="checkbox"/> YouTube <input type="checkbox"/> Church Website <input type="checkbox"/> Phone/Teleconference <input type="checkbox"/> In Person/Parking Lot <input type="checkbox"/> Other virtual platform? _____ <b>Who is the owner of the virtual platforms used for broadcasting worship services? _____ Pastor _____ Church _____ Other _____</b> <b>If owned by Church, are login credentials for platform known or accessible to at least one officer in the church? _____ Yes _____ No</b> <b>If owned by Pastor or Other, is a plan in place to transition access to church if needed? _____ Yes _____ No</b>	
<b>VIRTUAL CHURCH OVERVIEW</b>  1. Total number of conversions from all virtual platforms? _____ 2. Total number of accessions from all virtual platforms? _____ 3. Has your weekly bible study numbers increased? <input type="checkbox"/> Yes <input type="checkbox"/> No a. If yes, by how many people? _____ 4. What new ministries have you been able to implement to be a blessing to your church and community? _____ _____ _____ 5. How did the congregation regularly receive offerings during the pandemic? <input type="checkbox"/> Cash App <input type="checkbox"/> Giveify <input type="checkbox"/> PayPal <input type="checkbox"/> Text-to-Give <input type="checkbox"/> Tithe.ly <input type="checkbox"/> Church Website <input type="checkbox"/> US Mail <input type="checkbox"/> Drop Off <input type="checkbox"/> Other: _____ 6. Have you experienced an increase/decrease in giving since last Annual Conference? Amt of increase \$ _____ Decrease \$ _____ 7. Have you applied for and/or received any government stimulus money? _____ Total amount received? _____ 8. As we continue to navigate the need for virtual church experiences, what training or professional development needs do you have that the church can assist you with? <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b>VIRTUAL WORSHIP METRICS</b>  <b>Zoom Engagement</b> Services per week? _____ Average participation per service? _____ When did you launch your first service (month/year)? _____  <b>Facebook Engagement</b> Services per week? _____ Average views per week? _____ 12 Month Audience Reach? _____ Avg concurrent viewers? _____ When did you launch your first service (month/year)? _____  <b>YouTube Engagement</b> Services per week? _____ Avg. watch time per service? _____ Avg. engagement per week? _____ Avg. viewers per week? _____ Number of subscribers? _____ When did you launch your first service (month/year)? _____  <b>Website Engagement</b> Services per week? _____ Avg. pageviews per service? _____ Avg. visitors p/week? _____ Avg. engagement p/week? _____ When did you launch your first service (month/year)? _____  <b>Teleconference Engagement</b> Services per week? _____ Avg. callers per service? _____ When did you launch your first service (month/year)? _____  <b>Other Virtual Platform Engagement</b> Which platform(s)? _____ Services per week? _____ Avg. participants per service? _____ Average engagement time per week? _____ When did you launch your first service (month/year)? _____