



## Instructions for Completing 2020 Pastor's Annual Report

The 2020 Pastor's Annual Report is now available for download. Please ensure you:

1. First **save the form to your PC or Laptop** (this is a very critical first step, as the form will not populate properly until you download it and **use the version which you have saved to your PC or Laptop**).
2. Remember to **CUSTOM RENAME** your saved form (Pastor's Name) so that it can be tracked efficiently by 2<sup>nd</sup> Episcopal District Administration.
3. Enter the requested/required data into your saved form which you are keeping on your PC or laptop.
4. Remember to continually save the data you have entered or to which you have made changes/corrections.
5. Review the final form's data for accuracy and completion, and again save your entries and changes.
6. **Email the completed three-page PDF document to:**

**[2ndpastorannualreport@gmail.com](mailto:2ndpastorannualreport@gmail.com)**

## Due Dates by Annual Conference

ANNUAL CONFERENCE	DUE DATE
Baltimore Annual Conference	March 4, 2020
Washington Annual Conference	March 4, 2020
Virginia Annual Conference	March 4, 2020
North Carolina Annual Conference	April 7, 2020
Western North Carolina Annual Conference	April 7, 2020

For any questions, or guidance please contact The Second Episcopal District.