



CALIFORNIA – NEVADA ANNUAL CONFERENCE THE UNITED METHODIST CHURCH

P.O. Box 980250 / West Sacramento, California 95798 – 0250 (offices at 1276 Halyard Drive, W. Sacramento, 95691)
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October 6, 2011

Warner H. Brown, Jr.
Resident Bishop

Superintendents:

Ted Virts
Conference Superintendent

Renaë Extrum-Fernandez
Bridges District

Kristie Olah
El Camino Real District

Jerry Smith
Great Northern District

Mariellen Yoshino
Central Valley District

Dear Sisters and Brothers in Christ,

Thank you for your continuing work on Christ's behalf. We pray that your ministry is growing in depth and breadth in this season of hope.

As you know, every December the Bishop and Cabinet prepare for appointment making in the coming year by collecting and reviewing the annual reports of pastors and SPRC's of our Conference. Some of these reports are confidential between the pastor and the Cabinet; others are shared between the SPRC, the pastor and Cabinet.

The forms and reports are available on the conference website: **cnumc.org**

- *The Pastoral Leadership Feedback Form* was available for the first time last year. This document is the work between the pastor and the SPRC. Both the form sheet and report are submitted.
- The pastor completes his/her request for appointment and the report to the Cabinet. Each year the pastor reviews and submits the pastoral profile and the continuing education progress report.
- The SPRC submits the recommendation for appointment and the SPRC committee work report to the Cabinet. Each year the church leaders (not the pastor) reviews and submits the church profile.

As you prepare the required reports, please refer to the checklist on the website to be sure all necessary documents are completed.

There are resources available to help you in your work – again, on the conference website.

- **Transformation Clergy Leaders** – This is the standard clergy strive toward and on which they are evaluated at each stage of their work as pastors.
- **The Duties of a Pastor** - ¶ 340 of the Book of Discipline of the United Methodist Church.
- **The Duties of the Staff Parish Relations Committee** - ¶ 258.2 of the Book of Discipline of the United Methodist Church.

Appointment Making – A description of the way appointments (pastoral assignments) are made in our Conference.

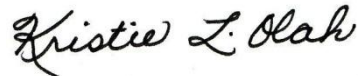
As always, feel free to contact your Superintendent or the District Administration Center with any questions. Circuits may be a helpful resource for pastors, as well.

All forms and resources are available at the Conference website (cnumc.org) and are due to the District Administration Center by December 15, 2011. The completed forms may be emailed to DistrictCenter@calnevumc.org or mailed to District Administration Center, P.O. Box 980250, West Sacramento, CA 95798-0250.

Blessings for a fruitful year,



Renae Extrum-Fernandez



Kristie L. Olah



Mariellen Yoshino



Jerry D. Smith



Ted Virts