



The ***Annual Report*** form is used to help the Charge Conference better understand the ministry and contributions of a Christ Servant Minister, Certified Lay Speaker, or Certified Lay Minister to the life of the congregation. This form has been approved for use by all the Districts of the Eastern Pennsylvania Conference.

### **INSTRUCTIONS FOR USING THE FORM**

1. If you are seeking **renewal** as a *Christ Servant Minister, Certified Lay Speaker, or Certified Lay Minister* please complete both sides of this form.
2. The form is considered to be complete when it has been signed and dated by you the pastor, and the district superintendent (or designee). The **original** form is to be retained by the Recording Secretary of the Charge Conference and filed with the Charge Conference records. Additional copies are to be made and given to you, the Pastor, and the District Superintendent at the time of the Charge Conference.
3. ***Within one week following your Charge Conference, you need to send copies of your report to ...***
  - (1) George Hollich, the Conference Director of Christ Servant Ministry,
  - (2) Judy Ehninger (if you are a Certified Lay Minister),
  - (3) and to your District Representative as listed below...

#### **CSM Conference Director**

George Hollich, CSM  
212 West Orchard Drive  
Palmyra, PA 17078  
717-838-2812

#### **North**

Judy Ehninger, CLM  
2620 Gracie Lone  
Macungie, PA 18062  
610-965-2290

#### **South**

Sheri Kentner, CSM  
c/o Hopewell UMC  
852 Hopewell Road  
Downingtown, PA 19335  
610-269-1545

#### **East**

Ruth Portzline, CLM  
216 Eagle Court  
Jamison, PA 18929  
215-343-4749

#### **West**

Rob Stoner, CLM  
c/o St. Mark's UMC  
37 E. Main Street  
Mount Joy, PA 17552  
717-653-5493 or 717-653-4395