

## ANNUAL SERVICE REPORT (ASR)

**All credentialed personnel must complete an Annual Service Report by MAY 15**

### ONLINE INSTRUCTIONS *Please submit online, if at all possible*

*Forms are available in Espanol, but must be in English for submission to us.*

- Login to [www.Wesleyan.org/pastors](http://www.Wesleyan.org/pastors). To log in you must use your correct username. If you don't remember your username, email [office@wisconsindistrict.org](mailto:office@wisconsindistrict.org). (You may also change your username by clicking on "My Account" and "Change Username").
- If you cannot find your account, *do NOT create a new one*. Duplicate accounts may opt you out of the ASR.
- Under Annual Service Report, click to edit your information.
  - Make sure everything is accurate - this is the contact info the district office and headquarters will use.
  - Click save.
  - Under Pastor Information, *do not* change your credentials, Service, or Appointment. If you feel something is incorrect, please contact the district office.
- Return to previous page and click "Fill Out Your Annual Service Report." The correct form, according to your status, will appear. *This report must be completed in one sitting.* At the end, check the box "I certify that the above information is correct." Click submit.
- If you want to save or print a copy, click the download tab.
- Your ASR will automatically be sent to the District Supt., Dan Bickel, and the DBMD Chair, Ron Gormong.

If you have any problems, please contact [twcsupport@wesleyan.org](mailto:twcsupport@wesleyan.org). I would appreciate you copying us on the problem, [office@wisconsindistrict.org](mailto:office@wisconsindistrict.org), so we are aware of general issues you are having. Thank you.

### HARD COPY OR ELECTRONIC COPY INSTRUCTIONS *Even though we accept hard copies, please submit them online if possible. Any hard copies will need to be transferred online by district personnel.*

- Login to [www.wesleyan.org/pastors](http://www.wesleyan.org/pastors). To log in you must use your correct username. If you don't remember your username, email [office@wisconsindistrict.org](mailto:office@wisconsindistrict.org). (You may also change your username by clicking on "My Account" and "Change Username").
- Under Annual Service Report, click to edit your information.
  - Make sure everything is accurate - this is the contact info the district office and headquarters will use.
  - Click save.
  - Under Pastor Information, *do not* change your credentials, Service, or Appointment. If you feel something is incorrect, please contact the district office.
- Click on forms, and choose either:
  1. Excel format, under the correct ASR, fill it out on the computer, save it to your computer and/or print it
  2. PDF format, under the correct ASR, print it and complete by hand.
- Email completed electronic form (or scanned PDF) or send completed printed, hard copy to both:
  1. Ron Gormong, [rgormong@spoonerwesleyan.org](mailto:rgormong@spoonerwesleyan.org), 1100 W. Maple St., Spooner, WI 54801
  2. Dan Bickel, [ds@wisconsindistrict.org](mailto:ds@wisconsindistrict.org), 5630 Sandhill Dr., Middleton, WI 53562

If You Are...	Complete this ASR
Senior (Lead) or Solo Pastor - appointed in our district (ordained or licensed)	Pastor's Report
Assistant or Associate Pastor – appointed in our district (ordained or licensed)	Assistant/Associate Pastor's Report
Retired Minister, <i>not</i> assigned to a church in the district as a pastor or asst. pastor	Retired Minister's Report
Ministerial Student, <i>not</i> assigned to a church in the district as a pastor or asst. pastor	Ministerial Student's Report
Ministers who do not fall in any of the above categories	Minister's Report
Commissioned or Licensed Lay Special Worker	Lay Worker's Report

- Annual Service Reports not received by the deadline will be reported to the District Conference as delinquent.
- Licensed/ordained ministers failing to file for 2 years must submit the report by the next session of District Conference. Failure to file for 3 years results in suspension of credentials.