

END OF YEAR REPORTS & TASKS

(All credentialed personnel complete Annual Service Reports; each church completes all other reports by date given)

The Wesleyan Church has created a new site – the [Pastor Portal](#). You will need to register in order to access forms. (This replaces the statistical site. Usernames and passwords from the statistical site do not work on this Pastor Portal).

To register on the Pastor Portal:

- Go to www.wesleyan.org/pastors or use quick links in lower right-hand corner of www.wesleyan.org.
- Click *Register* on top right and follow instructions.
- You should be able to login right after registering, unless your email doesn't match what we have. In that case, we will need to verify you before you can complete registration.

By MAY 15 - ANNUAL SERVICE REPORT

1. On the Pastor Portal, click Forms. Under the Annual Service Report, select the appropriate form (see table below).

If you are a...	Complete this Annual Service Report
Senior (Lead) or Solo Pastor (ordained or licensed)	Pastor's Report
Assistant or Associate Pastor (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

2. Email completed electronic form (or scanned PDF) or send completed hard copy to both:
 - Ron Gormong, rgormong@spoonerwesleyan.org, 1100 W. Maple St., Spooner, WI 54801
 - Dan Bickel, ds@wisconsindistrict.org, 5630 Sandhill Dr., Middleton, WI 53562

Forms in Spanish (Español) are available; however, these must be translated into English prior to sending it to us.

- Annual Service Reports not received by the deadline will be reported to the District Conference as delinquent.
- Ministerial students who fail to report could have their license dropped. **(This report is in addition to the one you complete for DBMD, which comes from the DBMD Chair).**
- Licensed or ordained ministers failing to file for two years must report to the District Conference. Failure to file for three years will result in suspension of credentials.

By MAY 31 - STATISTICAL REPORT (Northern Hispanic & The Shack do not need to submit this)

On the Pastor Portal, click Forms. Under Local Church Resource select Local Church Stat Report – computer version (Excel). We require statistical reports be computerized as this will automatically consolidate our district report. If you need to complete a hard copy and then have someone from your church input the data on the computerized version, you may use the Local Church Stat Report – Hard Copy Version (PDF) for him/her to input data from.

Forms in Spanish (Español) are available; however, the submitted electronic version must be in English.

By MAY 31 - LAY DELEGATE REGISTRATION (send immediately after LCC and not later than May 31)

1. Register your lay delegates online at wisconsindistrict.org/info/forms-forms/deadlines OR
2. Send names and emails to office@wisconsindistrict.org.

If delegates do not email, information will be emailed to the lead pastor to give to them. (We do not need alternate delegates' names unless and until they replace a delegate).

By JUNE 30 - LOCAL CHURCH LEADERS REGISTER (Established churches and developing churches with officers)

On the Pastor Portal, click Churches. Find your church (quickest way is to start typing church's name in top left blank). After your church comes up, click Leaders to bring up your local leaders, and delete, add, or edit information.

By AUGUST 31 - AUDIT CERTIFICATION

Print hard copy from wisconsindistrict.org/info/forms-forms/deadlines. Send completed form to office@wisconsindistrict.org or Wisconsin District Office, 5630 Sandhill Dr., Middleton, WI 53562, or fax to 608-821-0465.