Dear Colleagues in the Ministry of Jesus Christ,

This month I have a simple message: we need to talk.

The fall Charge Conference season is fast approaching and it will be different this year. The change in how we are conducting Charge Conferences is substantial and we need to talk our way through it.

But I hope the decisive changes will be the why of it all, by which I mean my goal is for us to experience Holy Conferencing: the opportunity for substantive conversation between your leaders and the District Superintendent, bringing clarity to our shared purpose and a renewed passion for God and the people for whom Jesus died. Why settle for less and the “same old, same old”?

The August Pastors’ meetings will be our opportunity to walk through both the how and the why of the Charge Conference format. We’ll also have ample time for conversation and connection with colleagues and a time of worship.

- PLEASE register your attendance for one of the two meeting options:
  Tuesday, Aug. 16 from 6:00 to 8:30 PM @ First UMC, Starke
  Dinner at 6 pm; worship and meeting follow
  Or
  Thursday, Aug. 18 9:00 am to noon @ Ponte Vedra UMC
  Refreshments from 9 to 10 am; worship and meeting follow

- PLEASE email me at ds-ne@flumc.org if you will be away on vacation or a continuing education event and cannot make either of the scheduled meetings.

This is NEW!
- IMPORTANT: If you are unable to attend either of the meetings listed above, you are required to attend a make-up meeting. You have two options from which to choose:
  Tuesday, August 30 from 10 am to noon @ the district office
  Or
  Wednesday, August 31 from 10 am to noon @ the district office

Register now, please (and thank you to so many of you who have already responded).

Yours in faith and hope and love,

Tim Smiley
Clergy Team Meetings  August 2011

Tuesday August 16th -- 6:00 p.m. to 8:30 p.m. (Dinner will be provided)
The first clergy meeting in August will be at
First UMC, Starke
200 N Walnut Street
Starke, FL  32091

All Clergy under appointment is expected to attend one of the meetings. If you have not registered yet, please register below for the Tuesday, August 16th meeting at First UMC Starke.

The second August Clergy Meeting will be
Thursday, August, 18th – 9 a.m.to 12 noon (lunch will not be provided)
Ponte Vedra UMC
76 S Roscoe Blvd
Ponte Vedra Beach, FL  32082

If you will attend the Thursday, August 18th meeting at Ponte Vedra UMC, please click the register now button below.

If you are unable to attend any of the August meetings, please sent your regrets to Rev. Tim Smiley at ds-ne@flumc.org. All extension ministers, retired clergy and ministry candidates are also invited to attend. Please contact the district office at flumc-ne2@flumc.org or call 904-396-3026 if you need further assistance.

Community Arise Basic Disaster Training
August 27, 2011

The North East District is proud to announce that First UMC Callahan will be hosting Community Arise Basic Disaster Training. Community Arise will cover the following:

- Introduction to Disaster Recovery Ministry
- Disaster Response Roles and Functions
- About Disasters and the role of the Church

This training is the prerequisite to Early Response and Spiritual Response Team Training, and will prepare you for creating a disaster plan for your church. This training provides an introduction to the unique and important role the faith community plays in disaster mitigation, preparation and response. You and your church will hear practical ideas on how to effectively respond to disaster in your community in cooperation with other churches, emergency management officials and the Disaster Recovery Ministry of the conference. You will understand the importance of communication and collaboration in meeting the needs of disaster survivors and the importance of being the church in the midst of crisis.

There is no cost for this training; however, registration is required for planning purposes. Check in begins 30 minutes before training time and lunch is provided. For more information or to register, please visit www.flumc.org/DisasterRecovery and follow the links to Community Arise or contact Jim Mitts and David Cott NE District Disaster Coordinators at
NEW CHURCH DEVELOPMENT CORNER!
Rev. Dr. Stephen R. Herbert, VP-Exec. Director

This month featuring…Christ New Church Start/Grace UMC!
Rev. Dr. Jim Reeher, Pastor
Rev. Jim Walker, Assoc. Pastor

PRAISE REPORT!!!!!!!!!!

“God works in mysterious ways, His wonders to perform!” as we all know. Here He goes again!...

The Christ New Church Start congregation and their pastor, Jim Walker, were started several years ago as a new church plant in an area that was extremely challenging. Despite their most commendable and longstanding ministry, the congregation was faced with the tough decision whether to continue in this highly difficult setting, or to take another route of ministry. After much prayer and conversation, the Conference Committee on New Church Development, the District Committee on New Church Development, and the Christ New Church Start congregation accepted the heartbreaking reality that the most responsible stewardship of this ministry was to discontinue at their present site. Much exploration led us to the church that originally sponsored the Christ New Church Start: Grace UMC, St. Augustine.

Rev. Dr. Jim Reeher and the Grace congregation welcomed the Christ New Church Start into their fold, with Rev. Walker being appointed as Associate Pastor at Grace. This has been a marriage made in heaven! Both congregations are truly blessed. Now Grace has an Associate Pastor and an exciting new dimension to their college ministry with Flagler College. The former Christ UMC congregation compliments the Grace congregation by providing a new worship style and approximately sixty new members and additional financial resources. The opportunities at Grace UMC now enable Rev. Walker and the former Christ congregation to expand in the ministry they had envisioned!

One more time our Lord of Love turns what appears to us as a heartbreaking event into a rich blessing for His Kingdom’s sake!
Restoring Hope with Haiti

Plans are almost finalized for the first Northeast District UMVIM Team going to Haiti. As each day approaches September 3, the team is excited about the ministry possibilities that will take place with our Haitian brothers and sisters. In our preparation we still need the help of every UMC in our District. We are short with funding for our construction cost. Each team is asked to give $3,500 to UMCOR which is then matched that goes to pay for local workers and all construction material. Please pray about taking up a special offering at your church this month and sending it to the district office as soon as possible. Thank you for your support and prayers for this team!

Hollie

Rev. Hollie Tapley
Minister of Discipleship
Chair, Florida Conference UMVIM
Memorial UMC
601 Centre Street
Fernandina Beach, Florida 32034
904-261-5769
hollie@mumconline.com

Annual Stewardship Summit
September 10, 2011

All churches are invited to attend the annual stewardship summit on Saturday, September 10, 2011 at First UMC Orlando. We’re bringing Phil and Janet Jamieson from the University of Dubuque, authors of “Ministry and Money,” as our keynote speakers. For more detailed information and registration go to http://fumf.org/AboutFoundation/Events

September 20, 2011
Local Church Administrative Assistant Appreciation and Training
8:30 a.m. to 2 p.m
More details to come!!
Lay Servant Ministries Training
September 23 & 24, 2011
(both days required)

Friday, 6:30pm-9:00pm
Saturday, 8:30am-4:00pm

Oak Cresk United Methodist Church
5900 Ricker Road
Jacksonville, FL 32244

The course fee is $30.00 which includes materials and lunch. Registration will begin at 6:00pm on Friday evening with the first session starting at 6:30pm.

The basic course will qualify the participant as a Local Church Lay Servant. In this course you will be encouraged to recognize and employ personal spiritual gifts for the church in order to use them as God fully intended. The course will be taught by Kathy Walther, CLS and Sue Crews, CLS

There will be two Advance Classes:

Lay Pastoral Care Giving  - How do we learn to care for others in the community- whether the community of faith or extended community? This course will be taught by Timothy Farabaugh

Prayer - An in-depth look at the Lay Servant's Prayer Life. We will stress the following things: Learning more about prayer in order to feel more comfortable when leading in prayer, strengthening our calling as prayer leaders, and developing our personal relationship with Jesus through prayer. This course will be taught by Gloria Short, CLS

Click here for event brochure or for more information contact Gwen Dube’, District Lay Servant Ministries Director at (904)751-4912 or email ggdube@comcast.net .

The Strong Black Woman: Poised with Grace-Filled Authority
The African-American Women’s Leadership Conference
Lake Junaluska Conference and Retreat Center
September 15-17, 2011

This was an astounding success in 2010. The women who attended in 2010 gave this conference rave reviews and left asking, “When can we do this again!” This conference provides African-American women clergy and laity an opportunity to strengthen their leadership skills for ministry and to promote and practice self-care specifically as it relates to living as African-American Christian women.

While here, learn the foundation and importance of having your own program of self-care to form a more solid footing for more excellent ministry whether you are clergy or laity. Furthermore, you will have opportunities to network and build stronger bonds with other women throughout the church.

During this conference, the following topics will be explored and connections with living one’s faith demonstrated:

- Addressing Racism, sexism and sexual harassment in church and society
- Women’s Health Issues: Stress, Depression and Cardiovascular Disease
- Making Relationships Work: Personal and Professional
- Leadership Styles: Living with Grace-filled Authority

In addition to addressing these issues, this conference will be a time of inspiring and powerful worship led by successful and inspiring leaders such as Rev. Candace Lewis, Rev. Dr. Renita Thomas, Ms. Jennifer Davis, Rev. Dr. Sherry Austin, Rev. Dr. Sheron Patterson and Rev. Telley Gadson. Others are to be announced. We are encouraging women from all over the Southeastern Jurisdiction and beyond to be a part of this life-transforming experience. The participants will come away with new insights to help them use their gifts for even greater glory to God and draw even closer to God and to their sisters in Christ. For registration and additional information, please visit:

www.lakejunaluska.com/african-american-women
Pam Naplen, Event Registrar
pnaplen@lakejunaluska.com or 828-454-6656
Creation Care Task Force

EARTH CARE NOTICE

If you and your congregation are struggling with why and how to manifest the loving concern that God has for creation, your conference Creation Care Task Force are glad to help you out. Members of our group would consider providing programs for your church's weekly activities or for workshops and retreats. As with every aspect of our spiritual walk, accepting accountability for our part in God’s purpose frees us from guilt and releases us into a deeper walk with the Creator. Your task force is happy to come along beside you and help you and your congregation get your footing to represent the Creator's loving kindness to your community. Contact Melinda Trotti, Director of Justice and Outreach of the Annual Conference at 1-800-282-8011 x 504 or email mtrotti@flumc.org for more information.

If your congregation would like to look at ways to promote earth stewardship to your membership or community, you may be interested in the "Cool Congregations Challenge", through the Interfaith Power and Light. Check it out at http://action.interfaithpowerandlight.org/site/c.dmJUKgQZJil8G/b.7546813/k.8938/Take_the_Cool_Congregations_Chall enge.htm?auid=8637884. Involvement in this program could also help you on your way toward being recognized through our conference program. Contact Melinda Trotti at the conference office for more information on the new conference green recognition program.

The Florida Conference Creation Care Task Force seeks to encourage local churches to celebrate our role as creation stewards, in response to our mission to assist local congregations. If you are doing an earth stewardship event in your community, please share it with your conference task force and we can help spread the word!

Mark Johnson
Chairperson, Creation Care Task Force
Tax Refund Opportunity for Local Churches

- Does your church have 25 or less employees?
- Do you provide health insurance for these employees?
- Are you paying more than 50% of the cost of the health insurance premiums?
- Is your average annual payroll wages less than $50,000 per person?

If you can answer yes to all of these questions, you may qualify for a refundable tax credit for a percentage of the cost of the employer’s share of the health insurance premiums.

Yes, we said “refundable” as in money sent back to you from the IRS. Does this sound too good to be true? The Credit for Small Employer Health Insurance Premiums was part of the Patient Protection and Affordable Care Act passed by Congress in March of 2010, and was intended to motivate smaller employers into providing health insurance to their employees.

So if you answered yes to all of the above questions, follow the link to find out how to calculate this credit for your church, and how to file once you’ve finished the calculations. Word of warning: the calculations sound complicated, but this link will walk you step by step through the process and get you successfully to the other side, and hopefully to a much appreciated refund. Click here for further details.

Tax Tip

For those that have reached aged 70 ½ and are required to take a minimum distribution from your traditional IRA, you have the opportunity to make a charitable donation from your IRA, in lieu of your required minimum distribution. HOWEVER, YOU MUST ACT QUICKLY AS THIS OPPORTUNITY EXPIRES DECEMBER 31, 2011. Tax benefits include:

1) The distribution to the charity is not included in your adjusted gross income (AGI). Because it is not included in your AGI, it lowers the odds that you will be affected by various unfavorable AGI related rules—such as decreased itemized deductions, limited passive losses, and Social Security benefits becoming taxable.

2) It counts as your REQUIRED MINIMUM DISTRIBUTION (RMD). You can donate all or part of your 2011 RMD (up to $100,000) that you would otherwise be forced to receive and pay taxes.

3) If your traditional IRA consists of both deductible and non-deductible contributions which generally causes a distribution to be pro-rated between taxable and non-taxable, this distribution to the charity comes strictly from the taxable layer. Any nontaxable amounts remain in your IRA(s)—to be distributed tax free at some point in the future.

Requirements to qualify are as follows:

1) Must be distributed from an IRA AFTER you reach 70 ½.
2) Must be distributed DIRECTLY by the IRA trustee to an eligible IRS-approved charity.
3) Must meet the normal tax laws required to be a 100% deductible charitable donation.
4) It must be a distribution that would have otherwise been taxable, i.e. not a ROTH account.

If you have questions, please consult your tax advisor.
Calling All Clergy/Ministers’ Mates!

(Please forward to any known Mates.)

SAVE THE DATE!!!

Is/Was Your Spouse appointed by a United Methodist Bishop?

Is/Was Your Spouse serving a Local Church, Extension Ministry or Special Appt?

Then this Retreat is for YOU!!!

Thirty-first Annual Clergy/Ministers’ Mates Retreat

Friday, November 4 to Sunday, November 6
Florida UM Life Enrichment Center, Fruitland Park, FL

Spiritually-guided, uplifting worship services led by Juddy Karei, Asbury Seminary student from Kenya who will educate and inspire you.

Special sessions designed for mates who are young or new to ministry, those who are suffering from “moves anxiety,” dealing with child-rearing issues, major life changes, or simply in need…

Work Projects for male mates or fearless females who love working with hammers!

Interesting discussion sessions led by mates who have been in ministry for 10+ years

Fun and engaging breakout sessions designed to suit most everyone’s taste!

Can’t join us for the whole weekend, but still want to come? Sign up for the one-day retreat! Partial scholarships will be available for first-time attendees and mates with financial needs. WATCH FOR YOUR BROCHURE IN THE MAIL OR REGISTER at http://www.flumc2.org/event_detail.asp?PKValue=3414 beginning June 1st. Going to Annual Conference? Stop by our MM booth and pick up your brochure early!

For more information, send us an email at FLUMC-mates@cfl.rr.com or send us a message on our Facebook page under “Florida Conference UM Ministers’ Mates.”

• DAYCARE 4 BABES AND TODDLERS • ZUMBA • MUSIC & SINGING • FREE TIME FOR R & R • GAMES • ORGANIZED SPORTS • MASSAGES • FOOD (of course!) • WORK PROJECTS • BIBLE STUDY • ARTS & CRAFTS • OLD-FASHIONED FUN AND FELLOWSHIP
Early Response Team (ERT) Training

NOTE: Community Arise Training is required before taking ERT Training.

Early Response Teams (ERT) are self-contained teams who enter a disaster zone at the invitation of local emergency management officials. ERT’s offer a Christian presence and are trained to provide various types of physical, emotional and spiritual assistance to disaster survivors. ERT’s are registered with the Disaster Recovery Ministry of the Florida Conference and Disaster Recovery coordinates team placement with emergency management to get help where it is needed most after a disaster.

The two-day ERT training focuses on types, phases and levels of a disaster and explains what is meant by early response. It also covers spiritual and emotional care, support from the United Methodist Committee on Relief (UMCOR), faith-based response in disaster, and team leadership needs and equipment. Attendees receive a disaster response manual, T-shirt and badges identifying them as trained early responders for the Florida Conference and UMCOR.

COST: $30 per person/$40 per couple and includes housing, three meals, T-shirt, background check, ERT badges and manual. MUST BE 18 OR OLDER.

October 28 and 29, 2011 – Warren Willis Camp, Fruitland Park, Florida
Training begins Friday evening at 5:30 and ends Saturday afternoon at 4:00.

For more information or to register, please visit www.flumc.org/DisasterRecovery and follow the links to Early Response Team Training.

UMVIM (United Methodist Volunteers in Mission)
Team Leader Training

UMVIM Team Leader Training prepares volunteers to lead Volunteer in Mission teams to projects in the United States and around the world. You will learn the "ins and outs" of organizing a mission trip from recruiting the team, to picking the location, getting support, staying safe, planning the work and much, much more. You’ll also enjoy a wonderful time of fellowship with other “mission-minded” folks.

Not sure if you’re ready to lead a team? Come and learn what it takes – you’ll be well informed and a better team member!

COST: $25 per person. Participants receive a Team Leader Manual and lunch is included.

Please register online at: www.flumc.org/UMVIM

If you have questions, please contact Pam Garrison or Greg Harford in Disaster Recovery Ministry. pgarrison@flumc.org or (800) 282-8011 ext. 148 gharford@flumc.org or (800) 282-8011 ext. 195
Conference Board of Pension & Health Benefits introduces Wellness Initiative

Every day, Americans face the risks of developing chronic diseases. No one is immune to these risks. The risk of heart disease, high blood pressure, osteoporosis, diabetes, being overweight and some cancers can all be reduced by incorporating healthy behaviors such as physical activity, good nutrition, and stress reduction into our daily lives.

To begin addressing these and other health issues, The Conference Board of Pension & Health Benefits is introducing a wellness initiative for clergy and laity enrolled in the conference health insurance plan. This initiative will provide medical screenings to help diagnose problems at the earliest stage, encourage prompt treatment and follow up care of identified health conditions, provide specialized support for those with chronic diseases, promote fitness and exercise programs to help preempt diseases, health education to raise awareness on how to lead an active and healthy lifestyle, and behavior modification programs that help curtail tobacco use or attain weight control.

The programs and tools being made available through this initiative are provided by United Healthcare, the administrator of the conference health insurance program. UHC offers an extensive array of programs and tools that can support you and your family, from advice on diet and exercise to coaching programs that provide specialized support for people living with chronic diseases like asthma and diabetes. The health and wellness section of the website www.myuhc.com also offers a large library of articles, calculators, quizzes and other information to support your efforts to live a healthy life.

I know from experience how difficult it is to live a healthy balanced life. But, I hope you will take this opportunity to evaluate your physical and mental health needs and make a commitment to take some action to care for yourself. I’m also asking you to support this initiative by completing the United Healthcare online Health Assessment. Just go to www.myuhc.com and register or login to the home page and click the link Take a Health Assessment. You may be eligible for the wellness incentive – a $100 prepaid gift card - if you complete the assessment by August 31, 2011. Please share this opportunity with lay employees of your church, if they are enrolled in the Conference United Healthcare plan, as they are eligible for the incentive too.

Prepaid gift cards will be mailed by the end of September, 2011. The eligibility criteria for this incentive are listed below.

Thank you, in advance, for your support of this important initiative.

Eligibility Requirements for the Wellness Incentive

- Participants and their spouses (clergy and laity) who are enrolled in the Florida Conference United Healthcare Choice Plus plan for active participants are eligible for this incentive.
- Married couples who are both enrolled in United Healthcare’s Choice Plus plan can earn up to $200. Both the participant and spouse must each log in to the www.myuhc.com web site using their own unique username and passwords. (Spouses cannot take the Health Assessment under the participant's username).
- For married participants with a spouse not enrolled in the Florida Conference’s United Healthcare Choice Plus plan, only the participant needs to take the Health Assessment to qualify for the $100 incentive.
- For retired couples where one participant is enrolled in the United Healthcare Choice Plus plan and the other participant is enrolled in a Medicare Supplement plan, only the participant enrolled in the United Healthcare Choice Plus plan needs to take the Health Assessment to qualify for the $100 incentive.
In 1989, Executive Director, Amy Buggle was working as a special education teacher. She had been recently awarded Teacher of the Year and chaired a committee to find services for children with special needs. Day care was simply not available to this population.

With the help of Murray Hill United Methodist Church, Amy founded DLC Nurse & Learn. As they grew, DLC began offering more services, including, physical therapy, occupational therapy and speech therapy.

As more needs were found unmet in Jacksonville, DLC added services. Children with medical needs were not allowed in other special needs programs, thus DLC hired a Registered Nurse and Nursing Assistants. Our special children are now able to attend school and socialize with other children.

Between the two centers, DLC has cared for more than 1,400 children since it was founded.

Join us in congratulating Amy and the staff on 22 successful years of loving and caring for so many special children!

DLC Nurse & Learn 2011 Graduation Ceremony is Tuesday, August 16, 2011 at 6:30pm at Murray Hill United Methodist Church Fellowship Hall at 4101 College Street. For more information please call 904-387-0370.

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**Methodists United in Prayer**

**Cuba Mission Opportunity**

The Florida Conference has been actively involved with the Cuba Methodist Church for decades. Since 1997, the mission connection has been coordinated by *Methodists United in Prayer* (formerly called the Cuba-Florida Covenant). The Cuba Methodist Church is on fire and we help to feed the flames.

Our District is paired with the Havana District in Cuba. Some 23 churches from in and around Havana link with our churches. Mission trips, prayer, pastor visits, medicine, and financial support all play a role.

Many of our District Churches do a great job supporting their sister churches. In fact, we were blessed with four visiting Cuba pastors over the last year (more than any other District) and we sent eight people from Jacksonville to Havana. But we have some work to do. Of the 23 churches in Havana, 15 enjoy strong connections here; four churches have struggling connections, and four more are totally unconnected.

The Cuba church is growing by leaps and bounds, with new missions constantly being formed. But they need our help. Resources are scarce; medicines, and at times, food, are in short supply. The average Cuban earns only $25 per month.

We expect that recently relaxed travel restrictions will allow more mission caravans this year. We need your help NOW. If you are looking for a great mission opportunity, please get in touch about becoming a sister church. You will see immediate, tangible results from a modest investment of time and money.

George Reed
District Coordinator
george.reed@pv-umc.org

Facebook: Methodists United in Prayer
Facebook: Pastores Iglesia Metodista en Cuba
Iglesia Metodista en Cuba
La Sierra
Cuba Florida
Volunteer Keyboardist Wanted for Praise and Worship Band… Perhaps you have this talent, equipment and desire for this type of ministry. We play every Sunday evening at our service from 6 pm - 7pm. We practice every Sunday afternoon from 4:30 pm – 5:30 pm. We faithfully commit and volunteer our time and talents to this ministry. Please call Garden City United Methodist Church at 904-764-4627 or email gcumc1@yahoo.com.

Christ UMC Neptune Beach is looking for a new safe to set up a drop box system for handling cash that is received during pumpkin patch and other outside activities. If your church is changing safes or looking to get rid of your safe please contact us at 904-249-5370.

Save the date! October 15, 2011
Dr. Trudy Rankin will present, Spiritual Pilgrims, Jung & St. Threse at Avondale UMC, Jacksonville. Trudy suggests reading the book before this gathering.
Cost $25 which includes lunch. Time: 10:00 a.m. – 3:00 p.m. For more information email Frances Jennings at fyjennings@bellsouth.net or Avondale United Methodist Church at office@aumcjax.org

Free Books
If you are interested in books from 20th Century Theologians contact the district office at 904-396-3026
### Calendar of Events

**August 2011**

- **Recurring Monthly Reports**
- **15-31** Annual Ministry Protection Property and Casualty Insurance Review (Annual Survey)
- **16** Clergy Team Meeting, 6:00 p.m.-8:30 p.m. First UMC, Starke
- **18** Clergy Team Meeting, 9:00 a.m.-12 noon, Ponte Vedra UMC
- **19-21** Lay Servant Ministries Fifteenth Annual Conference Leadership Training Event, Life Enrichment Center, Fruitland Park, FL
- **22** District New Church Development Committee Meeting, 10 a.m. District Office
- **22** District Leadership Council Meeting at Orange Park UMC at 7 p.m.
- **25** Annual Charge Conference forms available on-line

**September 2011**

- **Recurring Monthly Reports**
- **12** Congregational Excellence Team Meeting 1pm at Spring Glen UMC
- **20** NE District’s Local Church Administrative Assistant Training, 8:30am-2:00pm at Swaim Memorial UMC
- **26** District New Church Development Committee Meeting, 10 a.m. District Office
- **26** District Leadership Council Meeting at Orange Park UMC at 7 p.m.

**October 2011**

- **Recurring Monthly Reports**
- **16** Health Insurance Adoption Agreement - All churches must return the adoption agreement found at the bottom of the document either agreeing to participate or waiving participation in the Health Benefits Plan for Lay Employees in 2012. Eligible Clergy are required to participate. [Click here](#) for more information.
- **24** District New Church Development Committee Meeting, 10 a.m. District Office
- **24** District Leadership Council Meeting at Orange Park UMC at 7 pm
- **31** Clergy Assessment Process “Understanding our Ministry Together.” The clergy assessment process for 2011 is available online at [www.flumc.org](http://www.flumc.org) under the Ministries Tab: Center for Clergy Excellence. Clergy and the Staff/Pastor Parish Relations Committees should meet in the fall to complete this process. The report is due to the District Office every year by Oct. 31. [Click here](#) for more information.

- **31** Continuing Education – Complete in conjunction with the Clergy Assessment Process; Due to the District Office every year by October 31st.

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**Don’t forget!**

- **Recurring Monthly Reports**
  - Missional Vital Signs (e-mail sent to MVS Reporter on the 5th of each month requesting statistics from the previous month). For more information contact your District Office.
  - Download online Monthly Billing Reports from Florida Conference website
    - Health Insurance and Pension Statements
    - Property Casualty and Workers Compensation Insurance Statements
    - Apportionment Statements