

PERSONNEL UPDATE FORM 2008

This form is to be used for **ADDITIONAL INFORMATION** and **CHANGES** to your **Clergy/ Diaconal Minister Record** kept in the Professional Human Resources Office at the Conference Service Center, and for changes to the 2008 Conference Journal.

This form is also your reporting form to your District Superintendent and the Board of Ordained Ministry for your ministry development/ continuing education during the past year.

Changes you have sent or will send to the Conference Service Center will be reflected in the next Conference Journal. Changes of appointment and consequent address, phone number, etc. changes are entered by the Conference Staff as they are processed through the year.

Please return this UPDATE FORM with your other materials on CHECK-IN DAY.

NAME OF MINISTER _____
(please print) Last Name First Name Middle Name Last Name at Birth

OF FAX # : _____ OF EMAIL: _____

HO FAX # : _____ HO EMAIL: _____

Amount in next year's local church budget for Pastor's Continuing Education \$ _____

1. Continuing Education events attended since January 2007 which are NOT RELATED to North Indiana Conference programs (Use back of form if more space needed):

Title Starting date Ending date Place Learning Integrated:

2. List all the Continuing Education events attended in 2007 sponsored by our Conference and note one thing you have integrated in your life and/or ministry from each. (Use back of this form for full report):

Dates Title of Event Learning Integrated:

3. Corrections or additions to your service record as it appears in the 2007 Annual Conference Journal.

4. FAMILY RECORD: List any changes during 2007:
(If newly married - *name of spouse, date of marriage, spouse's birthdate, and spouse's social security number*)

New children in the family in 2007 - *name, date of birth*

5. EDUCATION: List any degrees, diplomas or licenses earned during 2007:
Name of credential, field, school, date of award

Date Update Completed _____ Signature _____

For Conference Use

Date entered into Personnel File _____ Entered by _____