

Table 4 (Report of Pastor: Part 2)

The report of the pastor shall include the names of all persons involved in the changes in membership and other items as outlined in the 2016 *Book of Discipline* (§§ 234, 340). This report should cover as fully as possible the work of the pastor. Care should be taken not to duplicate the reports of the Church Council, committees, organizations, and officers of the charge.

New: There is an upload option for importing the names on questions 1, 2 and 3. In preparation prepare a spreadsheet that includes the question number (1, 2, or 3) in column 1, the first name in column 2, and last name in column 3. There also needs to be a header row, the column names don't matter. A template is available here <https://www.ngumc.org/files/fileslibrary/endofyearreports/table4template.xlsx>.

I. BAPTISM

1. List those who have been received into baptized membership since the last report.

The number of people listed must match the total entered on line [9a](#) of Table 1

II. MEMBERSHIP

2. List those who have been received into professing membership since the last report.

The number of people listed must match the total entered on lines [2a + 2b + 2c + 2e + 2f + 2g](#) of Table 1

3. List those who have been removed from the professing membership since the last report.

The number of people listed must match the total entered on lines [3d + 3e + 3f](#) of Table 1

III. MEMBERSHIP AUDIT

4. Have the membership records and rolls been audited? (231) _____ If not, why not?

5. The Pastor shall give a report on the state of the church and an account of pastoral ministry as it relates to (340): providing support, guidance, and training to the lay membership in the church; ministering within the congregation and to the world; and administering the temporal affairs of the congregation. Include as a part of the report a statement outlining the pastor's program of continuing education and spiritual growth for the past Year and plans for the Year to come (349).

IV. OTHER

6. An Employer Identification Number is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. An EIN is usually written in the form 00-0000000.

This report is provided for reference purposes only.

Please complete the report online at <http://data.ngumc.org>.