

Dear _____:

Every year, our Committee on Ministry asks members in Validated Ministries and Members-at-Large to file an “Annual Report” with the presbytery. In the past, these reports were requested in October/November, with a “due date” of December 31 ~~ the busiest time of the year for Ministers of the Word and Sacrament!! That just didn’t make sense to me, and so the Committee on Ministry agreed to request and gather the annual reports during the summer months instead of during the Advent Season.

And so, the reason for this letter is to let you know that it is “Annual Report Time,” and to ask that you complete and return the Annual Report form included with this letter. This year’s Annual Report form has been updated and revised, so please use this form; please do not use forms from prior years. There are several ways for you to return your Annual Report to us:

- print out the Annual Report, fill it out, and fax or mail it to the presbytery office
- open the Annual Report document, fill it out online and email it to office@ptcaweb.org
- call or email the presbytery office and set up a time to talk with Jennifer or me so that we can gather the necessary information from you directly

If you have questions, please send an email to Jennifer (office@ptcaweb.org) and me (statedclerk@ptcaweb.org). We will be glad to talk with you and assist with gathering the information needed for your Annual Report.

Your Annual Report is just one way for our presbytery to connect with you and learn about your life and ministry. I realize that filling out these report forms may seem impersonal, and I regret that because you are an important member of our presbytery and we value your ministry, your presence, and your gifts. The Annual Report provides an opportunity for you to communicate any concerns or requests to us so that we can better support and serve you.

Thank you for your attention to this task. I look forward to receiving your report.

In Christ’s service with you,

Barbara Lutter
Stated Clerk

ANNUAL REPORT FAQ

Why does the presbytery ask for a report from me every year?

One of our priorities as a presbytery is to nurture and support our ministry leaders, including Teaching Elders engaged in Validated Ministries and Teaching Elders who are Members-at-Large of our presbytery. The information in the Annual Reports we receive helps us identify and plan supportive and nurturing opportunities for you. We honor the connectional nature of our relationships; we honor the mutual accountability inherent in our polity. We recognize that the presbytery is responsible for annually reviewing the work of all ministers engaged in Validated Ministries (G-2.0503a) and reviewing the status of all minister Members-at-Large (G2.0503b), however we believe that the purpose for the Annual Report is to help create, support and deepen relationships between the presbytery and its Teaching Elder members.

What does the presbytery do with my report?

Your report is reviewed by the stated clerk and the Commission on Ministry. We update your ministry status in our files, as well as with the Office of the General Assembly (if necessary). If your ministry or status has changed in the past year, we may contact you to follow up so that we can make sure all records are updated and correct. Your report is kept in the presbytery's secured (locked) files, and is treated as a confidential document.

What happens if I don't complete and return my report?

If your report is not returned, we will follow up with you with an email or telephone call. We will want to talk with you, and respond to any concerns you have about the Annual Report, and explore the reasons why you've not returned it. We will want to explore ways we can strengthen our relationship with you so that you will feel more comfortable about the Annual Report process. With the implementation of our new committee structure and the creation of the Pastoral Leader Care Team, this follow up can be better managed.

If my personal or professional circumstances have changed in the last year, will that change my membership status?

It might. If you are now "retired," and you want your membership to be designated as Honorably Retired, we will want to discuss this with you, and begin that process. If you are not actively serving in a ministry position, we will want to talk with you about the "Member-at-Large" designation to determine if that designation is appropriate. If you have been serving in a "Validated Ministry" but your job or employer has changed since your last Annual Report, we will want to talk with you about whether the presbytery should determine if your current position can be validated, and then begin that process. In all of these instances, we want to work with you, support you, and make sure that your membership status remains secure.

PRESBYTERY OF THE TWIN CITIES AREA
2020 ANNUAL REPORT AND
REQUEST FOR RENEWAL OF MINISTRY VALIDATION

This form should be completed by a Teaching Elder who is currently serving in a ministry that was validated by the PTCA in a prior year and the Teaching Elder is requesting that the PTCA re-validate that same ministry.

Name: _____

Address: _____

City, State, Zip code: _____

Telephone Numbers: Preferred _____

Alternates _____

Email address: _____

Job Title: _____

- Please attach a copy of the current Position Description for this ministry.
- On what date did you begin this position?
- Please attach a brief paragraph describing how this particular ministry is helpful to the church in mission.
- Does this position require ordination as a Minister of the Word and Sacrament? How does preaching of the Word and presiding over the Sacraments enhance this ministry?

Employer: _____

Supervisor: _____

- Please attach a letter from your supervisor/employer affirming that you are currently employed and in good standing.

- Describe how the supervision of your work is accomplished.

Ordination Requirements

- What about this position requires you to administer the Sacraments or preach the Word?
- How does preaching the Word and administering the Sacraments enhance your ministry?

Participation

- In the past year, within which PTCA congregation were you active? Briefly describe how you participated in the life of this congregation.
- In the coming year, within which PTCA congregation do you expect to be active, and how do you expect to participate in the life of the congregation?
- In the past year, in what ways did you participate in the life of the PTCA?
 - What PTCA stated meeting(s) did you attend? Only occasionally – works business hours.
 - What committees, commissions, task forces, working groups, or social/support groups did you serve?
 - Identify any ecumenical or ecclesiastical activities in which you participated in the past year.

General Interest: Please choose 3 of the following questions to answer.

What parts of this ministry position surprise or excite you?

Where are you using your strengths?

What has moved in the status of your ministry in the last year?

Are there changes or milestones in your personal life that you would like to share with us?

Where are you feeling stuck?

What is the next stretch or challenge for you in your ministry?

As you engage in this ministry, how are you able to serve and aid others, and enable the ministry of others?

What self-care activities are important to you?

What support do you need from the PTCA as you begin this new ministry?

Attestation and Signature

By signing this Application, I certify that I know the contents and statements in the Application are true and correct representations of my proposed ministry activities. I request that Presbytery receive this Report and renew the validation of this ministry position for the coming year.