

# VICE-CHAIR ANNUAL REPORT FORM

\_\_\_\_\_  
**Church Name**

I have earnestly endeavored to fulfill my responsibilities as Vice-Chairperson this year:  
 YES  NO

I hold the following position(s) on the Local Board of Administration in addition to Vice-Chairperson: \_\_\_\_\_.

I have given attention to the following:

1. I presided over \_\_\_\_\_ (no.) sessions of the Local Board of Administration.
2. I presided over:  
    \_\_\_\_\_ (no.) sessions of the Local Church Conference.  
    \_\_\_\_\_ (no.) sessions of the pastoral vote.  
    \_\_\_\_\_ other (explain) \_\_\_\_\_.
3. I have been a praying, working, supporter of my pastor:  YES  NO
4. Our Local Board of Administration has reviewed the pastoral compensation package and has budgeted a raise for the coming year:  YES  NO
5. Our church held a Pastor's Appreciation event:  YES  NO
6. Our church covered the cost of our Pastor/Spouse to attend the Minister/Spouse Gathering:  YES  NO
7. I had to contact the District Superintendent concerning advice on church matters:  YES  NO
8. Our church went through (or is going through) a pastoral change this year:  YES  NO

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

(1 - copy to pastor, 1 - copy to LBA, 1 - copy to District Superintendent and 1 - your copy)