

FORM A
Church Directory Information Instructions

Form A is used to update congregational information in denominational and district records. This is the information that will be printed for your congregation in the **2012 Yearbook**. Please update the form and make a copy for your records. **Return the original updated form to the Yearbook Office by May 15, 2012. A return envelope has been provided.**

1. Church address

- Provide your congregational mailing address. If the church does not have its own mailing address, write "Send Mail to Pastor" or provide name and address for a contact person who will receive the church's mail.
- If the church location is different from the mailing address, indicate physical location address of church on the line provided.
- Indicate the county in which the church is located on the line provided.
- Provide a church phone number if available. Note area code changes.

2. Congregational e-mail address and Web address

- Provide a congregational e-mail address. If possible, this should be an e-mail address that is held only by the congregation, not an individual.
- If your church has a Web address, indicate it on the line provided.

3. Ministerial staff and moderator

- If the name, mailing address, phone number, and e-mail address are correct, make no changes.
- When correcting or changing information, type or print clearly.
- Check the phone numbers for area code changes.
- Do not include as ministerial staff people serving your church under free ministry or pulpit supply.
- Do not include a person as ministerial staff unless he or she is licensed or ordained.
- If you expect a ministerial change, indicate the dates when the current minister will leave and the new minister will begin.
- Be sure your district office is aware of any ministerial changes. In order for your congregation's ministerial changes to be included in the denominational database and the 2012 Yearbook, your district office must provide a Ministry Report Form to the Office of Ministry.

- 4. Under Accommodations for people with disabilities, mark Yes or No for each area of disability accommodation.**

If you have questions about Form A please contact:

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Thank you for your cooperation in completing and returning this form to the Church of the Brethren.