

**IF YOU ARE NOT THE PERSON TO FILL OUT
THIS CONGREGATIONAL INFORMATION FORM,
PLEASE GIVE IT TO THE CORRECT PERSON.**

**FORM B
Mailing Address Information Instructions**

Form B provides congregational mailing addresses for use by the denomination as well as your district office. Instructions are printed directly on the form. **Be sure to read the instructions before you begin updating the form.**

In the event that your congregation is without ministerial leadership during the year, the board chair automatically becomes your church's pastor contact with the denomination. **It is very important that you provide a name for this position.**

Two new positions were added to Form B last year – Family Life Contact and Older Adult Contact. If you have a person in your congregation who is in charge of a family life ministry or a person who is in charge of an older adult ministry, please include their names in the appropriate spaces on the form.

Use the enclosed envelope to return the original updated form to the Yearbook Office, 1451 Dundee Ave., Elgin, IL 60120 by **December 31, 2011**. Do not staple the pages. Make a copy of the updated form for your church records.

Beginning with last year's edition, the Yearbook is now on a CD and has moved from a spring publication date to a fall publication date. To accommodate this new schedule, the additional two forms which your church receives each year from the Yearbook office have new mailing and due dates. The statistical form will be mailed to each congregation in early January with a due date of March 15; the Form A will be mailed around April 1 with a due date of May 15.

If you have questions about any of the forms, please contact:

Jean Clements, Yearbook specialist
1451 Dundee Ave., Elgin, IL 60120
800-323-8039, ext. 206
jclements@brethren.org

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