

EPC POTE Teaching Elder Annual Reporting Form Instructions

Annually, the Teaching Elders (TEs) of the Presbytery of the East (POTE) are required to submit completed forms to their Ministerial Committee (MC) to enable the MC to support them in their ministry (required by BOG 21-2.D.1.f). The forms to be completed annually (and links to the actual forms) are as follows:

- [Annual Review of Terms of Call of Teaching Elders](#), and
- [Annual Report on Teaching Elders](#).

These forms are to be completed in January of each calendar year for the previous calendar year of ministry. While the forms should be fairly self-explanatory, some specific helps and clarifications for each form are included below.

In the case of both forms, it is no longer necessary to print, sign, and scan the form in order to submit the form. Each of the PDF forms are editable so that they can be downloaded and edited on a computer. To “sign” the form, type your full name on the signature line and email the form from your email address to mc.pote.epc@gmail.com. The receipt of the forms from your email address will suffice as a signed form.

Annual Review of Terms of Call of Teaching Elders

The Annual Review of Terms of Call (ToC) form is required of all pastors, associate pastors, assistant pastors, out-of-bound (OOB) pastors, and commission pastors, although how the form is filled out can vary.

The upper section of the form with name, church, and address are to be filled out by all TEs. The “Terms of Call” section (numbers 1-13) will vary depending on your TE role.

Pastors, Associate Pastors, and Commission Pastors – will fill out one (1) column of ToC data if their ToC have not changed in the past calendar year. If the ToC have changed, then indicate the date when the ToC changed and show both the new and old ToC data.

OOB Pastors – will fill out the first field of the ToC data with their OOB term start and end date. If they began a new term in the past calendar year, then show the old term start and end date, and the new term start and end date. Numbers 1-13 are not required to be filled out by OOB pastors.

Assistant Pastors – will fill out the first field of the ToC data with their assistant pastor term start and end date. If they began a new term in the past calendar year, then you should show the old term start and end date, and the new term start and end date. Numbers 1-12 are required to be filled out by assistant pastors.

Associate/Assistant Pastors – Number 13 is to represent your associate or assistant pastor title or a summary of your primary responsibilities as an associate or assistant pastor.

Annual Report on Teaching Elders

The Annual Report on Teaching Elders form is required of all TEs, and is to be completed in full. Each of the questions should be self-explanatory as to what is requested. If the space on the form is insufficient to report all that you want to report, then feel free to also email an additional text document with your signed form that expounds on the questions where you did not have sufficient room to respond.