



THE PRESBYTERY OF NORTHERN WATERS

TO: All Clergy in the Presbytery of Northern Waters
FROM: Rev. Robyn Weaver, COM Co-Chair
Rev. Corey Larsen, COM Co-Chair
DATE: June 4, 2024
RE: Annual Reporting Forms for 2023-2024

It is that time of year when the Committee on Ministry is charged with compiling a report of all clergy members of Presbytery, those serving churches, retired clergy, those currently in non-parish positions, and those serving in some fashion out of the normal PNW parish duties.

The salary and benefits package report for the past year report is **required** by the BOO G-2.804 and will be approved by Presbytery at its October Meeting. Please complete and return **by August 1, 2024**. Would you find it helpful to meet with a representative of COM?

Service outside of normal Presbytery parish duties requires special validation by Presbytery annually. Thus, we need a report about your current employment, if employed, including contractual terms and your ministerial or pastoral activities in the past year. Please complete and return it **by August 1, 2024**.

(Please note that only the forms that apply to you will be the ones that you will complete and return.)

Return to:

Presbytery of Northern Waters
2105 Woodland Avenue
Duluth, MN 55803
Or
Presbyteryofnorthernwaters@gmail.com

We understand that salary adjustment may not be formally approved until action is completed at your annual congregational meeting (which may not take place until late January or February 2024). **However, if session or a personnel committee has negotiated a salary, please report your “anticipated” salary now, rather than waiting for the congregation’s actions.** If there is a change that occurs, then report that change subsequently.

Thank you for your prompt attention as this report must be ready for the COM and the October Presbytery Meeting.