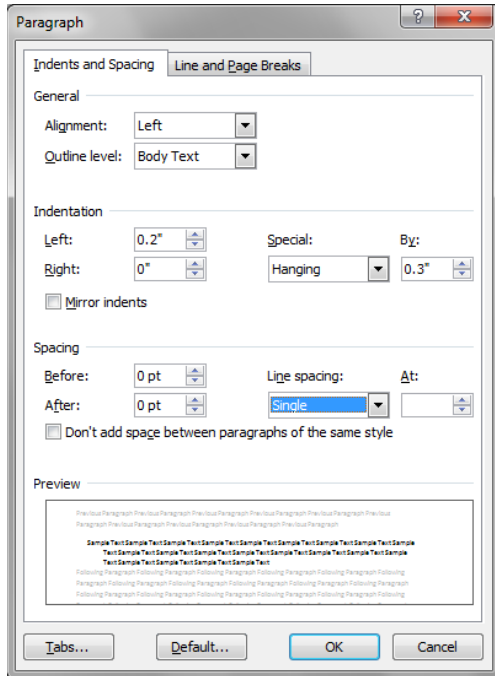
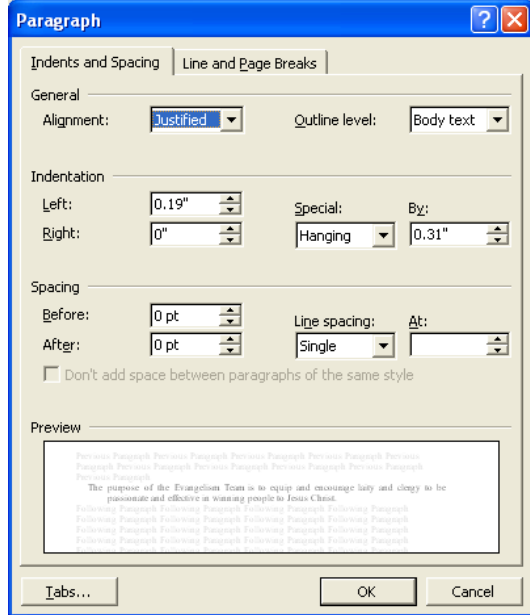




Follow these guidelines as you write your report.

1. **Keep reports to one page** unless you are sharing policy or have an action item. Please adhere to this page limit so we can be good stewards of resources.
2. Divide the report into three main sections
 - a. Ministry name, contact person and contact information including an email address, and purpose of the ministry
 - b. Glory sightings and any information concerning the ministry in the last year. Goals that require no action for the coming year should also be included.
 - c. Any action items for the Conference to consider for the coming year. This includes events that planned to be held in the conference name, resources needed from the conference, etc. If you do not have any action items, please add "for information only" at the end of your report.
3. Use these as your page **margins**: Top: 1", Bottom: 1", Left: 1.25", Right: 1.25".
4. **Format** the body of the document as follows:
The **font** is Times New Roman; font **size** is 11.
Alignment is justified.
Indentation at left is 0.2.
Use the **Special indentation** "Hanging" at 0.3".
The **Spacing** both before and after should be 0 pt.
Line spacing is Single.

The following show what your Format/Paragraph box should look like (go to the Format menu in Word 1997-2003 or the Paragraph section in Word 2007).



5. **Format for title** lines: The font is Times New Roman. Center the title and include the following:

Line 1: Name of your committee or organization centered, all caps and bold; Font size 16

Line 2: Name of the chair(s), president, or other leader(s) of the group (not all caps or bold), followed by that person's title; Font size 12

Example

BOARD OF NEW TESTAMENT SCHOLARSHIP

John Doe, Chair

6. Capitalize the word "bishop" when referring to a specific bishop, as in this example.

Bishop Fairley will preach at our bicentennial celebration. We are happy to have the Bishop joining us for this special occasion.

Use lower case for the word "bishop" when referring to the office of bishop, as in this example.

The bishop will form a team comprised of two district superintendents and one clergyperson.

The same rules apply to the words "district superintendent."

7. Capitalize the names of specific committees, boards, and teams, as in this example.

The Kentucky Annual Conference Board of Trustees will meet on August 25.

Use lower case when referring to such organizations in a general way, as in this example.

Each local church will have a board of trustees.

8. This is the proper way to write these words: The Book of Discipline, 2008. Underline the title and capitalize the word "the."

SAMPLE

COMMITTEE ON PRE-CONFERENCE PUBLICATIONS

 Your Name , Chair
Contact information (email and/or phone)

The purpose of the fictitious Committee on Pre-Conference Publications is to create guidelines for the use of Kentucky Annual Conference leaders in preparing their reports for publication in the Reports Book that is distributed to lay and clergy members of our Annual Conference.

In 2013, we met monthly to discuss rules of grammar and punctuation. An important consideration was reinforcing the correct use of the semi-colon. To improve writers' understanding of how to use this punctuation mark, we created a semi-colon seminar and offered it on the Conference web site and at three district gatherings. Participants reported a better knowledge of the semi-colon and how it should be incorporated into documents.

Action Item: We look forward to the summer of 2014 when we will offer training on when to use "it's" versus "its" and selecting action verbs to better convey your team's work. In October 2014, we anticipate a lively discussion as we debate the use of the serial comma.

Action Item