



**SOUTHWESTERN
PENNSYLVANIA
SYNOD** EVANGELICAL LUTHERAN
CHURCH IN AMERICA

Office of the Bishop

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To: Ministers of Word and Sacrament and Ministers of Word and Service of the Southwestern Pennsylvania Synod

RE: 2024 Annual Report to the Bishop Form & Congregation Report Form (Parochial Report)

Date: December 5, 2023

From: Sandy DeLorenze, on behalf of Bishop Kurt Kusserow

2024 Report to the Bishop Form: The 2024 forms are now available on the ELCA website. Please access the form electronically if possible and also submit your report to the synod office electronically. **Please choose the appropriate form for your roster status** and e-mail the completed forms as soon as possible to my confidential e-mail address: sandy.delorenze@swpasynod.org. The following link may be used to access the forms: <http://www.elca.org/en/About/Churchwide/Office-of-the-Secretary/Rostered-Leaders>

*(A note about the forms: These forms are in the fillable PDF format. **Please download the form and save it to your computer first, and then name, complete, save, and send the form.**) The forms have "fixed" field sizes, meaning that the more input you enter, the smaller the font size becomes so that all text entered into the field will print. You may wish to keep that in mind as you complete your report. If you have a lot of content to include in any one field and you do not want the font size to be too small, you may wish to attach a separate Word document (addendum) for overflow information when you send your report to Bishop Kusserow*

These reports are very helpful tools for sharing updates on your lives and ministry, and every report is read. They also fulfill your responsibility to submit a report to the bishop each year, according to constitution provision *C9.13. Our synod practice is that only the bishop and I have access to the information you share. However, also note that the form indicates that the information contained in the report may be shared with other synod staff members at the bishop's discretion.

We ask that your form be completed and returned to the bishop, via my email address, by February 25, 2024. If you prefer to complete your form by hand, please contact me to request a hard copy form that you can return to me by mail: ATTN: Sandy DeLorenze; Southwestern PA Synod; 1014 Perry Highway, Suite 200; Pittsburgh, PA 15237.

Attention Pastors in Congregation Calls: Please watch your email from a message that you will receive on December 13, 2023 from Adam DeHoek, Office of the Secretary, ELCA. His email will provide information about the 2024 annual congregation reports (parochial reports). Your congregation ID will be required to complete the report. The ID may be found on pages 69-72 of the 2023 Bulletin of Reports.

The processing of your annual report to the bishop form is important and takes some time to complete. We ask that you submit your reports in a timely manner. Thanks for your cooperation, for your sharing, and for responding promptly. The synod staff and support staff pray that 2024 will bring you renewal, hope, peace, and God's abiding love and care.

In Christ's Peace,

Sandy DeLorenze, Executive Assistant