

2025 REPORT INSTRUCTIONS

REPORTS ARE DUE BY MARCH 3, 2026.

Please read these instructions carefully. When you are ready, go to ub.org/reports to link to the online Unassigned Minister Report form.



Like last year, all reports will be submitted electronically using our online form. Please note that this means that you **will not be** submitting a hard copy to the bishop's office by postal mail or attaching a document by email; instead, you will simply fill out the online Unassigned Minister's Report form found at ub.org/reports and submit it that way.

Minister's Annual Report. An annual report is required of all licensed United Brethren ministers. Upon submission, you will automatically be emailed a copy of your report, which you will want to save for your records. Since you will not be able to access the online form after submission, it is important to save the copy that is emailed to you. If you have questions about anything, please don't hesitate to contact Jamie Hoffman at jamie@ub.org.

Helpful Instructions:

Exemption from Assignment: If your ministry status is currently exempt from assignment, you will be asked to select the category of exemption that represents your reason for this status: ministry-related service, retired, leave of absence, medical leave, inactive, or probation. To ensure accuracy, please refer to Chapter 16 of the Pastoral Ministry Handbook (ub.org/pmh/pm-exemptions/) for explanations related to which designation to select related to your own status.

Ministry Involvement: Briefly describe your involvement in any type of ministries in 2025. You can also discuss any details you might want to share related to your current occupation and your ministry status of exempt from assignment.