

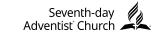
Corporation of Seventh-day Adventists

ME	REPORT DATE
DRESS	DATE COMPLETED

Employee Monthly Report Pastoral Ministries

	CITY		STATE ZIP						astoral Millistries				
REPORT OF MINISTRIES		PAST	ORAL EXPENSES						MILEAGE COMPUTATION				
1. How many Sabbaths Sermons did you preach?		Day	Explanation of Expenses Reported	*Approved Special Mileage	Parking or Transportation	Per Diem**	Lodging	Miscellaneous Amount	Close of month odometer read	na	First Automobile	Second Automobile	
2. How many Sabbaths were you present for Sabbath School?		1							Start of month odometer reading	J			-
3. Did you have a monthly board meeting? Date	[]Yes []No	3 4							Difference	9.			-
4. Did you attend a Department council meeting? Select which Department(s) □ Elders □ Family Life □ Health/Temperance		5 6 7							Total combined mileage Less personal mileage				
□ Sabbath School □ Clerk □ Stewardship □ Deacon/Deaconess □ Religious Liberty □ Audio-Visual □ Treasury □ Music □ Pathfinder 5. Did you conduct a training program?	□ Education	8							Less extra budget mileage Total mileage driven for Confer	ence			
What kind? 6. How many Bible studies did you personally give?		10 11 12							OFFICE USE ONLY				
7. What was the average number of hours you spent in personal Devotion each week?		13 14							Regular Pay Area Travel	28			48 51
8. What was the average numbers of hours you spent in a quality Family Activity per week?		15 16							Advance	130	Moving Reim	bursement	52
What was the average number of hours you spent in physical exercise per week?		17							Travel Advance	131	Duplicate Ho	ousing	54
10. Did you have a Baptismal Service?	[]Yes []No	19							Automobile Insurance 20%	132		Torright Decid	166
11. How many did you baptized? 12. Did you have a Business Meeting Date		20 21 22							Miscellaneous Purchase Special Travel Mileage		Conference		
13. Did you have a Communion Service Date	[]Yes []No	24							Special Travel Transportation Special Travel Lodging	41			
14. What are two objectives you accomplished this month? Select the appropriate category Personal Pastoral Evangelistic	☐ Administrative	25 26 27							Special Travel Per Diem Special Travel Airlines	43 <u> </u>			
Objective Number 1. Select the appropriate category Personal Pastoral Evangelistic	☐ Administrative	28 29 30							Special Travel Rental	45			
Objective Number 2		31	Please Total All Columns	and Translation		and highly Dragi	dent or Vice Dre	sident for Finance					

*Special Travel mileage must be approved by the President or Vice President for Finance.



Employee's monthly reports are due the 5th day of each month.