

18th Session of the Midwest Conference Reporting Schedule

Please note that Bishop Brookins wants all of the Non-Video reports submitted no later than 30 days before Annual Conference. That means that the 5th District Pastor's Report Form and the Google Form Reports are due by September 8th.

As a reminder, here are the submission guidelines for the **non-videos reports** that are due by **September 8, 2025**:

1. Email the completed **5th District Pastor's Annual Conference Report form** (a copy of the updated form is attached) to your Presiding Elder; the Midwest Conference General Secretary, Rev. Shirley Heermance; and the General Secretary of the A.M.E. Church, Rev. Tyronda Burgess
2. Use this link for submitting the **Google Pastors Report form**: [Pastor's Annual Report 2025](#)
3. Use this link for submitting the **Google Board & Auxiliary Report** from: <https://forms.gle/xNEhxJtrsDmSm8k77>
4. Use this link for submitting the **Google Literary Report form** if your committee has actually functioned during the 2024-2025 conference year: <https://forms.gle/n5TXnQNY9AtQu3jK6>

Likewise, here are the guidelines for submitting the Pastor Video report by September 30th:

1. Format Requirements:
 - a. Accepted file types: MP4 or MOV
 - b. Maximum length: 2 minutes
 - c. Orientation: Landscape (Horizontal) preferred for consistent playback
2. Video content should include:
 - a. Name of the pastor reporting and length of service at the current charge
 - b. Name of the church or mission
 - c. Name of the duly elected delegate to the Annual Conference
 - d. Praise Report: The best thing that happened in your church this year
 - e. Prayer Request: The most difficult challenge your church faced this year
 - f. Highlight: One noteworthy event or effort related to Mental Health, Music or Mission
3. Midwest Conference Submission Deadline, Location & Password:
 - a. Submission Deadline: 9/30/2025
 - b. Submit your video to: <https://www.dropbox.com/request/1vp6xzMgvl5ZKwUYOv8w>
 - c. Password: Cooper