



Central California DISTRICT COUNCIL

16B EPISCOPAL DISTRICT | PENTECOSTAL ASSEMBLIES OF THE WORLD, INC.

BISHOP ROBERT T. DOUGLAS, SR.
DIOCESAN

SUFFRAGAN BISHOP DAVID RHONE
CHAIRMAN

CHURCH REPORTING INSTRUCTIONS

“SUMMARY” TAB

1. Today’s Date: Enter the current date.
2. Church Information: Complete all fields. *Certain details will replicate into other forms.*
3. Submitters Information: Complete all fields. *Certain details will replicate into other forms.*
4. Membership Information: Complete all fields.
5. Registration Details: Fill-in the “Quantity” column, only.
6. 365 Contingency Fund: Fill-in the amount to earmarked for the contingency fund.
7. Aeon Bible College (West Coast): Fill-in the amount to earmarked for the college.
8. Auxiliary Support: Fill-in columns to reflect support, as desired.
9. Summary: If paying by check, type in the check number.

“NATIONAL” AND “STATE” TABS: *Only complete this section if applying for or renewing licenses*

1. New (N) / Renewal (R): Type N if applying for a license or R if renewing.
2. Licensee: Enter the licensee’s information in the designated areas.
3. License: For each licensee, enter a “1” in the appropriate column. *Please ensure a “1” is in the correct column as the fee total will calculate accordingly on the Summary tab.*

“LAY MEMBERS” TABS

1. Registrant: Type or paste* the names of lay members in the Last Name and First Name columns.
2. Registrant Details: Fill-in the appropriate columns for each member.
3. There are three (3) Lay Member tabs to accommodate up to 300 members (100 per tab). Be sure to complete the first tab before proceeding to “Lay Members (2)” and complete the second tab before proceeding to “Lay Members (3)”

Perchance additional pages are needed for Lay Members, send an email request to
TWillis@CentralCDC.org.

** To avoid retyping all names, consider copying them from previously used reports and pasting them into the new one. The Last Name, First Name layout is the same, therefore the copy and paste approach should work. You may disregard font or font size differences.*

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