



## Hamilton Conference

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**Date:** February 1, 2018

**To:** All Persons Reporting for the 2017-2018 Programme Year in Hamilton Conference:  
- Presbytery Chairs  
- Committee Chairs  
- Network Contacts  
- Staff  
- Others

**From:** Peter Hartmans, Executive Secretary

**Subject:** **REPORTS FOR THE 2017-2018 PROGRAMME YEAR IN HAMILTON CONFERENCE**

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It is that time of year again when I write to remind you of the need for a report on the mission and ministry of your Presbytery, Committee, Network or Institution to Hamilton Conference.

This year we will be dealing with these reports through the Hamilton Conference Executive. Hamilton Conference Executive will review the reports at its spring meeting on April 26, 2018. We will be posting the reports on the Hamilton Conference Website, [www.hamconf.org](http://www.hamconf.org), in PDF format.

We ask you to keep your report to two pages. Anything more cannot be posted.

Your report will be most legible if you use Times New Roman, 12 points. We recommend nothing smaller than 11 points. Please leave a 1" margin all around. Please e-mail your report, as an attachment to [bhampson@hamconf.org](mailto:bhampson@hamconf.org) in Word format.

In constructing your report, we offer the following as a reporting format:

- A statement of your mission or purpose
- A summary of your goals or priorities for the past year and an indication of how those goals have served to address the four priorities of Hamilton Conference:

**Healthy Congregations and Presbyteries**  
**Effective Leadership**  
**Faithful Public Witness**  
**Strengthening Partnerships**

- An indication of what has been done to fulfill your mission and reach your goals over the last year, for example events, actions, a summary of your work
- A statement of your goals for the coming year and how those goals will serve to address the four priorities of Hamilton Conference.

I suggest that presbytery reports be composed by presbytery executives rather than the chairs alone.

The deadline for receiving reports in the Conference Office is **April 3, 2018**. If we do not receive your report by the deadline it will not be posted on the Web Site.

Thank you for your faithful ministry on behalf of Hamilton Conference and I look forward to receiving your report.