



April 2010

ATTN: PASTORS APPOINTED TO A LOCAL CHURCH  
LOCAL CHURCH LAY MEMBERS

## IMPORTANT INFORMATION ABOUT THE FLORIDA ANNUAL CONFERENCE WORKBOOK

Enclosed is the 2010 Florida Annual Conference Workbook. This year, all church pastors and all church lay members are receiving their Workbook by mail c/o their local church. Workbooks will be direct mailed to the mailing address on file for all Conference and District Lay Members at Large.

We have purposely mailed the Workbook for your local church lay member **to the church** to ensure that it reaches them. We are asking you to personally deliver the Workbook to your lay member. You can do this by giving it to your lay member on Sunday, by asking them to come by the church office and pick it up during office hours, or some similar arrangement. Please do not try to "FORWARD" the Workbook via the U.S. Postal Service. It will only end up being "Returned to Sender," which is the Florida United Methodist Conference Center in Lakeland, and will cost the conference money.

Please check the name of the lay member on the mailing label on the front of the Workbook. If the name does not match the person who will be attending Annual Conference as your church lay member, please contact your district office immediately and report the change to them. If you have a *change* in lay member later on, please make arrangements for the Workbook to be transferred to your new lay member. (Workbooks are not distributed to alternate / reserve lay members.)

If you receive a Workbook addressed to your church lay member with **no** name, it likely means one of two things: (1) You have not reported the name of your lay member to your district office; (2) The name was reported but it came too late to be included in the Workbook mailing. If you did not receive a Workbook addressed to your church lay member, it likely means your church is not eligible for a lay member because it is a new church start or a mission (unchartered church) or part of a circuit and there was a question as to who is the official lay member from your circuit. Whichever situation your church falls under, please contact your district office for assistance.

If you have general questions about the 2010 Florida Annual Conference Event, please email your questions to [ACQuestions@flumc.org](mailto:ACQuestions@flumc.org) or call the Conference office at 1-800-282-8011, Ext 0 or 100. You can also check the Conference Web site, [www.flumc.org](http://www.flumc.org), and click on the 2010 Florida Annual Conference Event button. Information is updated regularly as details become available and are confirmed.

Sincerely,  
The 2010 Florida Annual Conference Team

P.S. – Please bring this Workbook to your district's annual conference orientation meeting.

**Please remember to bring this Workbook to Annual Conference!  
Extra Workbooks will not be available.**