

Updating a Pastor Information Form (PIF)

- Email the District President Administrative Assistant Tami Lierz at tami@kslcms.org.
- You will receive an email with a PDF version of your current PIF and “Instructions for Completing the PIF”.
- Please print the 4 page PIF (pdf version) (pages 3 & 4 will be blank).
- Pages 1 & 2 – Please make the necessary (personal, education, ministry, service and family) changes on the form. (Use Red Pen).
- Pages 3 & 4 – Give your input for these pages using the “Instructions for Completing the PIF”.
- Return pages 1 & 2 to the district office by email to tami@kslcms.org or mail to:

Kansas District
1000 SW 10th Ave.
Topeka, KS 66604

- Return pages 3 & 4 to the Circuit Visitor by either mailing or scanning and emailing your completed copies. He will finalize these pages, taking your input into consideration.

Updating a Self-Evaluation Tool (SET)

- Email the District President Administrative Assistant Tami Lierz at tami@kslcms.org
- You will receive an email with a PDF version of your current SET and “Instructions for Updating a SET”
- FIRST: Uninstall all previous runtime versions of the SET software.
- Save the SET attachment to your desktop (this will make it easier to find when you need to import into the new software)
- Follow the instructions to download and import the SET attachment.
- Make all necessary changes to the SET (including the District Number 32)
- Once complete export the new SET and email to tami@kslcms.org