

DIRECTIONS FOR PREPARING FOR CHARGE CONFERENCE 2026

GENERAL INSTRUCTIONS:

1. **CHARGE CONFERENCE FORMS MUST BE FILLED OUT ONLINE.** Instructions can be found on the Conference web site (www.umcsc.org). Your church's GCFA number is your login number and the church number is the password. (The password may have been changed by the pastor or church administrator. If you need assistance, contact District office).
2. **Devotional** will be led by District Superintendent.
4. **Current 2026 Official Church/Charge Roll** - Recording Secretary can use the official roll to check attendance.
5. **Reporting Period** for all reports is Charge Conference to Charge Conference, with the exception of Report of the Trustees (January 1 to date of the Charge Conference) and Ministerial Support Form and Account Reimbursement (for year 2027).

FORMAT OF REPORTS:

1. **Minutes Form** (1 report for each charge, but some questions are completed by individual churches on the charge).
2. **Lay Servant Reports:** New application, renewal application, and annual reports need to be completed and signed. Forms: <https://www.umcsc.org/lay-leadership/lay-servant-ministries/>
3. **Church Council Composite Report:** The Church Council chair provides a typed summary, highlighting the ministry of the church. One COMPOSITE report is given per church.
4. **Pastor's Report: (1 form for each church)** There are 2 parts: (a) Membership Report and (b) "State of the Church" and Pastoral Ministry (§ 340, *Book of Discipline*, 2020/2024).
5. **Continuing Education Report:** Pastors and deacons will update report on-line.
6. **Other Clergy Members Reports:** Retired, Extension Ministry clergy, etc. Please notify other clergy of the date and time of the Charge Conference.
7. **Trustees Report: (1 form for each church)** This is a series of questions to complete.
8. **2027 Report of the Committee on Nominations and Leadership Development** - Officers for 2027. Please include name, address, phone, email. (1 form for each church). Print copies of this report for each charge conference member for voting purposes. You may also distribute a church officers list that you create for your own use in your congregation.
a) Lay Members to Annual Conference: (1 form for each charge) Elect all Lay Members and Alternates according to the formula provided. **DO NOT PRINT; SUBMIT ON-LINE.**
b) Epworth Children's Home Local Church Representative: DO NOT PRINT; SUBMIT ON-LINE
9. **Pastor-Parish Relations Roster: (1 report for each charge)** Membership is defined in § 258.2(a) *The Book of Discipline* (2020/2024) Minimum of 5 to a maximum of 9, plus a Lay Member to Annual Conference and the Lay Leader. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee. Please include cell phone and email.
10. **Official Church/Charge Roll and Attendance Record:** for Calendar Year 2027: **(1 form for each church)** This form may be used for tracking attendance at Charge Conferences, as well as Council meetings. **This is the official roll of members of council. This list is generated from the Nominations Report, when you select "on the church council."**
11. **Ministerial Support Form: (1 form for each charge)** Each pastor and deacon should complete his/her own form. PPRC recommends compensation to the Council who will recommend to Charge Conference after presenting to Finance Committee for information. The MSF should be signed by the Church Council Chair, PPRC Chair, and the pastor. Accountable Reimbursement is to be approved by Council and signed by Church Council Chair. **Insurance:** The pastor's

insurance premium will be entered into the MSF by the Conference staff after open enrollment period closes.

12. **Parsonage Report** (1 form for each charge) Annual inspection is required prior to completing the form. Pastor-Parish Relations Chair and Trustee should complete and sign.
13. **Report of the Finance Committee** (1 report for each church) Finance chair to complete.
a) 2027 Local Church Budget (No form provided) budget may be approved, if it's ready. For early charge conferences, the 2027 budget may be sent to the district office afterwards. Budget must be received by January 15, 2027.
b) Current Treasurer's Report of Income and Expenses, Jan. to present. (No form provided)
14. **Conference/District Leadership Nominations**: Conference/District Committees; College Trustees; Methodist Homes Trustees; forms are available here:
<https://www.umcsc.org/nominations/>
15. **High School Junior/Seniors and college students** – **submit on-line; no need to print.**
16. **Safe Sanctuary**: The local church policy should be reviewed annually. Remember the Safe Sanctuary Form certifies that the church's safe sanctuary policy is on file in the District Office. **Include** a copy of the current Safe Sanctuary Policy – must be dated and signed signifying review and approval by church council. Date must be within the last 5 years (2020-2025)
17. **Local Church Policy on Sexual Misconduct** – This policy should be discussed by Church Council prior to Charge Conference. A sample template may be found here:
<https://www.umcsc.org/home/wp-content/uploads/Sample-Local-Church-Policy-Statement-on-Misconduct-of-a-Sexual-Nature-2016.pdf>
18. **Have ALL forms signed by Committee chairs and pastor(s) BEFORE pastoral consultation with the District Superintendent. Flag reports that need the D.S. signature so that he may sign them before convening the charge conference.**

PREPARING REPORTS FOR CHARGE CONFERENCE:

1. Print a copy for the D.S. and one copy for each church on the charge.
2. Arrange like reports together for multi-point charges. Ex: all Trustee reports together; all Finance Committee reports together.
3. Have all reports signed before Charge Conference date
4. Flag each report that requires the D.S. signature. He will sign those before charge conference begins.
5. Do not put charge conference reports in a notebook. Do not bind charge conference reports into a booklet. Simply place reports in a manilla folder.