

2024-25 CHURCH/CHARGE CONFERENCE PROCESS



HERE ARE THE STEPS THAT CREATE AND COMPLETE A CHURCH/CHARGE CONFERENCE REPORT

1. A Presiding Elder
 - a. schedules annual church/charge conferences with their area's local churches
 - b. designates the elder to preside over the conference if not self
 - c. sends a schedule to their local churches and designated elders

2. Each Local Church
 - a. visits <https://www.trinitygmc.org/chargeconference> to download
 - i. the **Church/Charge Conference Report Package** (directions to website)
 - ii. any additional forms (recommended or supplemental) to include in the **Church/Charge Conference Report Package** are also available to select and download.
 - b. completes the information requested in preparation for the conference referencing the Book of Doctrine and Discipline if needed
 - c. part-time churches may want to modify the agenda to better fit their setting - please check with your Presiding Elder

3. The Elder Who Presides over the Conference or Church Designee
 - a. If electronic submission
 - i. receives the completed **Church/Charge Conference Report Package** including the minutes and reports
 - ii. scans this package into one pdf file as soon as possible
 1. Names file: Year/State/City/Church Name
 - iii. opens the **Church/Charge Conference Report** jotform hyperlink <https://form.jotform.com/241694202539054>

- iv. completes the jotform hyperlink which includes uploading the ONE pdf file into the electronic report.
 - 1. Please submit one church report at a time.
 - a. If this is a multiple-point charge, please submit an electronic form for each charge.
- b. If paper submission
 - ii. receives the completed **Church/Charge Conference Report Package** including the minutes and reports
 - iii. Clips each report package together and mails them to the Trinity Conference office: 6363 Research Forest Dr., The Woodlands, Texas 77381 where they will be electronically submitted.