

# 2025-26 CHURCH/CHARGE CONFERENCE PROCESS

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## STEPS TO PREPARE FOR AND HOLD AN ANNUAL CHURCH/CHARGE CONFERENCE IN THE TRINITY CONFERENCE

### Purpose of the Church/Charge Conference

The basic unit in the connectional system in the Global Methodist Church is the charge conference (¶ 438 BDD). The charge conference is the connecting link between the local church, the annual conference, and the general church and shall have general oversight of the church council(s) and the overall ministry of the local church (¶ 439).

In the Trinity Conference, our desire is for each annual Church/Charge Conference to primarily be a worshipful, prayer-filled evaluation and celebration of the ministry in that local church. Church/Charge Conferences are not intended to be drab, boring business meetings to rubber-stamp decisions that have already been made so the paperwork can be forwarded to the Conference Office. Instead, we see the Church/Charge Conference as a way for the church to be accountable to themselves while proclaiming all the amazing things God is doing in their midst!

### Scheduling the Church/Charge Conference

1. Each Presiding Elder schedules the Church/Charge Conferences for every local church within their Area.
  - a. The PE will communicate this schedule to the Pastor and Lay Leader of each local church.
  - b. If the scheduled date or time will not work for the local church, the Pastor and Lay Leader will work with the PE to determine a new date/time.
  - c. The PE will designate an Elder to facilitate the Church/Charge Conference. This could be the PE, a Connecting Elder, or another Elder in the GMC. In general, it will not be the pastor appointed to that local church.
  - d. While not required, we highly recommend the PE to specify that this be a Church Conference, rather than a Charge Conference. This allows every active member of the church to participate.

2. The local church will communicate the date, time, and location of the Church/Charge Conference to the members.
  - a. According to ¶ 438.6, Notice shall be given at least ten days in advance by three or more of the following: from the pulpit of the church, in its weekly bulletin, in a local church publication, by email, or by mail.

## **Preparing for the Church/Charge Conference**

The Pastor, Lay Leader, Church Council Chair, and others will work together to prepare for the Church/Charge Conference.

1. Required and Supplemental Report Forms are available on the Trinity Conference website: [Church Charge Conference Resources | Trinity GMC](#)
2. All necessary reports must be completed before the Church/Charge Conference.
3. Copies of the reports must be made available to all participants. We recommend scanning and emailing the reports to all Church Council members and anyone else who requests them ahead of time. Paper copies should be available onsite for other attendees.
4. Any questions about what reports are required for an individual church can be directed to the Presiding Elder or the Elder who will facilitate the Charge/Church Conference.

## **After the Church/Charge Conference**

Within two weeks of the Church/Charge, the church will:

1. Ensure all reports are complete, including the proper signatures.
2. Provide a copy of the Minutes (preferably in a digital format) to the Elder facilitating the Church/Charge Conference.
3. Complete the online Clergy Compensation Form for each pastor at the church: [2026 Clergy/Minister Compensation Form](#)
4. Complete the application for any ministerial candidates approved during the Church/Charge Conference (if necessary): [Local Church Approved Candidate Application](#)

Within four weeks of the Church/Charge, the Elder facilitating the Church/Charge Conference will:

1. Scan the Minutes into a digital file (if necessary)
2. Submit the Minutes using the link: [Annual Church/Charge Conference](#)
  - a. Be sure to only submit one church's Minutes at a time.