

2026-27 CHURCH/CHARGE CONFERENCE PROCESS BASIC FILE



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, the primary purpose for an annual Church/Charge Conference is to be a worshipful, prayer-filled evaluation and celebration of 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 (PE) is responsible for ensuring that Church/Charge Conferences are held in every local church within their Area.
 - a. The PE will determine the Elder who will facilitate the Church/Charge Conference for each local church. This could be the PE, a Connecting Elder, or another Elder in the Conference. In general, Church/Charge Conferences will not be facilitated by an Elder appointed to that local church.
 - b. The Elder facilitating the Church/Charge Conference will create a schedule and then communicate it to the Pastor and Lay Leader of each local church.
 - c. If the scheduled date or time will not work for the local church, the Pastor and Lay Leader will work with the Elder facilitating the Church/Charge Conference to determine a new date/time.
 - d. While not required, we highly recommend the Elder facilitating the conference to specify that the meeting 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. Basic Files and Supplemental Forms are available on the Trinity Conference website: [Church Charge Conference Resources | Trinity GMC](#).
 - a. The Agenda/Minutes form gives a good outline of what topics we expect to be covered during the Church/Charge Conference.
 - b. If you choose not to use the forms we have provided, note that the information requested on the following Supplemental forms must be reported during the Charge/Church Conference in some form per the BDD:
 - i. Nominations
 - ii. Pastoral Compensation
 - iii. Trustees
 - iv. Finance
 - v. Pastor's Report
2. All forms and reports that require a vote must be completed and distributed before the Church/Charge Conference. Any forms and reports that do not require a vote may be submitted during the Church/Charge Conference.
3. Copies of all forms and reports that require a vote must be made available to all participants before the Church/Charge Conference. We recommend emailing digital versions to all Church Council members and anyone else who requests them. We further recommend having paper copies available onsite for other attendees.
4. Any questions about what is required can be directed to the Presiding Elder or the Elder facilitating the Charge/Church Conference.

After the Church/Charge Conference

Within two weeks of the Church/Charge Conference, 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 Pastor Compensation Form for each pastor at the church: [2027 PASTOR COMPENSATION FORM](#)
4. Complete the application for any ministerial candidates approved during the Church/Charge Conference (if necessary): [Local Church Approved Candidate Application](#)
5. Send a paper or digital copy of any forms or reports that were not distributed beforehand to all Church Council members and other interested participants.

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

1. Ensure that the Minutes and the Pastor's Report are submitted to the Trinity Conference by using the link: [ANNUAL CHURCH/CHARGE CONFERENCE](#)

Note: Only the Minutes and Pastor's Report are required to be submitted with this link. The other forms and reports do not need to be submitted to the Conference.