2026 Charge Conference Packet and Helpful Information

Below is a listing of the various reports due for Charge Conference. **All required and applicable Charge Conference reports are due on Monday, October 5, 2026.**

Forms listed immediately under the **Form/Report** header are **required** to be completed by every church. Forms under the "if applicable..." header are **required, if applicable**, to also be completed by the **October 5, 2026**, due date.

Required/To be Completed By:

Membership & Senior Pastor Report
To be completed by: Membership Secretary & Senior Pastor Report

- First-year Reading - Members for Removal - 1st-year reading (upload list) / VOTE Required
- Second-year Reading - Members for Removal - 2nd-year reading (upload list) / VOTE Required

Compensation Form
Each appointed or assigned pastor must submit a signed compensation form/VOTE Required *(Be sure to download and save to your computer, complete, obtain signatures, then upload to the system.)*

Report of the Trustees
To be completed by: Trustee Chair

- Environmental Impact Evaluation 8a —If you answered yes, please provide a copy of the evaluation conducted.
- Environmental Impact Plan 8b – If you answered yes, please provide a copy of the renovation/development plan.

UMC Annual Accessibility Audit (Part of the Trustee Report) – At the 2025 Arkansas Annual Conference, a motion was passed and approved mandating the completion of the Annual Accessibility Audit each year as part of your Charge Conference Report. If the file is too large to attach, please email it to the district office.

Policy on Misconduct Statement – This policy **shall** be read by the Board/Council, Pastor(s), and staff, adopted by the local church, and signed by the Pastor (s), all staff, and volunteers in the children, youth, and vulnerable adult ministry areas. A complete copy of the policy with signatures should be placed on file in the church office. **UPLOAD Signature Page only.**

Report of the Finance Committee
To be completed by Finance Chair

Lay Member to Annual Conference
To be completed by the Committee on Nominations (Please note: It is recommended that you add several alternates to your list for Charge Conference approval. Replacing a Lay Member to Annual Conference requires a called charge conference. This is of special importance during delegation election years.)

Nominations (Traditional or Simplified Structure)
To be completed by the Committee on Nominations

200,000 More Reasons
Annual Report

Required - Submit after your Charge Conference:

Charge Conference Minutes
To be completed by Recording Secretary

Additional Required Backup Documents:

Insurance Declaration Page
Provide a copy of the DECLARATION page ONLY - **Do not submit the full binder.** If the file is too large to attach, please email it to the district office.

Safe Gatherings Policy
Annual Review - requires the Trustee Chair/Pastor to review, sign, and upload

Financial Control Review Guarantee
Annual Review - requires Finance Chair/Pastor to review, sign, and upload

Submit these reports, if applicable:

Accountable Reimbursement
Requires Finance Chair/Pastor Signature Guarantee (Acct Reimb. is not considered part of the compensation package; instead, it is considered a budget item and is not figured into clergy pension.)

Associate / Deacon Pastor Report
Each appointed or assigned pastor should upload the pastor's report (Senior Pastor Report can be found on the Membership Report)

AR104a - Charge Conference Recommendation
SPRC Completes Online using the provided link. (This is for new or continuing candidates only. Local pastors do not need to complete it.) Once submitted, a copy will automatically be emailed to the district office. Please print off a copy and have it available for approval at your charge conference.

Certified Lay Servant Annual Report
Lay Servant (new or renewing) Print off a copy, save to computer, complete form (or print off and complete by hand), then provide to pastor or church admin for upload.

Certified Lay Speaker Annual Report
Lay Speaker (new or renewing) Print off a copy, save to computer, complete form (or print off and complete by hand), then provide to pastor or church admin for upload.

Certified Lay Minister Annual Report
Lay Minister (new or renewing): Print a copy, save it to the computer, complete the form (or print it and complete by hand), then provide it to the pastor or church admin for upload.

Report of the Retired Clergy
One form for each Retired Clergy person. Print a copy, save it to the computer, complete the form (or print it and complete by hand), then provide it to the pastor or church admin for upload.

Please contact your district office if you have questions.

Understanding MissionConnect Log-ins for Church Reporting

Website: https://umcdata.net/ChurchReporting

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1. Church Log-ins (for multiple users)

Used for entering **Charge Conference Reports** and **Local Church Leadership**.

- **Username:** GCFA Perm ID Number
- **Password:** Conference ID Number

2. Pastor Log-in (secure, pastor only)

Used for **Consultation/Clergy Profile** paperwork.

- **If you already have an account, log in with your user name** (First.Last) and password.
- **Forgot password?** Click **FORGOT PASSWORD** to reset.
- **New users:** you'll receive an email with your username and a link to set your password.

Note: In addition to the Clergy Profile, the Pastor Account also has access to the Charge Conference forms, Local Church Leadership, and Statistics functions within Church Reporting.

3. SPRC Chair Log-in (secure, SPRC Chair only)

Used for **Consultation/SPRC Chair Profile** paperwork.

- **If you already have an account:** log in with your userNAME (First.Last) and password.
- **Forgot password?** Click **FORGOT PASSWORD** to reset.
- **New users:** you'll receive an email with your username and a link to set your password.

Note: In addition to the Church Profile, the SPRC Account also has access to the Charge Conference forms and Local Church Leadership functions within Church Reporting.

Charge Conference Checklist

Overview

The Charge Conference Checklist should list all of the reports each year needed for your Church/Charge Conference. Depending on your conference, forms are internally marked as "Required" or to be completed as needed. The display should make it obvious which forms are required, and which are completed as needed, and by whom.

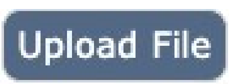
For assistance related to completion of the various forms, please contact your District Administrative Assistant by clicking the MENU button found in the upper-right corner of the application. Select "Need Assistance?" then "Call/Email Staff".

For questions/issues related to the application's functionality, please contact the developer using the "Technical Assistance" option.

Charge Conference Forms

Hyperlinked forms: For hyperlinked forms, click the hyperlinked name of the form to open it. Most are fillable PDFs which can be completed in your web browser, then saved to your local computer. If not a fillable PDF, then download or send directly to a printer for hand-written completion.

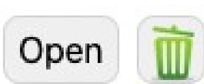
UPLOAD: If completion of the form was hand-written, then the form will first need to be scanned to a file for upload. Once the file is saved onto the computer...
Click the "Upload" button, and a pop-up window will appear.
Click the "Choose File" button, and locate and select the file on your computer.
Once selected, the "Upload File" button will appear. Click this button to upload the file. If successful, a "paper clip" icon which will appear.



Multiple versions of the Form:

If the Upload button remained, then it is because there is a possibility of multiple copies of this form being uploaded. (ie: Compensation form – where there is more than one pastor serving the church.) *** Be sure to give EACH FILE a unique name so it can be distinguished from the others of the same form. ***
Example:

File 1) Compensation for Jerry Johnson.pdf
File 2) Compensation for Ralph Smith.pdf



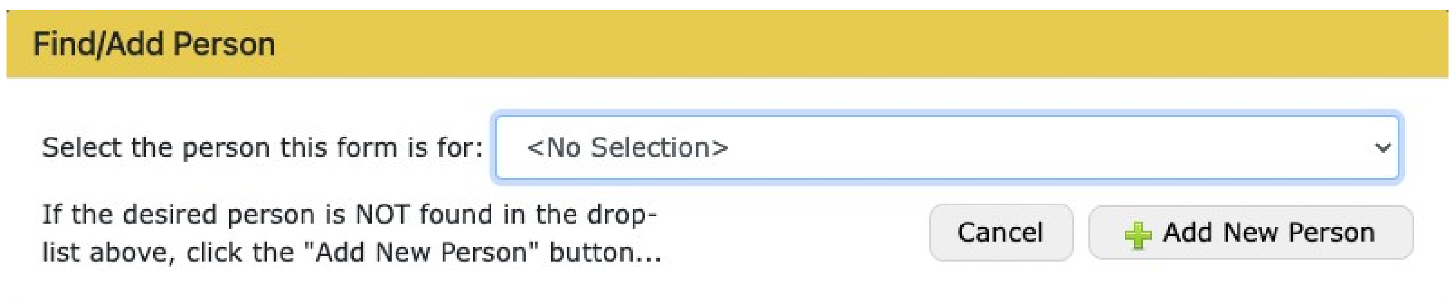
Clicking the paper-clip icon button opens a pop-up listing all the uploaded version of that form. Click the "Open" button to open the form to a browser window, or if a correction needs to be made, then click the trash-can button to delete the form. Then upload another version to replace it.

Single version of the Form:

If the Upload button is replaced with a trash-can button, then only one copy of this form is expected.
Clicking the paper-clip button will immediately open the form for view in a browser window. The trash-can button will delete the form, allowing a replacement to be uploaded.

HTML Forms: Some forms are written as part of the application, and open directly in the application for completion. Data entered into these forms is stored directly into the database upon saving. These forms will show a % of completion in the upper-left corner, and data entered can be cancelled or saved.
Note: Once the form is 100% complete, it cannot be edited further. Corrections would require deleting the form, and completing it again.

The Lay Servant/Speaker/Minister Forms are identified by a link containing the name of the form. Click on the link to open a copy of the form, download and print for completion, then upload to system.



The form will then open in Edit mode automatically for completion. The form may be Saved at any point, and Closed to be completed later.

To re-open the form, click the “Folder” button to the right of the blue Report button, and a pop-up will open containing a list of all started copies of this form, and the name of the person each is connected to.

To the right of each form listing is an “Open” button, to open that individual's report and a “Trash” button to delete the report, should it need to be corrected and completed again.

The percentage completed will display in the upper-left corner to track your progress through the report. Be sure to check your responses thoroughly before completing the last required field (usually “This form was completed by:...”)! Once the form Saves as 100% complete, it will be in “Read-Only” mode, and unable to be edited further.

Upon completing the form, the print option will be available to print a copy of the completed form, or save as a PDF.