UNITED METHODISTS
OF EASTERN PENNSYLVANIA
& GREATER NEW JERSEY

2026 Charge Conference Agenda

Empowered by the Holy Spirit
to Love Boldly, Serve Joyfully and Lead Courageously

1. **Opening prayer** – *Presider*

2. **Call to order and invitation to holy conferencing. Ask for a motion to open the charge conference** – *Presider*
   - Second and approve
   - Declare the charge conference open

3. **Centering** – *Presider*

4. **If the church council secretary is not present, ask for a nomination for a Recording Secretary for this conference** – *Presider*
   - Recording Secretary Name: _____
   - Second and approve

5. **Ensure an electronic or paper copy of the reports are before the Pastor, Recording Secretary, and all members of the Charge Conference. The Recording Secretary must do a roll call of who is present and eligible to vote** – *Recording Secretary*

6. **Conversation** – *Presider*
   - What went well in your congregation over the last year?
   - What gives you hope for your future?
   - What challenges are the congregation encountering?
   - What is God calling you and your congregation to do in the coming year?

7. **Pastor's vision and hope for the congregation** – *Senior Pastor*

8. **Presider's reflections about the congregation and its reports** – *Presider*
   - What went well that is growing a vital mission congregation?
   - What challenges are slowing progress to being God's vital mission congregation?
   - What are the hopes for the congregation's future?

9. **Approval of Reports** – *Presider*
   - **Minutes from the previous charge conference and other special charge conferences (if applicable)** *–Recording Secretary*
     - Second and approve
   - **Nominations Report** – *Nominations Chairperson*
     - Note officers who are newly elected to positions and their term start date
     - Ask if there are any additional nominations, amendments, or corrections
     - Second and approve

- **Finance Report & Budget** – *Finance Chairperson*
  - Motion to receive the report
- **Report of the Pastor** – *Senior Pastor*
  - Note if any clergy in extension ministry or retired clergy are present. If so, call names so they may be acknowledged.
  - Vote for the renewal of candidates for ministry (if applicable)
    - Enter Name(s): _____
  - Ask SPRC chair or Pastor to introduce new candidates for ministry (if applicable). Ask candidates to make a brief statement of call (2 minutes) seeking the support of the church
    - Take a written ballot (written ballot required with ¾ affirmative vote). All written ballots must be submitted to the district office (email or mail).
    - Enter Name(s): _____
  - Call attention to the membership section and second year list. Indicate that persons on the second year list will be removed from the rolls once the Report of the Pastor is approved.
  - Ask the Pastor to lift up the names of those who passed during the year.
  - Move to receive the entire Report of the Pastor
    - Vote to approve
- **Certified Lay Servant Report & Certified Lay Minister Report (if applicable)** – *Presider*
  - Vote to approve (only if reports were completed prior to the charge conference)
- **Report of the Trustees** – *Trustees President*
  - Trustees must have no less than 3 trustees listed and no more than 9 total
  - Ask Trustees President if there is anything not in the report that they would like to share
  - Motion to receive the report and vote to receive
- **Clergy Compensation Report** – *Staff Parish Relations Committee Chairperson*
  - Review report for any questions
  - Vote to approve **(If the report is modified in any way, a final copy must be re-uploaded to the church's Arena account to replace the existing report so that the Benefits team can process the correct report for the new year.)**

10. **Motion to receive any additional resolutions (District Superintendent must know and approve all resolutions ahead of time)** – *Presider*
    - Motion: _____
    - Second and approve

11. **Closing remarks** – *Presider*
    - Feedback
    - Other conference and district reminders

12. **Motion to adjourn** – *Presider*

13. **Closing prayer** – *Senior Pastor*

Notes