



GLOBAL METHODIST CHURCH

Northeast Annual Conference

Dear Sisters and Brothers in Christ,
Greetings in the name of Jesus!

As Methodists in the Global Methodist Church, we are united by a bold mission: to make disciples of Jesus Christ and spread scriptural holiness across the globe. What a joy it is to live this calling together in the Northeast Conference—each local church shining the light of Christ in its community, each believer growing in grace, each gathering infused with the Spirit of revival and renewal, fanning the flames of God’s mission.

As we enter the annual Charge Conference season, I want to invite you to see this not as an obligation, but as a holy opportunity. These gatherings are about more than forms and reports—they are a time to celebrate what God has done, to reflect on the health of our ministries, and to seek His vision for the year to come. Yes, there are important data points that help the connection—like worship attendance and leadership rosters—but this moment belongs first and foremost to your church’s faithful witness and Kingdom impact.

This year, I especially encourage you to make your Charge Conference a time of worship and commissioning. Let this be a sacred gathering. Set aside time to pray over and lay hands on those who have been elected to serve in leadership. Pray for your pastor, your ministry teams, and those stepping forward in obedience to God’s call. Just as the early Church commissioned leaders with prayer and the laying on of hands, let us do the same—trusting the Holy Spirit to anoint, empower, and guide.

Know that I am praying for you—your pastor, your leaders, your presiding elder, and every person who gathers in hope. If I can assist or support you in any way, please don’t hesitate to reach out.

May God bless your church richly in this season, and may the Spirit continue to lead us in living the Methodist way, loving deeply, and making disciples who carry the Gospel to every corner of our world.

With hope and joy,
Steve



GLOBAL METHODIST CHURCH

Northeast Annual Conference

Charge/Church Conference 2025 Packet

Charge: _____

Date: _____

The Global Methodist Church exists to make disciples of Jesus Christ and to spread scriptural holiness across the globe. Anchored in our belief in Jesus Christ, the Northeast Annual Conference will come alongside local congregations to equip and strengthen our combined witness. To this end you will find a streamlined Charge Conference Report form requesting the minimal information required at charge conference.

Within the pastoral charge the basic unit in the connectional system in the Global Methodist Church is the Charge Conference. The Charge Conference shall therefore be organized by the church(es) in every pastoral charge and shall meet at least annually.

The Charge Conference shall be the connecting link between the local church, the Annual Conference, and the General Church, and shall have general oversight of the church council's overall ministry of the local church.

¶¶ 206, 438-439 (2024 BoDD)

Below you will find the forms, information, and material you will need for your congregation's annual Charge Conference. We request that all Charge Conferences be completed no later than December 15th, 2025. Your Presiding Elder will be in contact with you regarding scheduling the Charge Conference and assigning an Elder to preside. Please complete and submit the Charge Conference packet within one week of your called Church Conference. Your packet should be submitted to the Elder presiding over your Charge Conference.

Questions about or assistance on completing these forms and reports can be directed to your Presiding Elder or our Annual Conference Secretary, Matthew Sichel secretary@northeastgmc.org

Note: The business of the Charge Conference shall be prepared by the local church council (or equivalent group). Notice of time and place of a regular or special session of the charge conference 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.

The Presiding Elder shall fix the time and place of the meetings of the charge conference and shall preside at the meetings of the charge conference or may designate an elder to preside. The Elder presiding over the charge conference shall not be the appointed clergy of that charge.

Where "church council" appears an equivalent body of leadership is intended as well, if applicable.



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Charge/Church Conference 2025 Packet
 One form for each congregation

Charge/Church Conference Date: _____

Congregation's Name: _____
 (Please complete one report for each church in a charge)

Church Email Address: _____

Church Phone Number: _____

Church Website/Social Media: _____

Mailing Address

Address Line 1: _____

Address Line 2: _____

City, State, Zip: _____

Physical Address (if different)

Address Line 1: _____

Address Line 2: _____

City, State, Zip: _____



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2025 Charge/Church Conference Checklist and Agenda

Charge Name: _____

Church Name (if different from Charge Name): _____

Charge Conference ____ or Church Conference ____

Date: _____

Time: _____

The Opening

Complete/Included?

Opening Prayer ☐

Welcome and Announcements ☐

Recording Secretary Elected (if other than Church Council Secretary) ¶439.4..... ☐

Vision for the Charge

Pastor's Vision for the Charge ☐

The Practical Stewardship of our Ministry - Pray After Each Report

Promoted Awareness of Doctrinal Standards and General Rules ¶¶101-108, Social Witness ¶¶301-302..... ☐

Reports from Local Church Mission Teams ¶439.10..... ☐

Pastoral Compensation Package ¶439.11 ☐

Connectional Funding Report ¶439.12..... ☐

Pastor's Report of Church Membership ¶439.13 ☐

Board of Trustees Report ¶446.6a-j..... ☐

Finance and Audit Report ¶447.6-7 ☐

Housing Report ¶443.4e – Has adequate housing been provided (or housing allowance if applicable) Yes___ No___

This church has and enforces a MinistrySafe guideline for protecting youth and vulnerable adults? Yes___ No___

If no, please include a plan to implement MinistrySafe guidelines by April 1st, 2026.

Please visit ministrysafe.com/gmc for more information.

Ministry Recommendations and Reports - Pray After Each Report

Candidates for Ordained Ministry ¶¶439.7-8, 445.8h (simple majority vote) ☐

Certified Lay Ministry and Certified Lay Minister Report ¶¶439.9, 445.8h, 502.3a (simple majority vote)..... ☐

Report from Lay or Clergy Evangelists ¶514.1f..... ☐

Election of Church Leaders ¶439.3, 440 (You may use the form attached or your own)..... ☐

Closing

Other Report(s) Necessary to the Charge (as needed) ☐

Closing Prayer..... ☐



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2025 Charge/Church Conference Pastoral Compensation Package (Page 1)

Please copy this page and complete a separate compensation report for each pastor appointed to this charge.

Pastor's Name: _____

Appointment Status of Pastor at this Charge: $\frac{1}{4}$ ___ $\frac{1}{2}$ ___ $\frac{3}{4}$ ___ FT___

Pastor's Status: Elder ___ Deacon ___ Transitional Local Pastor ___ Supply Pastor ___ Valid Elder ___ Valid Deacon___

1. INCOME

Note regarding 1.e: Churches can designate part of a pastor's salary as housing exclusion for pastors living in a provided parsonage. This does not affect what the church pays to the pastor but can reduce the pastor's taxable income. The amount of the exclusion is recommended by the pastor but must be approved by the church leadership. Each state/local tax department is different, but the exclusion amount is subtracted from the federal income wages in Box 1 of the W-2; it may be subtracted from state and/or local taxable wages-please check for your state. The excluded amount should be posted in Box 14 and can be labeled as "Parsonage." It is the responsibility of the pastor to keep receipts to document this excluded income and any unused/excess excluded income is reported on the pastor's Form 1040 taxes.

- a. Negotiated Base Compensation \$ _____
- b. Optional Social Security Tax Offset (7.65% of the above line. Multiply amount of 1.a by .0765) \$ _____
- c. Other (social security or health insurance allowance, etc... if applicable) \$ _____
- Describe Other: _____
- d. **Total Compensation** (Add Lines 1.a-c) \$ _____
- e. Designated Housing Exclusion \$ _____

2. HOUSING

Note: Cash Housing Allowance is set by the church as additional compensation and can be paid out with the regular paycheck or in a separate check. The Housing Adjustment figure in 2.b is used for pension calculations only. Place this number on the "Housing Adjustment" line under the "Calculating Pension Cost for Charge" section of this form below.

- a. Does this pastor live in a provided parsonage? ___Yes ___No
- b. Housing Adjustment - If parsonage provided, multiply Total Compensation (1.d) by 0.25 \$ _____
- c. Cash Housing Allowance (only when no parsonage is provided. Non-taxable for Federal wages, but may be taxable to state and/or local taxes. The amount of Cash Housing Allowance should be reported on the W-2, Box 14 as "Housing Allowance" or "Parsonage.") \$ _____



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2025 Charge/Church Conference Pastoral Compensation Package (Page 2)

3. HEALTH AND PENSION BENEFITS

a. Is pastor participating in the Global Methodist Church health insurance program? __Yes __No

If no, and pastor is eligible, has a waiver request been submitted to the GMC Benefits Staff
(benefits@globalmethodist.org) ? __Yes __No

b. Church's Pension Contribution (See calculation on next page) \$ _____

c. Pastor's Pension Contribution _____%

4. OTHER BENEFITS AND INFORMATION

a. Accountable Reimbursement Plan (mileage & professional expenses, does not roll over) \$ _____

b. Continuing Education (books, classes, professional memberships, trainings, etc..., rolls over) \$ _____

c. What position does this pastor hold?

Lead Pastor – Local Church ____ Associate Pastor/Staff Position ____

Lead Pastor – Multi-Point Charge ____ Other (please explain) _____

5. BREAKDOWN OF SHARED CHARGE EXPENSE

a. Total Cost for Charge (Add Lines 1.d + 2.c + 3.b + 3.c + 4.a + 4.b) \$ _____

Percent:	%	%	%	%
Church Name:				
Share of Cost:	\$	\$	\$	\$

6. SALARY WITHHOLDINGS

Pastor's Contribution to Health Insurance (as applicable)

a. Pastor's Share (Total Premium minus Premium Credit) \$ _____

b. Health Savings Account (Employee Share Only) \$ _____

b1. Health Savings Account (Employer Share Only. Not withheld, but needed for W2) \$ _____

c. Health Care Flexible Spending \$ _____

d. Dependent Care Flexible Spending \$ _____

Pastor's Contribution to Pension – Equals Pension Compensation (below) x Pastor's Contribution (3.d)

e. Before-Tax (Tax Deferred) \$ _____

f. After-Tax (Taxable) \$ _____

g. ROTH (Taxable) \$ _____



CALCULATING PENSION COST FOR CHARGE

Total Compensation – (1.d)	\$ _____
Housing Adjustment – (2.b) If no parsonage, enter Cash Housing Allowance (2.c).	+ \$ _____
Pension Compensation Amount	= \$ _____
Church Percentage – Take the percentage the pastor is contributing and add 5%. If the result is less than 10%, enter that. Otherwise, enter 10%.	X _____ %
Church’s Share – This amount should go in Church’s Pension Contribution (3.b).	= \$ _____



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2025 Charge/Church Conference
Connectional Funding Report

Will the congregation fulfill their 2025 connectional funding requirements found in ¶449 (2024 BoDD)?

☐ Yes, we will pay in full. ☐ No. ☐ 1 year Waiver Approved

If "no" please explain:

Does the congregation plan to fulfill their 2026 connectional funding requirements found in ¶449 (2024 BoDD)?

☐ Yes, we will pay in full. ☐ No. ☐ 1 year Waiver Approved

If "no" please explain:



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2025 Charge/Church Conference Pastor's Report of Church Membership One form for each congregation

Church Name: _____

Pastor's Name: _____

Membership Secretary: _____

1. Total number of professing members (As of your 2025 Charge Conference): _____

List year-end membership for the last five years:

2024	2023	2022	2021	2020

2a. Average in-person worship attendance (As of your 2025 Charge Conference): _____

List year-end Average Worship Attendance for the last five years:

2024	2023	2022	2021	2020

2b. Average online worship attendance (As of your 2025 Charge Conference): _____

List year-end Average Worship Attendance for the last five years:

2024	2023	2022	2021	2020

3. List the names of members received (include date & how received: i.e. profession of faith, transfer, etc...)

4. List the names of members removed (include date & how removed: i.e. death, transfer, withdrawal, etc...)

5. Has your church completed a membership audit in the last year? (§430) __Yes __No

6. Is your charge conference requiring yearly membership renewal? (§422.5) __Yes __No

7. List the names of members placed on an inactive roll by a two-thirds vote of the church council or leadership team, and the date the vote took place (§422.3).

8. List the names of members on the inactive roll who have not been restored and need to be removed by a two-thirds vote of the charge conference (§422.4).

9. List the names of college students and which college is being attended, include contact information (§431).



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2025 Charge/Church Conference
Board of Trustees Report ¶446.6a-j
One form for each congregation
January 2024 to December 2024

Church Name: _____ Chair of Trustees _____
Charge Name (if applicable): _____ Chair Address/Phone/Email: _____

A. The legal description and reasonable valuation of each parcel of real estate owned by the church:

Continue report on another piece of paper if necessary.

Parcel Name	Parcel Address	Valuation
1. _____	1. _____	1. \$ _____
2. _____	2. _____	2. \$ _____
3. _____	3. _____	3. \$ _____
4. _____	4. _____	4. \$ _____
5. _____	5. _____	5. \$ _____

B. Specific name of the grantor in each deed of conveyance of real estate to the local church:

This report may be submitted in any format so long as the parcel name, location, and grantor name is provided.

C. An inventory and the reasonable valuation of all personal property owned by the local church:

Continue report on another piece of paper if necessary.

D. The amount of income received from any income-producing property and a detailed list of expenditures in connection therewith:

Usually some sort of rental income. Attach report of expenditures for income-producing property. Use additional pages if necessary.

Property Name/Description	Rental Income Amount
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

E. The amount received during the year for building, rebuilding, remodeling, and improving real estate, and an itemized statement of expenditures:

Trustee chair provides their own report for this.

F. Outstanding capital debts, payoff date, and how contracted:

If applicable, please attach report.

G. Is the church and all its property properly insurance? Yes__ No__ | If no, please attach explanation

Name of Insuring Company/Agency _____ Phone Number/Email _____

H. Name of custodian of all legal papers and their location of keeping: _____

I. All trusts naming the local church as beneficiary, specifying where and how funds are invested:

If applicable, please attach report.

J. Are all church properties accessible to persons with disabilities? Yes__ No__ | If no, please attach a plan and timeline for resolving these barriers to accessibility (¶446.5e)



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2025 Charge/Church Conference
Finance and Audit Report ¶447.6-7
One form for each congregation
January 2024 to December 2024

Church Name: _____ Finance Committee Chair: _____

Has the Finance Committee of this church established a written financial policy to document the internal controls of the local church? Yes____ No____

If no, explain: _____

If yes, date plan was reviewed and approved by local church leadership: _____

Financial Audit Report

1. Receipts, Disbursements, and Balances

Record	Jan 1, 2024 Balance	Cash Received and Recorded	Balance Plus Receipts	Total Disbursements	Dec 31, 2024 Balance
Current Expense Fund					
Benevolent Fund					
Improvement Fund					
Other Fund _____					
Trustees, Investment Accounts (list account fund names in first column)					
A. _____					
B. _____					
C. _____					
D. _____					
E. _____					
F. _____					
Classes or Groups: such as small groups, chartering organizations, other ministries (list name in first column)					
Total Amounts of All Accounts					

2. If any inconsistencies, please describe and provide recommendations for fixing. Attach a separate sheet.

3. **Auditor(s) Affirmation:** The auditor(s) has examined the accounts above, reconciled receipts and disbursements with bank deposits, checks issues for vouchers drawn, and bank balances, and has found the balances displayed to be correct and the records properly kept, except as noted above.

Auditor or Auditing Committee Signature

Phone Number of Lead Auditor

Date of Audit

Signature of Pastor



Pastor's Name: _____

1. List the names of all candidates for ordained ministry pending Charge Conference approval (simple majority vote). All names listed must have the following completed prior to Charge Conference approval:
 - At least one year of membership in good standing with the GMC or its predecessor.
 - The gifts, evidence of God's grace, and call to ministry for ordained ministry.
 - A secondary school diploma or equivalent.
 - Been approved by a two-thirds secret ballot of the PPRC or equivalent.
2. List the names of all candidates, previously approved by the Charge Conference, whose candidacy is being renewed at this year's Charge Conference session:
3. What progress updates does the PPRC have for the Charge Conference regarding each candidate?



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2025 Charge/Church Conference
PPRC's Certified Lay Ministry Report
¶¶439.9, 445.8h

Church Name: _____
PPRC Chair's Name: _____
Pastor's Name: _____

1. List the names of each person seeking certification as lay ministers (Simple majority approval):
2. List the names of all currently certified lay ministers in the charge and their year of approval by the Board of Ministry:
3. List the names of all currently certified lay ministers which the Charge Conference is endorsing for 2026 (Simple majority approval):
4. List the names of all certified lay ministers who will need a renewal of certification from the Board of Ministry in 2026. Certifications need renewal every 3 years from the date of their Board of Ministry approval.



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2025 Charge/Church Conference
Certified Lay Minister's Report
¶¶502.3a
One report from each Certified Lay Minister

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Telephone Number: _____

1. Provide a detailed account of the ministry you have engaged in since the previous Charge Conference:

2. In what activities have you engaged for personal and spiritual growth since the previous Charge Conference?



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2025 Charge/Church Conference
Lay and Clergy Evangelist Report
¶¶514.1f
One report from each Evangelist

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Telephone Number: _____

1. Provide a detailed account of the ministry you have engaged in since the previous Charge Conference:

2. What activities you have engaged in for personal and spiritual growth since the previous Charge Conference?

3. What continuing education opportunities have you engaged in since the previous Charge Conference?



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2025 Charge/Church Conference Election of Church Leaders

¶437 states the basic organizational plan for the local church may be designed by each congregation in such a manner that it provides for a comprehensive program of nurture, outreach, and witness to all. In addition to a charge conference, a congregation must have a church council or similar governing board.

Members of the church's governing board or council shall be persons of genuine Christian character who love the church, are morally disciplined, are committed to the mandate of inclusiveness in the life of the church, are loyal to the ethical standards of the Global Methodist Church and are competent to administer its affairs. It should include confirmed youth and young adult members chosen according to the same standards as adults. All persons with vote must be members of the local church.

If you have questions about developing an organizational plan, please contact your presiding elder.

Lay Leader

Name: _____

Email: _____

Phone Number: _____

Lay Member to Annual Conference

Name: _____

Email: _____

Phone Number: _____

Administrative Council/Lead Team Chair

Name: _____

Email: _____

Phone Number: _____

Pastor Parish Relations Chair/Staff Parish Relations Chair

(Or person representing this position on the Lead Team or Administrative Council)

Name: _____

Email: _____

Phone Number: _____

Trustee Chair

(Or person representing this position on the Lead Team or Administrative Council)

Name: _____

Email: _____

Phone Number: _____



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2025 Charge/Church Conference Election of Church Leaders Continued

Finance Chair

(Or person representing this position on the Lead Team or Administrative Council)

Name: _____

Email: _____

Phone Number: _____

Treasurer

Name: _____

Email: _____

Phone Number: _____

Missions/Outreach Chair

(If position is filled)

Name: _____

Email: _____

Phone Number: _____

Additional/Other Church Officers

Name: _____

Email: _____

Phone Number: _____

Ministry Position: _____

Name: _____

Email: _____

Phone Number: _____

Ministry Position: _____

Name: _____

Email: _____

Phone Number: _____

Ministry Position: _____



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2025 Charge/Church Conference
Election of Church Leaders Continued

Additional/Other Church Officers (Continued- If Applicable)

Name: _____

Email: _____

Phone Number: _____

Ministry Position: _____

Name: _____

Email: _____

Phone Number: _____

Ministry Position: _____

Name: _____

Email: _____

Phone Number: _____

Ministry Position: _____

Name: _____

Email: _____

Phone Number: _____

Ministry Position: _____

Name: _____

Email: _____

Phone Number: _____

Ministry Position: _____

Name: _____

Email: _____

Phone Number: _____

Ministry Position: _____



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2025 Charge/Church Conference
Lay Members to the 2025 Annual Conference
(One Lay Delegate for each appointed Clergy)

Lay Member(s) to Annual Conference

Name: _____

Email: _____

Phone Number: _____

Name: _____

Email: _____

Phone Number: _____

Name: _____

Email: _____

Phone Number: _____

Name: _____

Email: _____

Phone Number: _____

Alternate Lay Member(s) to Annual Conference

Name: _____

Email: _____

Phone Number: _____

Name: _____

Email: _____

Phone Number: _____

Name: _____

Email: _____

Phone Number: _____

Name: _____

Email: _____

Phone Number: _____

If more spaces are needed, please attach an additional sheet.