

***The Business of the Annual Conference
Instructions to the Conference Secretary***

As a reminder, pursuant to the Discipline ¶606.2, each Annual Conference shall send copies of their journal, without charge, to the entities listed below. Please note ¶606.2 was amended at General Conference 2016 to allow for the submission of print or digital journals.

To submit a digital copy to all entities below, please upload your journal to the following Dropbox:
<https://www.dropbox.com/request/wT8rRNGPQnj1KJQ0VT3b>

Connectional Table

1 Printed or 1 Digital Copy (Digital Preferred)
connectionaltable@umc.org

United Methodist Communications

1 Printed or 1 Digital Copy
Attn: InfoServ
PO Box 320
Nashville, TN 37202-0320
infoserv@umcom.org

General Council on Finance and Administration

2 Printed or 1 Digital Copy
Data Services Department
1 Music Circle N
PO Box 340029
Nashville, TN 37203-0029
dataservices@gcfa.org

Wespath Benefits and Investments

2 Printed or 1 Digital Copy
1901 Chestnut
Glenview, IL 60025-1604

General Commission on Archives & History

2 Printed and 1 Digital Copy (if available)
L. Dale Patterson
36 Madison Ave
PO Box 127
Madison, NJ 07940-0127

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The *Book of Discipline* of The United Methodist Church requires that the meeting of the Annual Conference attend to certain matters.

The purpose of the attached set of questions is to assist the Annual Conference Secretary in structuring certain basic information about the Annual Conference in order to provide a permanent record of all annual conference actions related to the status of clergy members and others in the conference. The General Council on Finance and Administration (GCFA) prepares these questions; immediately following the close of the annual conference session, the conference secretary should answer all the questions.

GCFA provides each conference secretary with a form, which may be duplicated and distributed as necessary to report the information. Once the Annual Conference BAC has been completed, please send a copy to dataservices@gcfa.org.

Please note the following instructions, as well as instructions included on the form related to specific questions.

Question 4b,c: The *Book of Discipline* allows annual conferences considerable flexibility in the organization of its agencies. In the space provided, enter the names of the comparable structure in your Annual Conference.

Question 10f: Within Annual Conference Session, a vote can be made to declare a local church (Charter, Satellite, New Church Start or Mission Congregation) closed. There are multiple reasons why a local church is recommended for Closure. We are now asking that you please include the reason for closure. This may include but not limited to the following: Financial, Abandoned, Discontinued or Disaffiliation.

Disaffiliation: Church that are exiting/withdrawing the UMC under the new “gracious exit”. These are churches that will be leaving the UMC under the new discipline code of ¶2553 churches leaving under certain circumstances. GCFA will list all churches living under ¶2553 with a reason of closure as of disaffiliation.

Question 10c: When authorized by the Bishop, chartered local churches may sponsor or serve as “parent” to a satellite church. The satellite is often a separate site or campus of a larger local church congregation. For each satellite church listed on the question, you will also need to list the parent church. **Each satellite church listed will be assigned a permanent GCNO number by GCFA.**

Question 13: An affirmative answer to this question implies that the character and conference relations of all clergy members have been reviewed by the Cabinet and the Board of Ordained Ministry, and those found to be in good standing are approved for an annual appointment. Those clergy whose character or conference relations are in question are being reviewed by appropriate bodies as defined by the *Discipline*.

Questions 15-17: Everyone who wants to become an LP, PE, or PD must first become a certified candidate. People can serve in any capacity once they make it through certification and the other approvals. If this is the first year that a certified candidate is listed as an appointed FL or PL, then list them in 15 and in 16 or 17. All other candidates appointed as FL or PL should only be listed in questions 16-17. Students appointed as local pastors are the only people allowed to be listed as a candidate in one conference while also listed as an LP in a different conference. Par.318.3 stipulates that students appointed as local pastors can serve in either a full- or part-time capacity.

Questions 15-51, 53-67: Except where specifically noted, the names of persons and other information needed to complete these questions should be available from your conference Board of Ordained Ministry following annual conference action on its report.

Question 19: Local pastors who have been reinstated should also be listed in Question 16 or Questions 17a, or 17b, whichever is appropriate.

Questions 20-21: List only the names of ordained ministers who are not retired, who are appointed by the Bishop of your annual conference, and who retain their denominational affiliation or membership in another annual conference.

Questions 23-35: Please be sure to include in the appropriate questions all members of your conference who were either admitted or ordained as a courtesy to you by another annual conference.

Question 23: Please do not repeat the names of persons listed in Questions 32, 33, 34.

Questions 24, 25a: Please list the seminary, if attending.

Question 24: Please do not repeat the names of persons listed in Questions 27, 31, 33, 34, 34 or 35.

Question 26: The listing of names in this question **does not** automatically signify reception into conference membership. Ordained ministers coming from other denominations into conference membership must also be listed in Questions 27 or 28.

Question 27: Please list only ordained ministers received into conference membership from non-Methodist denominations. Ordained ministers transferred in from Methodist denominations should be reported in Question 34.

Question 28: Please list all persons elected to conference membership as deacons in full connection or elders in full connection. Any name appearing on this question must also be listed somewhere in Questions 29-30 unless the clergy's orders from another denomination were listed on Question 35 in a previous year.

Questions 29 and 30: Please list the seminary attended.

Question 36: Please use question 36 only when admitting or ordaining for other conferences. Do not include persons admitted or ordained as a courtesy by or for another conference in Questions 34 or 37. Do not list the same person in both Question 40 and Questions 23-36.

Questions 39-40: The names of persons on honorable location should be listed on either Question 39 or Question 40, but not on both.

Question 44: Please be sure to list full name--first, middle, and last--in each category.

Questions 46, 47, 48, 63: Please be sure to give effective date of leave in each question.

Questions 49, 50, 51, 62, 66: All retired ordained clergy members and local pastors of your conference should be listed in the BAC by full name-- first, middle, and last.

Question 52: A) This question requests summary statistical information on the clergy members of your annual conference with breakdown by clergy and appointment status..

Asian	Members with ethnic origins in East or South Asia (this includes the peoples of Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Japan, Korea, Laos, Malaysia, Mongolia, Myanmar, the Philippines, Pakistan, Singapore, Sri Lanka, Taiwan, Thailand, Tibet, and Vietnam
Black.....	Members with ethnic origins in Africa or those who identify themselves as "African American." This includes the African Diaspora in the Caribbean, Latin America, and North America. Hispanic/Latino Members with ethnic origins in Latin America (including Mexico, Central America, and the Spanish-speaking islands of the Caribbean). This ethnicity includes persons whose racial heritage is either European or African. Native American Members with ethnic origins in indigenous America (including Aleut, Inuit, Micmac, Ojibwa, Mayan, Miskito, etc.) and/or who maintain cultural identification through tribal affiliation or community recognition.
Pacific Islander	Members with ethnic origins in the Pacific Islands (including Fiji, Guam, Hawaii, Marianas, Micronesia, Papua, Polynesia, Samoa, Solomon and Tonga, Vanuatu, and Tuvalu).

WhiteMembers with ethnic origins in Europe, including its various ethnicities.

Multi-Racial.....Members with ethnic origins in two or more of the other six categories.

Question 52: B) This question requests the summary statistical information on the breakdown of clergy by the gender and racial/ethnic group Identification of the clergy person. We have added a Non-Binary as Gender option alongside of Male and Female. If your conference is not using Non-Binary, you can leave blank or delete the column.

Count each conference member only once. The figure entered in the space marked "Grand Total, All Conference Clergy Members" should correspond to the total number of ordained ministers and full-time and part-time local pastors who are members of your Annual Conference (§602.1).

Questions 53-58: The names of persons and the other information needed to complete these questions should be available from your conference Board of Ordained Ministry following annual conference action on its report.

Questions 70, 71, 72: Your list of appointments may be attached in an additional spreadsheet. Please note that all elders in full connection and provisional elders appointed to extension ministries should be listed in the categories outlined in 344.1a,b,c,d. Please be sure that every clergy member of your conference is accounted for either in this appointment list or in Questions 43, 45, 46-56, 70, or 74.

Question 68: For the sake of clarity and consistency in reporting, please do include in this list any appointments made effective since the setting of appointments at the last annual conference session.

Question 73: All members of your conference whose primary appointment is to attend school should be listed. Be sure to include all provisional members who are not appointed to a pastoral charge, an appointment beyond the local church, or an extension ministry while also attending school.

Thank you for your service to the church!