



Secretary of the General Conference

The United Methodist Church



QUADRENNIAL TRAINING

2025

Annual Conference Secretary Track

Session 4: Journals & Other Record Keeping



Journals & Other Record-Keeping

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- What is your process to certify your journals?
- What do you do if you did not include your statistical information?
- Leadership Information (also known as Officer's Sheet) – This information is collected quarterly to ensure that leadership information is always up to date. Email the completed Leadership form to dataservices@gcfa.org. GCFA will email the form to each AC Secretary.

What questions do you have?



How to Reach the Office of the General Conference



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