



Secretary of the General Conference

The United Methodist Church



QUADRENNIAL TRAINING

2025

Annual Conference Secretary Track

Session 2: Annual Conference Responsibilities

Annual Conference Secretary



The Role of the Annual Conference Secretary

- The Book of Discipline does not have a detailed position description
- Responsibilities vary between annual conferences
- Tasks are varied and some are shared with other officers or conference staff members.

The Role of the Annual Conference Secretary

Election:

603.7: The annual conference, at the first session following General Conference or jurisdictional conference, or at the last session preceding same, elects the secretary to serve for the succeeding quadrennium. In case of vacancy, the bishop, after consultation with the district superintendents, appoints a replacement until the next conference session.



Annual Conference Secretary Responsibilities

What questions do you have?



How to Reach the Office of the General Conference



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