



**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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# Journals & Other Record-Keeping Questions

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- What is your process to certify your journals?
- What do you do if you did not include your statistical information?

# **Journals & Other Record-Keeping Reminders =**

A complete listing of appointments of all ordained clergy, local and supply pastors (both pastoral appointments, appointments to extension ministries and appointments beyond local churches, including the charge conference membership) to the Data Services Department ([dataservices@gcfa.org](mailto:dataservices@gcfa.org)) within two weeks of the close of the annual conference session.

# Journals & Other Record-Keeping Reminders =

Leadership Information (also known as Officer's Sheet) – This information is collected quarterly to ensure that leadership information is always up to date. There are two ways it can be submitted to GCFA. Either email the completed Leadership form to [dataservices@gcfa.org](mailto:dataservices@gcfa.org) or review/submit changes directly within GCFA Chronicles database. GCFA will email the form to each AC Secretary.

# Journals & Other Record-Keeping Reminders =

A complete copy of the “Business of the Annual Conference” (BAC) form should be sent to Data Services within three to four weeks after the close of the annual conference session. Blank copies of this report form with instructions will be sent by email to each annual conference secretary prior to the conference session.

# Journals & Other Record-Keeping Reminders =

A copy of a directory of all ordained clergy, provisional members, local pastors, and supply pastors under appointments—both to pastoral charges, and appointments to extension ministries, and appointments beyond the local church and the charge conference memberships—showing the mailing address of each.

*Note: if your conference journal is published within a month or two of your AC, the journal will suffice.*



# What questions do you have?



# How to Reach the Office of the General Conference



W E B S I T E  
[WWW.UMCGC.ORG](http://WWW.UMCGC.ORG)



E M A I L  
[GCOFFICE@UMCGC.ORG](mailto:GCOFFICE@UMCGC.ORG)

OR  
[SECRETARY@UMCGC.ORG](mailto:SECRETARY@UMCGC.ORG)



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