



Secretary of the General Conference

The United Methodist Church

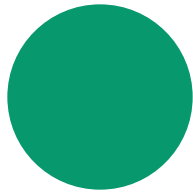


QUADRENNIAL TRAINING 2025

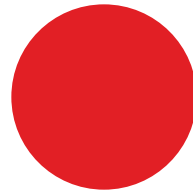
Annual Conference Secretary Track

Session 5: Timeline Development

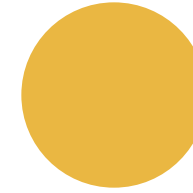
Timeline Development



**BEFORE ANNUAL
CONFERENCE**
*(Months leading up to
annual conference session)*



ANNUAL CONFERENCE
*Immediately preceding
and following annual
conference session*

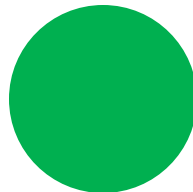
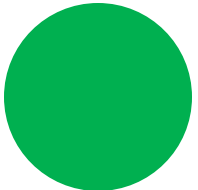


**FOLLOWING ANNUAL
CONFERENCE**
*This may vary by
annual conferences*

Before Annual Conference

(Preparation should begin several months prior to Annual Conference.)

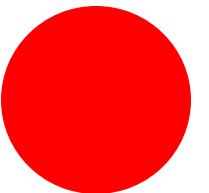
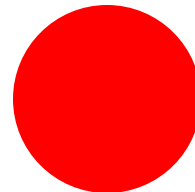
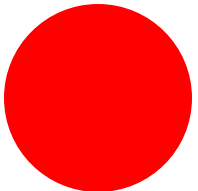
- Collect and prepare reports, legislation, and resolutions for the Annual Conference Session
- Obtain list of charge lay members elected by charges in the Annual Conference
- Determine and notify lay equalization members according to the Annual Conference Rules for naming them.
- Distribute pre-conference materials to conference members, lay and clergy.
- Provide complete credentialing information needed for registration to Annual Conference
- Contact Assistant Secretaries and provide any needed instruction
- Contact Tellers and arrange for training



Annual Conference

Immediately preceding and following annual conference session

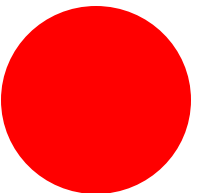
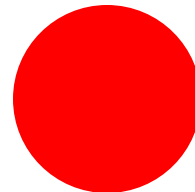
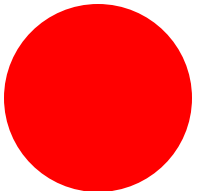
- Work with Bishop to understand expectations of Conference Secretary in Business Sessions. (*Examples: what motions are expected from the Conference Secretary – such as organization – setting the voting bar, consent calendar? Is Conference Secretary expected to make announcements? Participation in worship services, including memorial service, retirement service, ordination, etc.*)
- Work with Program and Arrangements/Planning/Sessions Committee
- Credentialing and Registration (Roll Call and Attendance Reporting)
- Nominate Assistant Secretaries
- Daily Proceedings – (follow Conference Rules as to when and how these are approved and presented)



Annual Conference

Immediately preceding and following annual conference session

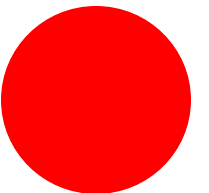
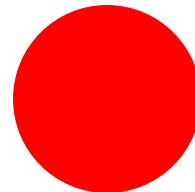
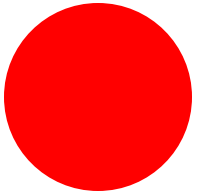
- Sending Greetings, sympathy, concern/courtesy
- Distribution of Materials
- Conference Nominations - Quadrennial and Annual, Class Structure
- Reports and Information for Conference Journal
- Organize/Supervise Annual Conference Committees such as Journal, Petitions & Resolutions, Courtesies, etc.
- Certificates presented during session – Ordination / Commissioning /Licensing, Retirement, Awards, etc. (Who orders these and fills them out? Who hands them out?)



Annual Conference

Immediately preceding and following annual conference session

- Voting and Elections
 - o General and Jurisdictional Delegates (Electronic, paper scanning – Providers, options, costs, time)
 - o Constitutional Amendments. Written ballots. Numbers must be recorded and submitted.
 - o Endorsement of Episcopal Candidate (Conference rules vary)
 - o Divisions of the House (*Divide the house is a parliamentary procedure that orders the counting of votes in a meeting*).
- TELLERS. Selection and training to provide for effective vote counting, ballot distribution and collections, etc.



Following Annual Conference

The timeline for Journal completion will vary by conference

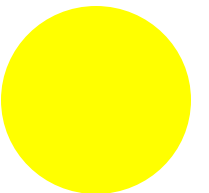
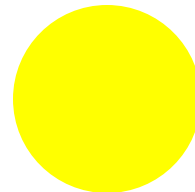
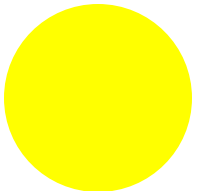
Journal Preparation-Preparation of Sections:

- Officers of the Conference, Committees and Directories
- Daily Proceedings
- BAC
- Appointments
- Resolutions
- Reports
- Memoirs
- Roll of the Dead
- Historical Record

Following Annual Conference

The timeline for Journal completion will vary by conference

- Miscellaneous (can include anything required by the Annual Conference Rules, such as printing of rules; sermons that are requested by the bodies, list of surviving spouses).
- Pastoral Records – ordination and service records
- Financial Reports, including budget
- Statistical Reports



Following Annual Conference

The timeline for Journal completion will vary by conference

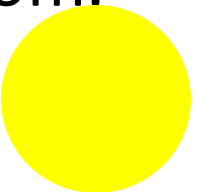
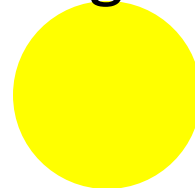
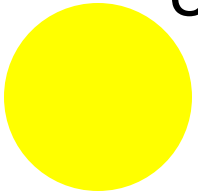
- Conference Secretary is responsible to see that the Journal is published.
- Some Conference Secretaries do the collection, editing and production. Others oversee the production and arrange for printing, etc. If the Conference Secretary writes the memoirs, then contact with the families is required.
- Depending on Conference Policies this may include the sale of the Journals, production of digital versions of the Journal and preparation for the Journal on the Conference Website.

Following Annual Conference

=

The timeline for Journal completion will vary by conference

- Production of the Journal is regulated by Conference rules in terms of timelines, printer, distribution, etc.
- As part of the distribution, send two printed copies or a digital version of the annual conference Journal to GCFA, GBOPHB, GCAH, Secretary of the General Conference, Central or Jurisdictional Commission on Archives and History, and the Annual Conference Commission on Archives and History.
- One printed copy or a digital version to the Connectional Table and one to UMCom. If available, one copy of a digital version to GCAH and UMCom.



Annual Conference Secretary Guide



What questions do you have?



How to Reach the Office of the General Conference



W E B S I T E
WWW.UMCGC.ORG



E M A I L
GCOFFICE@UMCGC.ORG

OR
SECRETARY@UMCGC.ORG



Secretary of the General Conference
The United Methodist Church

