



Conference Secretary

California-Pacific Conference

THE UNITED METHODIST CHURCH

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Rev. Bob Rhodes
Conference Secretary

Date: February 19, 2026

To: Bishop Dottie Escobedo-Frank, District Superintendents, Executive Directors, Directors, Connectional Table, Chairpersons of Conference Essential Ministries Team, and Others

From: Rev. Bob Rhodes, Conference Secretary

Re: Procedures and Deadlines for Preliminary Reports for the 42nd Annual Session of the California-Pacific Conference

CONFERENCE SESSION: Wednesday, June 17 – Saturday, June 20, 2026

INSTRUCTIONS

Please pay careful attention to the style sheet for reports to avoid the need to resubmit. Conference Rules can be found in the Conference Journal at <https://www.calpacumc.org/secretary/>.

1. REPORTS – DUE APRIL 15, 2026

- Refer to Rule V.C.1 (Page I-11) of the 2025 Conference Journal for the intent and expected content of a Report as well as which organizations are eligible/expected to submit Reports.
- We encourage all Reports to incorporate the theme of the Annual Conference Session.
- If you are submitting a report as part of an Essential Ministry's team composite report, please submit to your EMT prior to the April 15, 2026 deadline.
- Place all RECOMMENDATIONS at the end of the Report. A Statement of Fiscal Impact should be included with the Recommendation. Refer to Conference Rule V.C.2 (Page I-12) on how to properly submit a Recommendation. Any Recommendation having fiscal impact SHALL be submitted to the CFA, with appropriate financial data by the author(s) for review, consultation, recommendation, and comment for Conference consideration.
- Please submit Reports using the online form found at <https://www.calpacumc.org/ac2026secretarysubmissions> and include relevant contact information. *The preferred submission format is OPTION ONE: Text Only.* If another method is necessary, please ensure use of the **style sheet** at the end of this document.

2. RESOLUTIONS – DUE APRIL 15, 2026

- Refer to Rule V.C.3 (Page I-12) of the 2025 Conference Journal for the intent, requirements, and expected content of a Resolution.
- Use the heading and content format shown in the example below:

SUBJECT:

SUBMITTED BY:

ESTIMATED FISCAL IMPACT:

SOURCE OF STAFF TIME:

WHEREAS...

THEREFORE, BE IT RESOLVED

- NOTE: Essential Ministry Teams who wish action of the Conference regarding policies and practices should submit Recommendations (i.e. Equitable Compensation, Pensions, etc.) as a part of their report rather than as separate resolutions. Refer to Rule V.C.2 (Page I-12) of the 2025 Conference Journal for the intent and expected content of a Recommendation.
- Resolutions will be assigned numbers in order of date received.
- Please take care to avoid duplicating existing resolutions. The list of existing resolutions can be found at the end of the Report Section H of the 2025 Journal.
- Please submit Resolutions using the online form found at <https://www.calpacumc.org/ac2026secretarysubmissions> and include relevant contact information. *The preferred submission format is OPTION ONE: Text Only.* If another method is necessary, please ensure use of the **style sheet** at the end of this document.

3. RULES – DUE MARCH 15, 2026

- Refer to Conference Rule V.H (Page I-16) on how to properly request changes to the published Conference Rules for presentation at the 2026 Annual Session of the California-Pacific Conference. Groups requesting changes shall send proposed changes to the Rules Committee no later than March 15, 2026.
- Proposed Changes to be e-mailed to rules@calpacumc.org.

4. FLYERS, BROCHURES, HANDOUTS, ETC.

Only applicable during in-person Conference Sessions

- NO flyers, brochures, handouts, etc. will be handed out or available at the registration area.
- Only approved Annual Conference Business items will be distributed on the plenary floor.
- Handouts on the plenary floor are severely restricted due to the carefully planned schedule.

In an effort to be good stewards of God's creation, the Preliminary Report will not be printed. For those who want or need a printed copy, please contact your church pastor.

DOCUMENT STYLE SHEET

The Conference Secretary prefers submission by text only using the online form linked above. If documents will be submitted in another format (i.e. Microsoft Word or Google Docs), please use the following guidelines. All submissions are subject to formatting correction at the discretion of the Conference Secretary.

CONTENT AND TITLE

- Reports should cover the calendar year 2025 and up to March 2026.
- Any ACTION items referred to your agency or your group by the previous Annual Conference should be reported.
- Save your document with this TITLE:
“2026Prelim.GroupName.docx” (i.e. 2026Prelim.Trustees.docx)
Your GROUP NAME MUST be in the document title.

PAGE FORMAT

- Set MARGINS at .75 for all margins.
- Do NOT use line numbers.
- Bullets may be used to set off points.
Do NOT use tabs and indents. Use a “carriage return” (i.e. a blank line) after each paragraph rather than paragraph spacing.

CHARACTER FORMAT

- Use TIMES NEW ROMAN – Size 12 only, single-spaced.
- **Bold** or *italics* may be used for emphasis of word or sentence, but not whole paragraph.
- Underlining should NOT be used for emphasis.
- Graphics are discouraged and may be removed if they do not enhance understanding of the subject or to save space.
- No Photos.
- No Footnotes. Place references within the body of the document.

PROPOSED RULE CHANGES FORMAT

- Use TIMES NEW ROMAN – Size 12 only.
- **Bold and Underlining** should be used to emphasize any new additions to existing Rules and Resolutions. ~~Strikethrough~~ should be used to emphasize any deletions to existing Rules.