

CHARGE CONFERENCE FORM #18 Membership Audit

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf18_membership

WHY THE MEMBERSHIP AUDIT IS REQUIRED

The Pastor-in-Charge is responsible for ensuring that all membership records are accurate and up to date. Each church is also to maintain a Constituency Roll with names and addresses of non-members for which it has pastoral responsibility, including children (BOD 2020|2024 ¶230, 231, 247.15). To prepare for the annual statistical collection at the end of the calendar year, the questions on this form now align to the statistical questions asked in Table 1.

For charge conference, you will need the worksheet only. Prepare this form so it is accurate as of December 31, 2026, and it will provide the answers to some questions in Table 1 of the 2026 statistical report.

WHO COMPLETES THIS REPORT

The Pastor-in-Charge and the Charge Conference Secretary are responsible for completing this form after the charge conference meets and votes on which members are considered inactive or are to be removed.

WHEN THIS REPORT SHOULD BE COMPLETED

Prepare the worksheet at least 1 week prior to charge conference and email it to your district office, so that it is accurate at the time of your charge conference. Following charge conference votes on members who are inactive in the first year, inactive in the second year, and removed in the 3rd year, use the worksheet and any additional deaths before end of year to complete the online form as of December 31, 2026. Complete and sign the online form by February 5, 2027.

RESOURCES YOU MAY NEED

The following documents may be needed to complete the work in this report.

- Many questions on this report are repeated each year, so a previous report will be useful to complete this one. The previous report will also verify who was previously included as inactive in Years 1 & 2.
- Any membership records your church maintains, especially any ledger of members added or removed.
- Worksheet to prepare to complete this form as a Word document or in PDF format.

DISTRIBUTION OF REPORTS: The following individuals receive a copy of the report with the included information. You do not need to email your form separately to any of the individuals named below.

- Charge Conference Secretary**
- Pastor-in-Charge**, Lead Pastor, or equivalent
- Church Office**, if email is provided
- District Office** for District Superintendent
- Conference Data Services** for archiving and record updates

REPORT YEAR	
ABOUT THE LOCAL CHURCH	
A. DISTRICT	Choose EAST, HAWAII, NORTH, SOUTH, or WEST
B. LOCAL CHURCH	
C. PASTOR-IN-CHARGE	
D. PASTOR-IN-CHARGE EMAIL	
E. CHARGE CONFERENCE SECRETARY	
F. CHARGE CONFERENCE SECRETARY EMAIL	
G. CHURCH OFFICE EMAIL	
i. BAPTISMS	
List all people who were baptized or will be baptized in the current calendar year. * These answers should be used for your 2026 statistical report.	
*1. NUMBER OF PERSONS BAPTIZED THIS YEAR AGES 0-12	
*2. NUMBER OF PERSONS BAPTIZED THIS YEAR AGES 13 & OLDER	
3. TOTAL NUMBER OF BAPTISMS THIS YEAR	
4. LIST ALL INDIVIDUALS BAPTIZED THIS YEAR Include name, date of baptism, child under 13 youth or adult, and whether individual is now a baptized constituent (non-member) or a professing member.	
ii. NEW MEMBERS ADDED THIS YEAR	
List all new professing members in the current calendar year. The answers should be used for your 2026 statistical report.	
5a. LIST NAMES & DATES CONFIRMED OF ALL NEW MEMBERS RECEIVED THIS YEAR ON PROFESSION OF FAITH AT CONFIRMATION.	

*5b. NUMBER RECEIVED THIS YEAR ON PROFESSION OF FAITH AT CONFIRMATION		
6a. LIST NAMES & DATES OF ALL NEW MEMBERS RECEIVED THIS YEAR ON PROFESSION OF FAITH OTHER THAN CONFIRMATION.		
*6b. NUMBER RECEIVED THIS YEAR ON PROFESSION OF FAITH OTHER THAN CONFIRMATION		
7a. LIST NAMES & DATES OF ALL MEMBERS RESTORED BY AFFIRMATION OF FAITH THIS YEAR.		
*7b. NUMBER RESTORED BY AFFIRMATION OF FAITH THIS YEAR		
8a. LIST NAMES & DATES OF MEMBERS RECEIVED THIS YEAR FROM OTHER UNITED METHODIST CHURCHES		
*8b. NUMBER RECEIVED FROM OTHER UNITED METHODIST CHURCHES THIS YEAR		
9a. LIST NAMES & DATES OF MEMBERS RECEIVED THIS YEAR FROM CHURCHES IN OTHER DENOMINATIONS		
*9b. NUMBER RECEIVED FROM OTHER DENOMINATIONS THIS YEAR		
10a. LIST NAMES & DATES OF MEMBERS RECEIVED THIS YEAR FROM CLOSED UNITED METHODIST CHURCHES		
*10b. NUMBER RECEIVED FROM CLOSED UNITED METHODIST CHURCHES THIS YEAR		
11. TOTAL NUMBER OF NEW MEMBERS THIS YEAR		
iii. INACTIVE MEMBERS		
12. LIST ALL INACTIVE MEMBERS IN 1 ST YEAR OF INACTIVITY. (This list must be voted.)		
13. LIST ALL INACTIVE MEMBERS IN 2 ND YEAR OF INACTIVITY. (This list must be voted. These individuals should have been listed last year in the 1 st year of inactivity.)		

iv. MEMBERS REMOVED THIS YEAR		
14a. LIST ALL MEMBERS TO BE REMOVED IN 3 RD YEAR OF INACTIVITY BY CHARGE CONFERENCE ACTION (VOTE). (This list must be voted. These individuals should have been listed last year in the 2 nd year of inactivity.)		
*14b. NUMBER OF MEMBERS REMOVED THIS YEAR IN 3 RD YEAR OF INACTIVITY BY CHARGE CONFERENCE ACTION.		
15a. LIST ALL MEMBERS WITHDRAWN FROM PROFESSING MEMBERSHIP THIS YEAR. (Include date withdrawn for each.)		
*15b. NUMBER OF MEMBERS WHO WITHDREW THIS YEAR FROM PROFESSING MEMBERSHIP.		
16a. LIST ALL MEMBERS TRANSFERRING TO OTHER UNITED METHODIST CHURCHES THIS YEAR. (Include date of transfer to each.)		
*16b. NUMBER OF MEMBERS TRANSFERRING TO OTHER UNITED METHODIST CHURCHES THIS YEAR.		
17a. LIST ALL MEMBERS TRANSFERRING TO OTHER DENOMINATIONS THIS YEAR. (Include date of transfer for each.)		
*17b. NUMBER OF MEMBERS TRANSFERRING TO OTHER DENOMINATIONS THIS YEAR.		
18a. LIST ALL MEMBERS REMOVED BY DEATH THIS YEAR. (Include date of death.)		
*18b. NUMBER OF MEMBERS REMOVED BY DEATH THIS YEAR.		
19. TOTAL NUMBER OF MEMBERS REMOVED THIS YEAR.		
v. MEMBERSHIP TOTALS		
20. TOTAL NUMBER OF MEMBERS ON JANUARY 1 THIS YEAR. (See 2025 Statistical Report Line 4 for membership total on December 31, 2025.)		
21. TOTAL NUMBER OF MEMBERS RECEIVED THIS YEAR. (See Line 11.)	ADD (+)	
*22. CORRECT PREVIOUS YEAR'S REPORTING ERRORS OF TOTAL PROFESSING MEMBERS BY ADDITION.	ADD (+)	
23. TOTAL NUMBER OF MEMBERS REMOVED THIS YEAR. (See Line 19.)	SUBTRACT (-)	
*24. CORRECT PREVIOUS YEAR'S REPORTING ERRORS OF TOTAL PROFESSING MEMBERS BY SUBTRACTION.	SUBTRACT (-)	
*25. TOTAL NUMBER OF MEMBERS ON DECEMBER 31, 2026.		