

CHARGE CONFERENCE FORM #22: Local Church Profile & Leadership Roles

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf22_leadership

WHY THE LOCAL CHURCH PROFILE & LEADERSHIP ROLES REPORT IS REQUIRED

The Conference and District request this information to facilitate and improve communication about leadership and management in the local church. The information in this report may be used by the conference staff to verify communication with the correct individuals in the local church. If your church has an alternative leadership structure, please provide the name and contact information of the person who fulfills the primary responsibilities of the roles named below. In some cases, the roles may be filled by an appointed Clergy Member. If so, please list the Clergy Member in the appropriate boxes.

WHO COMPLETES THIS REPORT

This report is to be completed by or on behalf of the Pastor-in-Charge or equivalent for each charge. The Pastor may call on other staff or members in church leadership for assistance.

WHEN THIS REPORT SHOULD BE COMPLETED

This report is NOT required for charge conference. It is to be completed by Friday, February 5, 2027 with information that is accurate for the 2027 calendar year. Signatures are not required.

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 may be useful for completing this one.
- The church's current Nominations Report for 2027
- 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.

- **Pastor-in-charge**, Lead Pastor, or equivalent
- **Church Office**, if email provided
- **District Office** for District Superintendent
- **Conference Data Services** for archiving and record updates
- Information in this report is made available to other offices through the conference's database system.

REPORT YEAR			
LOCAL CHURCH PROFILE			
A. DISTRICT	Choose from EAST, HAWAII, NORTH, SOUTH, or WEST.		
B. LOCAL CHURCH			
C. CHURCH PHONE			
D. CHURCH PRIMARY EMAIL			
E. CHURCH WEBSITE			
F. SOCIAL MEDIA PROFILES			
G. MAILING ADDRESS			
H. WORSHIP LOCATION ADDRESS			
I. ADDITIONAL DRIVING/PARKING INFO			
J. LOCATION TYPE	Choose from FRINGE, RURAL, SUBURBAN, TOWN SETTING, or URBAN.		
K. COUNTY WHERE YOU WORSHIP			
L. CHURCH WORSHIP INFORMATION (TIMES, STYLE, LANGUAGE, LOCATION)			
M. TYPE OF FOOD MINISTRIES AT THIS CHURCH			
N. ORGANIZATION TYPE	Choose from SINGLE BOARD GOVERNANCE, UMC BOOK OF DISCIPLINE, or OTHER (Specify).		
i. LOCAL CHURCH LEADERSHIP			
For the roles below, if the position is empty for 2027, enter "None", as necessary. If multiple people fill the roles, please list the person who should be considered the primary point of contact. If your church has an alternative leadership structure, please provide the name and contact information of the person who fulfills the primary responsibilities of the roles named below. In some cases, the roles may be filled by a Clergy Member who is appointed. If so, please list the Pastor or Associate Pastor in the appropriate boxes for identification purposes. Some individuals may fill more than one role; if so, list them in every role they hold.			
1. LOCAL CHURCH CLERGY	NAME	PHONE	EMAIL
1a. PASTOR-IN-CHARGE (LEAD PASTOR) If your church has co-pastors, list all names & contact info in Question 1b. Otherwise, leave #1b blank.			
1b. CO-PASTOR			
1c. ASSOCIATE PASTOR(S) Enter information for all associate pastors appointed to your church.			
2. LOCAL CHURCH LEADERS	NAME	PHONE	EMAIL
2a. CHURCH COUNCIL CHAIR Sometimes this role is called Administrative Council Chair.			

2. LOCAL CHURCH LEADERS (continued)	NAME	PHONE	EMAIL
2b. PRIMARY LAY LEADER If your church has co-lay leaders, please list additional lay leaders in Question #4.			
2c. STAFF-PARISH RELATIONS CHAIR Sometimes this role is called Pastor-Parish Relations Chair.			
2d. CHURCH TREASURER			
2e. ADMINISTRATOR / CHURCH SECRETARY			
The Benefits Office of the California-Pacific Conference requests the information below in order to authorize changes in benefits for clergy and lay staff. This is the person responsible for enrolling, terminating, or making other decisions about enrollment for church employees (pension, health insurance, dental insurance, etc). This person may hold any number of other roles in local church, including (but not limited to) Church Treasurer, Administrator, SPRC Chair, etc.			
2f. CHURCH BENEFITS ADMINISTRATOR			
2g. FINANCE COMMITTEE CHAIR			
2h. BOARD OF TRUSTEES PRESIDENT			
2i. YOUNG PEOPLE WORKER This person is the primary person working with youth and/or young adults.			
3. ARE THERE OTHER LEADERS YOU WISH TO NAME?		Choose YES or NO.	
4. IF YES, LIST THEIR NAMES, ROLES, AND CONTACT INFORMATION HERE.			
ii. ON-SITE PRE-SCHOOL			
5. DOES YOUR CHURCH HAVE A PRE-SCHOOL ON-SITE?	Choose YES or NO.		
6. IF YES, IS THE PRE-SCHOOL...	Choose INDEPENDENTLY OWNED AND OPERATED BY A NON-UNITED METHODIST (A FACILITY USER), OWNED AND OPERATED BY THE CHURCH, HYBRID (INDEPENDENT BUT WITH CHURCH MEMBERS ON BOARD, ETC), or OTHER (Explain).		
7. IF YES, PRE-SCHOOL NAME			
	NAME	PHONE	EMAIL
8. IF YES, PRE-SCHOOL DIRECTOR			