



UNITED METHODISTS

OF EASTERN PENNSYLVANIA
& GREATER NEW JERSEY

2026 Reports Checklist

All reports are completed in [Brick River](#), the new EPA&GNJ conference database launched on July 1. All reports are **due on September 30 or two weeks prior to your charge conference**. Instructions on how to complete the reports can be found in your People Portal in Brick River.

2026 Charge Conference Paperwork		
Report	Location in Brick River	Completed By
All reports are due September 30 or two weeks prior to your conference		
Report of the Pastor	People Portal	Pastor
Pastor Profile	People Portal	Pastor
Lay Servant/ CSM/CLM Report	People Portal	CSM/Lay Servant/CLM
SPRC Consultation Form (aka Church Profile)	Church Dashboard	SPRC Chair
Ministry Reflection (aka Clergy Appraisal)	People Portal	Pastor/SPRC Chair
Clergy Compensation form	Church Dashboard	Pastor/ SPRC Chairs
Nominations/ Leadership Report	People Portal	Pastor/Nominations Chair
Trustees report	People Portal	Trustees President
Parsonage Evaluation	People Portal	Trustees President
Finance Report	People Portal	Finance Committee Chair
2026 YTD Finance Report (aka Treasurers Report)	People Portal	Treasurer
Church Conference Minutes	People Portal	Pastor/Recording Secretary
Special Church Conference Minutes	People Portal	Pastor/Recording Secretary

Ministry Reflection

Formerly Clergy Appraisal

This report is separate from the church conference season and, moving forward, will be released in the spring. This year, however, the Ministry Reflection is available in the summer due to the transition to the new database.

This report can be found in your People Portal in Brick River and is due at the same time as the church conference reports (*just for this year*).