

CHURCH CONFERENCE TRAINING 2020

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OBJECTIVES

- ▶ FORMS and WORKSHEETS
- ▶ Understand how to log into Arena's Self-Service Side
- ▶ Distinguish between the CHURCH's User Name and PERSONAL User Names in Arena
- ▶ Learn how to update the committee list to ensure Committee Chairs have access to reports and members list
- ▶ Walk through Arena and discuss forms

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AS YOU BEGIN . . .

- ▶ Let the church know the date, time & link for your church conference so they can attend.
- ▶ Print out CC Checklist to stay organized.
- ▶ Church's Recording Secretary should take Meeting Minutes documenting all voting and general information discussed. The minutes will then be added through Arena no later than 10 days after your church conference.

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2020 CHURCH CONFERENCE (CC)

<http://www.bwcumc.org/resources/church-conferences-forms>

- ▶ Links to all District Schedules and Agendas
- ▶ CC Checklist
- ▶ Worksheets
- ▶ Forms
- ▶ Benefit Information
- ▶ FAQ

Home NEWS EVENTS ADMINISTRATION RESOURCES

- ▶ Church Conference Forms
- ▶ Communications
- ▶ District/Church Locator
- ▶ Church Payments Portal
- ▶ Church Conference Forms
- ▶ Grants and Awards
- ▶ Journal
- ▶ Local Church Classfests
- ▶ Missions/Ministry
- ▶ Policy Manual
- ▶ Resignments
- ▶ News

Schedules and Agendas

Download Worksheets

Frequently Asked Questions

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FORMS . . .

- ✘ Word and Excel Format
 - + Candidate for Ordained Ministry
 - + Certification of Compliance
 - + Compensation Reports
 - + Clergy Sexual Misconduct
 - + Laity Sexual Misconduct
- ✘ These documents need to be completed and signed then uploaded in Arena.

DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY
CHURCH CONFERENCE RECOMMENDATION
Bureau of Church Conference - Church Conference Job

Name: _____ Date: _____
 Address: _____
 Telephone: _____
 E-mail: _____

TO BE COMPLETED BY THE CANDIDATE:

I hereby declare that I am a member of the United Methodist Church and I am a member in good standing in the local church of my residence. I am a member of the local church of my residence and I am a member of the local church of my residence. I am a member of the local church of my residence and I am a member of the local church of my residence.

Ministerial Candidate Candidate for Ordination

Name: _____ Date: _____
 Address: _____
 Telephone: _____
 E-mail: _____

TO BE COMPLETED BY THE RECOMMENDING BODY:

I hereby declare that I am a member of the United Methodist Church and I am a member in good standing in the local church of my residence. I am a member of the local church of my residence and I am a member of the local church of my residence. I am a member of the local church of my residence and I am a member of the local church of my residence.

Name: _____ Date: _____
 Address: _____
 Telephone: _____
 E-mail: _____

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WORKSHEETS . . .

- ✘ Used to collect the information needed to complete the electronic forms in Arena.
- ✘ Same questions as in Arena Reports.
- ✘ Word documents can be filled out digitally or completed by hand and turned in to the Church Administrator.

LAY ELDERLY MINISTRY
ANNUAL REPORT FOR THE CHURCH CONFERENCE
Report for your local church, December 2018

This worksheet is provided for your personal use. The report data must be entered into Arena.

Part I: District Data (District Secretary - personal completion of all items)

District Name: _____
 District Office: _____
 District Secretary: _____
 District Office Phone: _____
 District Office Fax: _____
 District Office E-mail: _____

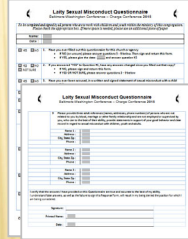
Part II: LAY ELDERLY MINISTRY (Lay and Elderly Ministers - personal completion of all items)

1. Lay and Elderly Ministers (Lay and Elderly Ministers) _____
 2. Lay and Elderly Ministers (Lay and Elderly Ministers) _____
 3. Lay and Elderly Ministers (Lay and Elderly Ministers) _____
 4. Lay and Elderly Ministers (Lay and Elderly Ministers) _____
 5. Lay and Elderly Ministers (Lay and Elderly Ministers) _____
 6. Lay and Elderly Ministers (Lay and Elderly Ministers) _____
 7. Lay and Elderly Ministers (Lay and Elderly Ministers) _____
 8. Lay and Elderly Ministers (Lay and Elderly Ministers) _____

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LAITY SEXUAL MISCONDUCT QUESTIONNAIRE

- ▶ Review the **BWC Policy Statement & Protocol On Lay Sexual Misconduct.**
- ▶ Must be completed **EACH year by everyone who works with children, youth and special needs adults.**
- ▶ Print out form and make sure to answer Yes or No for ALL questions.
- ▶ **Forms must be retained by local church in a locked file cabinet in the church office.**



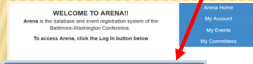
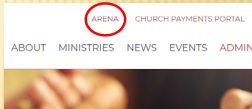
Does NOT get submitted to your District Office.

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ARENA

- ▶ Database and Event Registration System for churches
- ▶ Self-Service access thru BWC website : www.bwcumc.org/ then click Arena.
- ▶ Click on button to Log In.
- ▶ Enter User Name and Password



You are not logged in. Click here to log in.

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TWO TYPE ARENA ACCOUNTS

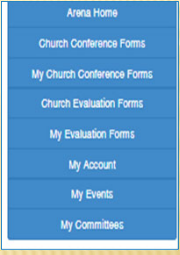
- ▶ **Personal Account**
 - + Same User Name (UN) used to register for an event or class.
 - + Personal UN looks like: **JPublic3**
- ▶ **Church Account**
 - + Each Church already has a User Name (UN)
 - + Church UN look like: **BWC-0000-OA**
 - + Where All of the CC reports can be accessed and the Pastoral Evaluation can be accessed.

Click Forgot Username or Forgot Password for your log-in.

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ARENA LANDING PAGE

- Once you have logged into Arena, you will use the Navigation menus on the right and choose the appropriate section to access the Church Conference forms, Evaluation forms and the Committee list.
- Choose Church Conference Forms and Church Evaluation Forms when logged in as the church.
- Choose My Church Conference Forms and My Evaluation Forms when logged in as an individual.
- To update the Committee List (Nominations Report), click on "My Committees" at the bottom of the Navigation Panel. Note: the name of your church is listed at the bottom of the page.



A screenshot of a blue navigation menu with white text. The items listed from top to bottom are: Arena Home, Church Conference Forms, My Church Conference Forms, Church Evaluation Forms, My Evaluation Forms, My Account, My Events, and My Committees.

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An illustration showing three people sitting around a table. A man in a yellow shirt is pointing at a blue folder on the table. A woman in a purple top is looking at the folder. Another person is partially visible in the foreground. There are several blue folders on the table.

2020 CHURCH CONFERENCE REPORTS

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2020 CHURCH CONFERENCE (CC)

- ▶ The forms we provide are required by *The Book of Discipline*
- ▶ All forms will be completed by logging into Arena. <https://arenaweb.bwcumc.org>
- ▶ Pastors, Church Administrators or the designee responsible for managing and monitoring CC form completion should log in to Arena with the **CHURCH's** Arena account.
- ▶ Committee Chairs/Certified Lay Servant/Speaker/Ministers and Pastors have access to pertinent forms by logging in to their personal Arena accounts.

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SUBMITTING REPORTS

- ✘ Read all directions
- ✘ Some items may be required – You can't submit until everything with an asterisk is complete.
- ✘ Indicate if the report is in Progress or Complete
- ✘ Hit **SUBMIT BUTTON**
- ✘ Each time you edit you must hit SUBMIT

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LAY SERVANT (LS) REPORT

- ▶ Only 3 Categories:
 - ❖ Certified Lay Servant
 - ❖ Certified Lay Speaker
 - ❖ Certified Lay Minister
- ▶ To be in good standing each LS must:
 - ❖ Complete the Annual Report EACH year and submit to church's CC
 - ❖ Take a recertification class every three years.

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LAY SERVANT REPORT

- ▶ Make sure to put something in all fields even if N/A or you will not be able to submit it.
- ▶ Upload certificates into Arena document. Contact your District Lay Ministry Director if you do not have a copy.
- ▶ Make sure you obtain all signatures.

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CANDIDATE FOR ORDAINED MINISTRY

- ▶ Has two forms
- ▶ An Arena form:
 - ❖ List all candidates.
 - ❖ Upload PDF for each candidate.
 - ❖ Place for 5 candidates
- ▶ Declaration signed by church PDF uploaded
- ▶ IMPORTANT: After your CC add vote by clicking edit.

Form Data Entry

This Church Conference Form is regarding **Allegheny UMC**

Candidate For Ordained Ministry Declaration Form 2017

IMPORTANT INFORMATION:
 This information is for use only by church members of the church. It is not to be made available to the public. It is to be used only by church members who have been authorized by the church.

DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY
 CHURCH CONFERENCE FOR CANDIDATES
 Southern Baptist Conference - Church Conference 2017

DECLARATION: I, the undersigned, hereby declare that I am a member of the church and am qualified to be ordained by this church conference.

DECLARATION BY THE CANDIDATE: I, the undersigned, hereby declare that I am a member of the church and am qualified to be ordained by this church conference.

DECLARATION BY THE CHURCH CONFERENCE: I, the undersigned, hereby declare that I am a member of the church and am qualified to be ordained by this church conference.

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COMMITTEE TOOLBOX...

- ▶ Need to log into Church's Arena account to access list.
- ▶ Skip committees/ministry groups not in your church.
- ▶ This is used to generate Nominations Report for CC meeting.

ARENA INSTRUCTIONS: Log-in and Committee Leader Toolbox Instructions

To login:

1. Go to [http://www.arenaonline.com](#)

2. Click on the "Log-in" link.

3. Enter the username and password.

4. Click on the "Log-in" link.

5. You should be able to access the Committee Leader Toolbox.

Handout: Arena Instruction: Log-in & Committee Leader Toolbox Instructions.

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ARENA COMMITTEE GROUPS

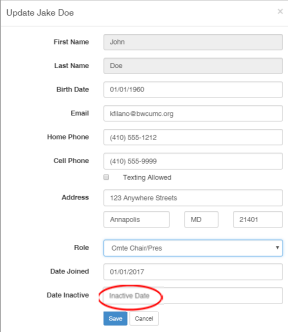
- ▶ 32 Groups / Committees
- ▶ 9 Key Committees in Church, in addition to Pastor...

<ul style="list-style-type: none"> + Church Council + Council on Ministries + Finance Ministry (Chair) + Finance Ministry (Treasurer) + Lay Leaders (Lay Leader) + Lay Members to AC 	<ul style="list-style-type: none"> + Missions Ministry + SPRC / PPRC + Trustees (Cmte Chair/Pres) + Youth and Young Adult Leader + Church Administrator
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TOOLBOX > END ASSIGNMENT

- ▶ Date inactive = end date.

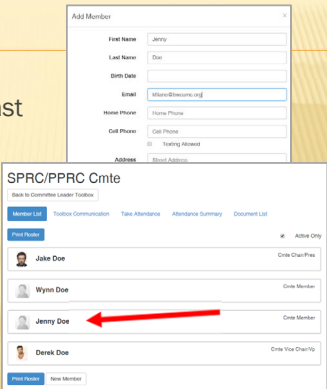


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ADD MEMBER

- ▶ Add Member
- ▶ Enter first and last name and email address.
- ▶ Default Role is Chair so make sure to change it.
- ▶ Add Date Joined (Term Started)

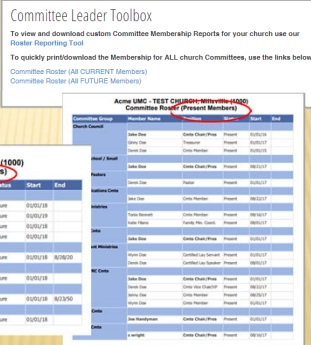


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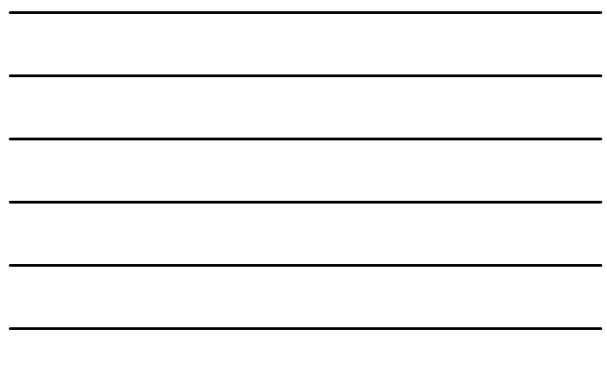


PRINT MEMBERSHIP ROSTER

- ▶ Select Current or Future members



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CLERGY COMPENSATION

- ✘ EXCEL Worksheet
- ✘ 2 types - Single Church and Multi-Church Charge
- ✘ Read instructions carefully.
- ✘ SPRC & Church Treasurer should complete it.
- ✘ Fill out top -- Make sure to select correct District.

Handout: Clergy Compensation

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CLERGY COMPENSATION

- ✘ Last page shows the Church's financial obligation to have this pastor.
 - + Type in the names of the SPRC Chair and Treasurer;
 - + They should sign the form before uploading in to Arena.

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CLERGY COMPENSATION SUMMARY

- ▶ Arena Report
- ▶ Same report for single and multipoint charge
- ▶ Summary of information found on the last page of the Compensation Report.
- ▶ You will upload the FULL Compensation Report.
- ▶ Complete Form Status

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NEED HELP

Accounts Receivable:

- ✦ **Priti Khanna, ~ Accounts Receivable**
e-mail: pkhanna@bwcumc.org 1.800.492.2525 ext.437

BWC Human Resources & Benefits Department:

- ✦ **Francesc Tagoe ~ Resource & Benefits Manager**
e-mail: ftagoe@bwcumc.org 410-309-3479 / 800-492-2525 Ext.479
- ✦ **Karen Conroy~ Human Resources & Benefits Associate**
e-mail: kconroy@bwcumc.org 410-309-3430 / 800-492-2525 ext. 430

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