CHURCH CONFERENCE TRAINING 2020

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

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.
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

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.

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.
LAITY SEXUAL MISCONDUCT QUESTIONNAIRE

- 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.

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

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-0000-0A
  - 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.
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.

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.
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

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.

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.
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.

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.

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

ARENA COMMITTEE GROUPS
- 32 Groups / Committees
- 9 Key Committees in Church, in addition to Pastor...
  - Church Council
  - Council on Ministries
  - Finance Ministry (Chair)
  - Finance Ministry (Treasurer)
  - Lay Leaders (Lay Leader)
  - Lay Members to AC
  - Missions Ministry
  - SPRC / PPRC
  - Trustees (Cmte Chair/Pres)
  - Youth and Young Adult Leader
  - Church Administrator
TOOLBOX > END ASSIGNMENT

- Date inactive = end date.

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)

PRINT MEMBERSHIP ROSTER

- Select Current or Future members
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

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 it to Arena.

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
Accounts Receivable:

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

BWC Human Resources & Benefits Department:

- Frances 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