2020 CHURCH CONFERENCE CHECKLIST
Cumberland-Hagerstown District

The Book of Discipline of the United Methodist Church - The charge conference shall be the connecting link between the local church and the general Church and shall have general oversight of the church council(s). The primary responsibilities of the charge conference in the annual meeting shall be to review and evaluate the total mission and ministry of the church, receive reports, and adopt objectives and goals recommended by the church council that are in keeping with the objectives of The United Methodist Church.

Read __ALL__ of the instructions below before starting the Church Conference (CC) forms.

All forms must be completed and submitted in Arena no later than 01 October 2020. This is a conference-wide deadline for which no extensions will be made at the district level. Please conduct all local church meetings and complete and upload scans of documents to meet this deadline. If you have questions about forms, documents, electronic signatures, etc., contact the district office as soon as possible.

- ☐ **Accessibility Audit** (Electronic Form)
- ☐ **Candidate for Ordained Ministry Church Conference Recommendation** (Fillable PDF) **(The district office will send out the form for signature via AdobeSign after the conference is completed).**
- ☐ **List of Candidates for Ordained Ministry** (Electronic Form)
- ☐ **Certification of Compliance** (PDF) – Original signatures are required **(Signed form must be uploaded by October 1st. If you are unable to sign, scan and upload the file, please contact the district office at pgaver@bwcumc.org.)**
- ☐ **Certified Lay Minister/Lay Servant/Lay Speaker Annual Reports** (Electronic Forms) – Vote may take place prior to your CC at the Church Council. If not, then a simple majority vote will be taken at your CC. **(Report and required certificates must be uploaded by October 1st).**
- ☐ **Clergy Compensation Report – Single Charge** (Excel Spreadsheet & Electronic Form) This form should be used if there is only **ONE CHURCH** on the charge. **Please upload the EXCEL version of the compensation; DO NOT convert to a PDF file.** The vote may be taken prior to the CC Meeting but will be F at the CC Meeting. **(The district office will send out the form for signature via AdobeSign after the conference is completed).**
- ☐ **Clergy Compensation Report – Multipoint Charge** (Excel Spreadsheet & Electronic Form) This form should be used if there is **MORE THAN ONE CHURCH** in the charge/co-operative parish. **Please upload the EXCEL version of the compensation; DO NOT convert to a PDF file.** Vote will take place at church conference. **(The district office will send out the form for signature via AdobeSign after the conference is completed).**
- ☐ **Clergy Sexual Misconduct Form** (PDF) – **(Signed form must be uploaded by October 1st. If you are unable to sign, scan and upload the file, please contact the district office at pgaver@bwcumc.org.)**
- ☐ **Congregational Profile** (Electronic Form)
- ☐ **Extension Ministry Report** (Electronic Form) – Distribute to those listed on the document
- ☐ **Finance Report** (Electronic Form)
- ☐ **Inactive Membership Report** (Electronic Form)
- ☐ **Laity Sexual Misconduct Questionnaire** (Fillable PDF) - This form should be kept in a locked cabinet in the church office.
- ☐ **Nominations Lay Leadership Development (**Completed through the Committee Leadership Toolbox). (Completed and signed form must be uploaded).
- ☐ **Parsonage Report** (Electronic Form) - (if applicable)
- ☐ **Pastor's Report** (Electronic Form)
- ☐ **Report of the Deacon** (Electronic Form) – Distribute to those listed on the document
- ☐ **Retired Clergy, Honorable Location & Voluntary leave of Absence Form** (Electronic Form)
- ☐ **Trustees Report** (Electronic Form)

Please Note: Church conferences will be conducted virtually; however, it is still necessary to have a recording secretary take the minutes. **Meeting minutes must be entered into Arena no later than 10 days following your meeting. A template for CC Meeting Minutes is available.** Thank you.

The Cumberland-Hagerstown District received several questions regarding reports that require signatures. See below for specific individualized guidance per report, on how the district plans on caring for this critical component of church conferences below.

C-H District Guidelines for Signatures and Completion of Church Conference Reports

<mark>* Please note that ALL forms and worksheets related to church conference can be found by clicking the</mark> following link: https://www.bwcumc.org/resources/church-conference-forms/

- **Accessibility Audit**   *(Completed by Trustee Chair)*
  - Information from last year's report is already populated into the report; please review and make necessary edits.
  - *Signature Guidance:* Typed name in Arena report is acceptable

- **Candidate for Ordained Ministry Church Conference Recommendation**
  - Complete and upload the form* into Arena **before** church conference (it is very important to upload this in advance)
  - *Signature Guidance:* Once the church conference is completed, the district office will send the form via AdobeSign to collect the required signatures digitally.

- **Candidates for Ordained Ministry** (Electronic Form)
  - Using the information from the Candidate for Ordained Ministry Recommendation form, complete the report in Arena.

- **Certification of Compliance** (PDF) -- *(Completed by Clergy & SPRC Chair)*
  - Complete and then upload the form* into Arena **before** church conference (it is very important to upload this in advance)
  - *Signature Guidance:* "wet" or digitally collected signatures are required and must be uploaded by October 1st. **If you are unable to scan and upload the file, please contact the district office at pgaver@bwcumc.org** and one will be sent to you via AdobeSign to collect your digital signature. Once completed, you will automatically receive a copy to download to upload into the Arena report.

- **Certified Lay Minister/Lay Servant/Lay Speaker Annual Reports**
  - Certificates from last year's report (if you completed one last year) already populated into the report; please review and make necessary edits. If Lay Servant was unable to take a recertification class due to COVID-19 cancellations, please complete and upload the "Grace" document.
  - *Signature Guidance:* Typed name in Arena report is acceptable

- **Clergy Compensation Report --**   *(Completed by SPRC Chair)*
  - **Clarification:**
    - ❖ **Single Charge (used if there is only ONE Church)**
    - ❖ **Multipoint Charge (used if there is MORE THAN ONCE CHURCH)**
  - Complete and upload the form* into Arena **before** church conference (it is very critical that this is uploaded in advance). <mark>**Please upload the EXCEL version of the compensation; do NOT convert to a PDF file.**</mark>
  - <mark>**Do not forget to fill out the last page to include the pastor's name and email, Finance Chair's or Treasurer's (whoever will be signing) full name AND email, and the SPRC chair's full name AND email. The district office will care for filling out the presiding elder's name.**</mark>
  - *Signature Guidance:* Once the church conference is completed the district office will send the form via AdobeSign to collect the required signatures digitally.

- **Clergy Sexual Misconduct Form** (PDF) --   *(Completed by Clergy)*
  - Complete and then upload the form* into Arena **before** church conference (it is very important to upload this in advance)
  - *Signature Guidance:* "wet" or digitally collected signatures are required and must be uploaded by October 1st. **If you are unable to scan and upload the file, please contact the district office at pgaver@bwcumc.org,** and one will be sent to you via AdobeSign to collect your digital signature. Once completed, you will automatically receive a copy to download to upload into the Arena report.

- **Congregational Profile**
  - Complete form in Arena (it is recommended to use the worksheet to compile your responses in advance before inputting the information in Arena
  - *Signature Guidance:* Typed name in Arena report is acceptable

- **Extension Ministry Report** (Electronic Form) – Distribute to those listed on the document

- **Finance Report** *(Completed by Finance Chair)*
  - Complete form in Arena (it is recommended to use the worksheet to compile your responses in advance before inputting the information in Arena
  - *Signature Guidance:* Typed name in Arena report is acceptable

- **Inactive Membership Report** (Electronic Form)
  - Complete form in Arena (it is recommended to use the worksheet to compile your responses in advance before inputting the information in Arena
  - *Signature Guidance:* Typed name in Arena report is acceptable

- **Laity Sexual Misconduct Questionnaire** (Fillable PDF)
  - Not uploaded into Arena but kept in a locked cabinet/file drawer in the church office

- **Nominations Lay Leadership Development**
  - Completed through the Committee Leadership Toolbox. Once completed, download your Nominations Report and upload it into Nominations Report in Arena. If the church uses an alternative leadership structure, please upload that document in place of the nominations report document.
  - *Signature Guidance:* Once the church conference is completed the district office will send the form via AdobeSign to collect the required signatures digitally.

- **Parsonage Report** (Electronic Form) - (if applicable) *(Completed by Trustee Chair)*
  - Information from last year's report is already populated into the report; please review and make necessary edits.
  - *Signatures not required*

- **Pastor's Report** (Electronic Form) *(Completed by Clergy)*
  - Complete form in Arena (it is recommended to use the worksheet to compile your responses in advance before inputting the information in Arena
  - *Signature Guidance:* Typed name in Arena report is acceptable

- **Deacon's/Retired Clergy, Honorable Location &Voluntary leave of Absence Reports** (Electronic Form)
  - Complete form in Arena (it is recommended to use the worksheet to compile your responses in advance before inputting the information in Arena
  - *Signature Guidance:* Typed name in Arena report is acceptable

- **Trustees Report** (Electronic Form) *(Completed by Trustee Chair)*
  - Information from last year's report is already populated into the report; please review and make necessary edits.
  - *Signature Guidance:* Typed name in Arena report is acceptable