

2020 CHURCH CONFERENCE CHECKLIST

Washington East District

The 2016 Book of Discipline of the United Methodist Church, ¶ 248 – To encourage broader participation by members of the church, the charge conference may be convened as the **church conference**, extending the vote to all professing members of the local church present at such meetings. Additional regulations governing the call and conduct of the church conference as set forth in ¶¶ 246- 247 shall apply also to the church conference. **Please Note:** Church conferences will be conducted virtually; however, it is still necessary to have a recording secretary take the minutes. **Minutes taken must be entered into Arena no later than 10 days following your church conference.**

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 plan and conduct all local church meetings and other preparations in order to meet this deadline. If you have questions about forms, documents, electronic signatures, etc. please contact the district office as early in your preparation process as possible.

- Accessibility Audit** (Electronic Form)
- Candidate for Ordained Ministry Church Conference Recommendation** (Fillable PDF) (*Please upload a completed SIGNED form in Arena, If you are unable to sign, scan and upload the file, please contact the district office at tbennett@bwcumc.org*).
- 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 tbennett@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. Vote will take place at church conference. (*Please upload a completed SIGNED form in Arena, If you are unable to sign, scan and upload the file, please contact the district office at tbennett@bwcumc.org*).
- 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. Vote will take place at church conference. (*Please upload a completed SIGNED form in Arena, If you are unable to sign, scan and upload the file, please contact the district office at tbennett@bwcumc.org*).
- 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 tbennett@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). (*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 tbennett@bwcumc.org*).
- 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)

See below for specific guidance, per report, regarding required signatures.

Washington East District Guidance for Signatures and Completion of Church Conference Reports

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

- **Accessibility Audit**
 - 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:** This form needs a signature by the candidate and uploaded in Arena **before** the church conference. The DS will sign through AdobeSign after your church conference.
- **List of 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) –**
 - Complete and then upload the form into Arena **before** church conference (it is very important to upload this in advance)
 - **Signature Guidance:** 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 tbennett@bwcumc.org. Once completed, you will automatically receive a copy 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) is already populated into the report; please review and make necessary edits.
 - **Signature Guidance:** Typed name in Arena report is acceptable.
- **Clergy Compensation Report**
 - **Clarification:**
 - **Single Charge** (use if there is only ONE Church)
 - **Multipoint Charge** (use 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.**)
 - Do not forget to fill out the last page to include the pastor's name and email, Finance Chair's or Treasurer's (whoever signed) 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.
 - **Signature Guidance:** 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 tbennett@bwcumc.org. Once completed, you will automatically receive a copy to upload into the Arena report.

- **Clergy Sexual Misconduct Form** (PDF)
 - Complete and then upload the form into Arena **before** church conference (**it is very important to upload this in advance**)
 - **Signature Guidance:** 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 tbennett@bwcumc.org. Once completed, you will automatically receive a copy 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**
 - 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
 - **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, get required signature and upload it into Arena. If the church uses an alternative leadership structure (ie. One Boarded Model), please upload that document in place of the nominations report.
 - **Signature Guidance:** 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 tbennett@bwcumc.org. Once completed, you will automatically receive a copy to upload into the Arena report.
- **Parsonage Report** (Electronic Form) - (if applicable)
 - Information from last year's report is already populated into the report; please review, and make necessary edits.
 - **Signatures not required**
- **Pastor's/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)
 - 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

