

# CHURCH CONFERENCE TRAINING 2021

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# OBJECTIVES

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- ▶ 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 . . .

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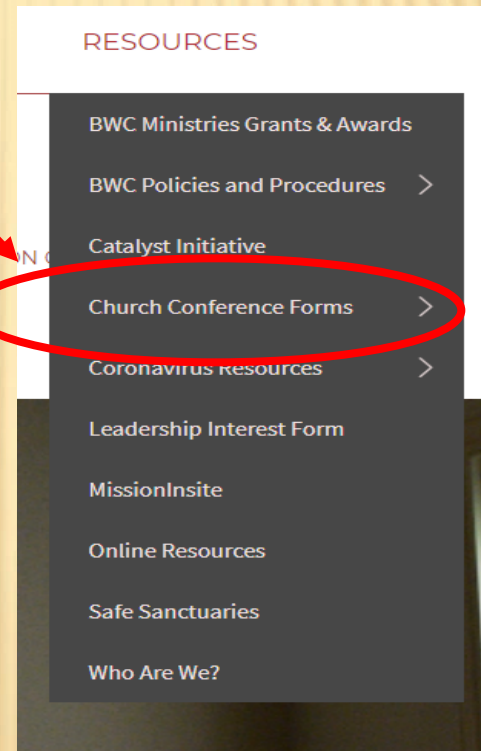
- ▶ Let the church know the date, time & link for your church conference so they can attend.
- ▶ Print out CC Checklist to stay organized.
- ▶ Church's Recording Secretary should take Meeting Minutes documenting all voting and general information discussed. The minutes will then be added through Arena 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



Schedules and Agendas

Download Worksheets

Frequently Asked Questions

# FORMS . . .

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

**DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY  
CHURCH CONFERENCE RECOMMENDATION**  
Baltimore-Washington Conference – Church Conference 2020

Church: _____	Church ID (4-Digit): _____
Charge: _____	District: _____

Candidate: Submit an electronic copy of this form to your church at least 12 days before church conference. This document will be acted upon and signed at Church Conference.

**TO BE COMPLETED BY THE CANDIDATE:**

I, \_\_\_\_\_, hereby declare my candidacy for ordained ministry in The United Methodist Church and request the support and recommendation of the Church Conference or equivalent body as specified by the district committee on ordained ministry for certification as a candidate. I understand that I am not a "Certified Candidate" until approved by DCOM.

**I request to:**

Begin as a Candidate       Continue as a Candidate

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of the Declared Candidate

Printed Name: \_\_\_\_\_

**TO BE COMPLETED BY THE RECOMMENDING BODY:**

Believing that \_\_\_\_\_ is called of God and is a suitable candidate for ordained ministry in The United Methodist Church, (the recommending body), \_\_\_\_\_ recommends him/her for certification as a candidate to the District Committee on Ordained Ministry. In making this recommendation, we attest to the fact that the declared candidate has been a professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year, has graduated from an accredited high school or received a certificate of equivalency, and has received by written ballot a two-thirds vote of this body.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of authorized elder, district superintendent, or bishop

Printed Name: \_\_\_\_\_

Vote Count: Y ____ / N ____
Candidate is:
<input type="checkbox"/> Recommended
<input type="checkbox"/> Not Recommended

# 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 SERVANT MINISTRY Certified Lay Servant (CLS) ANNUAL REPORT TO THE CHURCH CONFERENCE

Report for year ending December 2021

**This worksheet is provided for draft purposes only.  
The Arena form must be completed and submitted by October 1, or  
10 days prior to your church conference, whichever comes first.**

### Part 1) Personal Data – (Optional Section – you will complete all in Arena.)

Name (Mrs. \_\_ Ms. \_\_ Mr. \_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_  
E-mail \_\_\_\_\_  
Name of District \_\_\_\_\_  
Name of Church \_\_\_\_\_  
Church Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Church Telephone \_\_\_\_\_

### Part 2) CURRENT STATUS -- Note: You will need to scan and upload your certificates along with the information you provide in this section when you enter the final report in Arena.

1. Year Basic Course Completed? \_\_\_\_\_ (certificate required)
2. Year First Advanced Course Completed? \_\_\_\_\_ (certificate required)  
Title of First Advanced Course? \_\_\_\_\_ (certificate required)
3. Date of Most Recent Advanced Course Completed? \_\_\_\_\_ (certificate required)  
Title of Most Recent Advanced Course? \_\_\_\_\_ (certificate required)
4. Date Your Application for Certification as a Certified Lay Servant was completed and sent to the District Director of Lay Servant Ministries.
5. Upload Certificate Here  
If you do not have a copy or have questions contact your [District Director of Lay Servant Ministries](#).

### Part 3) MINISTRIES

During the past year, I participated in *caring ministries* as follows [check all that apply]:

- served as a volunteer in a care-giving institution
- provided one-on-one caring
- at a hospital, nursing home, or to a shut-in
- in membership/evangelism visitation
- served in caring/outreach projects (food pantry, prison ministry, etc.)
- other caring activities (Please list) \_\_\_\_\_

During the past year, I participated in *leading ministries* as follows [check all that apply]:

- served as member of committee, board, commission, council, task force, etc.
- as a volunteer at a community agency
- at my local church
- beyond my local church
- on my District \_\_ Conference \_\_ Jurisdiction \_\_ General Church level
- other leading activities (Please list) \_\_\_\_\_



# LAITY SEXUAL MISCONDUCT QUESTIONNAIRE

- ▶ Review the **BWC Policy Statement & Protocol On Lay Sexual Misconduct.**
- ▶ Must be completed **EACH** year by every ministry leader and anyone who may work 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.**

The image displays two copies of the 'Laity Sexual Misconduct Questionnaire' from the Baltimore-Washington Conference - Charge Conference 2015. The top copy shows the beginning of the form, including a title, a header, and instructions: 'To be completed and signed by all persons who are to work with children and youth within the ministry of this congregation. Please check the appropriate box. If more space is needed, please use an additional piece of paper.' Below this are fields for 'Name:' and 'Date:'. The first question asks if the respondent has ever filled out this questionnaire for this church or agency, with options for YES, NO, and a sub-question for those who answered YES. The second question asks if the respondent has answered 'YES' to Question #1 and if any answers have changed since they filled out that copy, with options for YES, NO, and NOT SURE. The bottom copy shows question 9, which asks for three adult references (names, addresses, phone numbers) of persons who are not related to the respondent by blood, marriage, or other family relationship and are not employed or supervised by them. It includes fields for Name, Address, City, State, Zip, and Phone for three references. At the bottom, there is a signature line, a printed name line, and a date line, along with a disclaimer: 'I verify that the answers I have provided on this Questionnaire are true and accurate to the best of my ability. I understand false answers, as well as the failure to sign this Response Form, will result in my being denied the position for which I am being considered.'

**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/](http://www.bwcumc.org/) then click Arena.
- ▶ Click on button to Log In.
- ▶ Enter User Name and Password

**WELCOME TO ARENA!!**  
Arena is the database and event registration system of the Baltimore-Washington Conference.  
To access Arena, click the Log In button below

Login

- Arena Home
- Church Conference Forms
- My Church Conference Forms
- Fund Balance Report
- COVID-19 Survey
- College Student Reporting
- Church Evaluation Forms
- My Evaluation Forms
- My Itinerary Form
- My Account
- My Events
- My Committees
- My Church Statistics

ARENA CHURCH PAYMENTS PORTAL

ABOUT MINISTRIES NEWS EVENTS ADMINISTRATION



# TWO TYPE ARENA ACCOUNTS

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## ▶ Personal Account

- + Same User Name (UN) used to register for an event or class.
- + Personal UN looks like: **JPublic3**

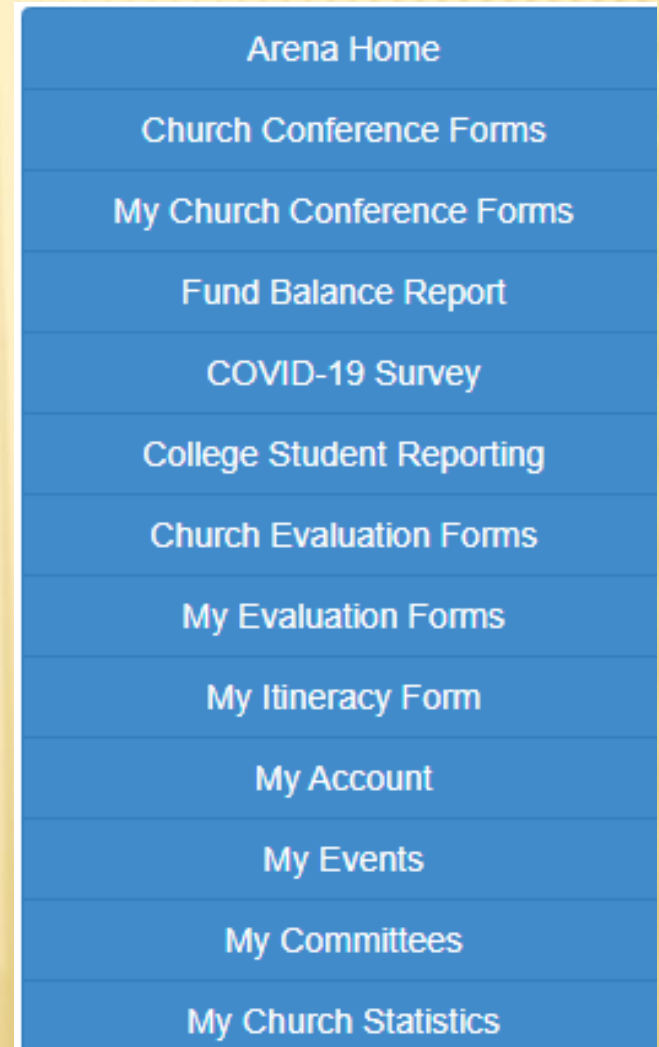
## ▶ Church Account

- + 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.**

# 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.



Arena Home
Church Conference Forms
My Church Conference Forms
Fund Balance Report
COVID-19 Survey
College Student Reporting
Church Evaluation Forms
My Evaluation Forms
My Itinerary Form
My Account
My Events
My Committees
My Church Statistics



# 2021 CHURCH CONFERENCE REPORTS



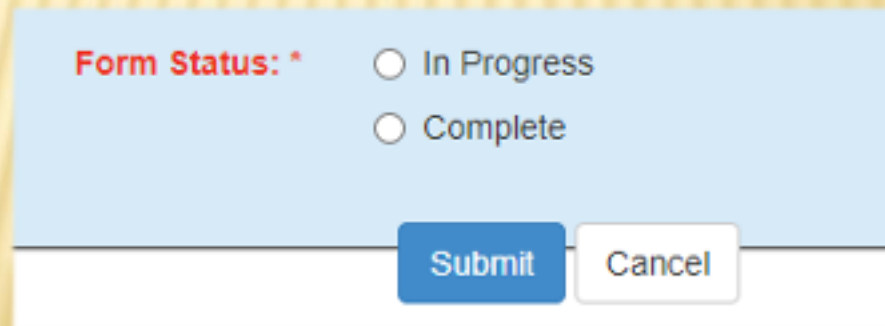
# 2020 CHURCH CONFERENCE (CC)

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- ▶ 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



A screenshot of a web form interface. The top section is light blue and contains the text "Form Status: \*" in red. Below this text are two radio button options: "In Progress" and "Complete". The bottom section is white and contains two buttons: a blue "Submit" button and a white "Cancel" button with a grey border.

# 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 MINISTRY Certified Lay Servant (CLS) ANNUAL REPORT TO THE CHURCH CONFERENCE

Report for year ending December 2021

**This worksheet is provided for draft purposes only.  
The Arena form must be completed and submitted by October 1, or  
10 days prior to your church conference, whichever comes first.**

### Part 1) Personal Data – (Optional Section – you will complete all in Arena.)

Name (Mrs. \_\_\_ Ms. \_\_\_ Mr. \_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Name of District \_\_\_\_\_  
 Name of Church \_\_\_\_\_  
 Church Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Church Telephone \_\_\_\_\_

### (Part 2) CURRENT STATUS -- Note: You will need to scan and upload your certificates along with the information you provide in this section when you enter the final report in Arena.

1. Year Basic Course Completed? \_\_\_\_\_ (certificate required)
2. Year First Advanced Course Completed? \_\_\_\_\_ (certificate required)  
 Title of First Advanced Course? \_\_\_\_\_ (certificate required)
3. Date of Most Recent Advanced Course Completed? \_\_\_\_\_ (certificate required)  
 Title of Most Recent Advanced Course? \_\_\_\_\_ (certificate required)
4. Date Your Application for Certification as a Certified Lay Servant was completed and sent to the District Director of Lay Servant Ministries. \_\_\_\_\_
5. Upload Certificate Here  
 If you do not have a copy or have questions contact your [District Director of Lay Servant Ministries](#).

### (Part 3) MINISTRIES

During the past year, I participated in *caring ministries* as follows [check all that apply]:

- served as a volunteer in a care-giving institution
- provided one-on-one caring
- at a hospital, nursing home, or to a shut-in
- in membership/evangelism visitation
- served in caring/outreach projects (food pantry, prison ministry, etc.)
- other caring activities (Please list) \_\_\_\_\_

During the past year, I participated in *leading ministries* as follows [check all that apply]:

- served as member of committee, board, commission, council, task force, etc.
- as a volunteer at a community agency
- at my local church
- beyond my local church
- on my District \_\_\_ Conference \_\_\_ Jurisdiction \_\_\_ General Church level
- other leading activities (Please list) \_\_\_\_\_



# 2021 STATEMENT OF GRACE (SOG)

- ▶ Complete the bottom portion and save and upload the SOG when asked to upload your **most recent certificate**.
- ▶ Be sure to indicate if you submitted a 2020 SOG.

## Grace Period Extended Through 2021 for Lay Training Requirements

An Update from the BWC's Committee on Lay Servant Ministries

Due to the continuing COVID-19 pandemic, the grace period for those due to take required Lay Servant courses for certification or recertification has been extended through 2021.

All lay members are encouraged to take advantage of the approved advanced **lay servant courses** for recertification offered by the districts. Although live classes were cancelled in most of 2020 due to the COVID-19 virus, classes are now being offered via virtual platforms across the conference. *Members in need of a course should make every effort to take advantage of these offerings.*

As we begin 2021, the Conference recognizes that it still may not be possible for all lay members to take the virtual classes.

**Therefore, the period of grace begun in 2020 for certification and recertification coursework is extended through the 2021 year.**

Please note that this extension of grace does not mean that all required coursework must be completed in 2022. (If conditions warrant changing that, the Conference Committee will consider that at that time.)

Members who need this extension of grace should once again upload, in the Annual Report, a document stating that they are using the extension for 2021. All others should upload their certificates of course completion for the classes for 2021.

**If you are accepting the 2021 extension of Grace, please fill out the bottom portion. Please save and upload this document in your report when asked to upload your most recent certificate.**

*\*Please note that if you took a class in 2021, you do not need to upload a Statement of Grace, please upload your 2021 certificate.*

## 2021 Statement of Grace

"I, \_\_\_\_\_ accept the extension of grace for my required course completion for the year 2021." No reason is required.

*Please check the one that applies to your situation.*

I submitted a 2020 Statement of Grace in place of a class certificate in 2020.

I do not submit a Statement of Grace in 2020 because my certification was valid in 2020.

Using this statement should have no effect on the lay member's status during the recertification year.

# 2021 STATEMENT OF GRACE

**Do I need to upload the 2021 *Statement of Grace*?**

**Did your certification expire in 2020? OR Is your certification expiring in 2021?**

**No.**

**No need for a *Statement of Grace*.  
Please upload your most recent certificate.**

**Yes.**

**Did you take a re-certification course this year?**


**Yes.**

**Please upload a *Statement of Grace* in place of your certificate for your most recent re-certification class.**

**No.**

# 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.



**LAY SERVANT MINISTRY  
Certified Lay Servant (CLS)  
ANNUAL REPORT TO THE CHURCH CONFERENCE**  
Report for year ending December 2021

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The Arena form must be completed and submitted by October 1, or  
10 days prior to your church conference, whichever comes first.**

**Part 1) Personal Data** – (Optional Section – you will complete all in Arena.)

Name (Mrs. \_\_\_ Ms. \_\_\_ Mr. \_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Name of District \_\_\_\_\_  
 Name of Church \_\_\_\_\_  
 Church Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Church Telephone \_\_\_\_\_

**(Part 2) CURRENT STATUS** -- Note: You will need to scan and upload your certificates along with the information you provide in this section when you enter the final report in Arena.


1. Year Basic Course Completed? \_\_\_\_\_ (certificate required)
2. Year First Advanced Course Completed? \_\_\_\_\_ (certificate required)
3. Title of First Advanced Course? \_\_\_\_\_ (certificate required)
4. Date of Most Recent Advanced Course Completed? \_\_\_\_\_ (certificate required)
5. Title of Most Recent Advanced Course? \_\_\_\_\_ (certificate required)
6. Date Your Application for Certification as a Certified Lay Servant was completed and sent to the District Director of Lay Servant Ministries.
7. Upload Certificate Here

If you do not have a copy or have questions contact your [District Director of Lay Servant Ministries](#).

(Part 3)

During \_\_\_\_\_  
 \_\_\_ ser \_\_\_\_\_  
 \_\_\_ pro \_\_\_\_\_  
 \_\_\_ at \_\_\_\_\_  
 \_\_\_ in \_\_\_\_\_  
 \_\_\_ ser \_\_\_\_\_  
 \_\_\_ oth \_\_\_\_\_


During \_\_\_\_\_  
 \_\_\_ ser \_\_\_\_\_  
 \_\_\_ as \_\_\_\_\_  
 \_\_\_ at \_\_\_\_\_  
 \_\_\_ bey \_\_\_\_\_  
 \_\_\_ on \_\_\_\_\_  
 \_\_\_ oth \_\_\_\_\_



Baltimore-Washington Conference Cumberland-Hagerstown District  
**DISCIPLESHIP ACADEMY**  
*Certificate of Completion*

This is to certify that  
**[Lay Servant's Name]**  
 successfully completed the  
**[Name of the class]**  
 taught by Pastor [Name]  
 at [Church Name] United Methodist Church, [Town, State]  
 and is hereby awarded this Certificate of Completion given on  
 [Month day, year]

**Vivian Moore**  
 Director of Lay Servant Ministries, C.W. District



Please be sure to list this class in your Annual Lay Servant Report which you should give to your pastor for your charge conference meeting. Be sure to keep a copy of this certificate which verifies your completed coursework in your files for future reference.

Note: To remain in good standing Local and Certified Lay Servants must complete an approved Lay Servant Course every three years from the date of the last completed course. CLSs will not apply.



# 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.

Candidates for Ordained Ministry (2021)

**Instructions for Candidates:**  
*Electronically submit this report to your church conference, whichever comes first.*

1. Visit our Church Conference page to download the fillable PDF form required to be considered for approval at the church conference. The link will take you to a web preview of the form. You must save the file to your local drive and open it from your local drive before you begin to input text.
2. Complete your section of the form (top half only), sign, and send the signed form to the church at least 12 days prior to the church conference.

**Instructions for Churches:**  
*Electronically submit this report by October 1, 2021, or 10 days before the church conference.*

1. Complete the form fields below, indicating the first and last name of each candidate. Candidates not listed below will not be included on the voting list.
2. Upload the PDF forms of each of your candidates for ordained ministry.
3. The vote count should be added to Arena after the vote is taken.

\*\*\* If your church does not have any candidates to be considered for ordained ministry, please select "no" below. The remaining fields can be left blank.

**Church Name \***

**Does your church have any Candidates for Ordained Ministry? \***

**Name of Candidate 1:**

**Are they Seeking to Begin or Continue Candidacy?**

**Was candidate approved?**

**Vote Count: (Include count for both YES and NO)**

**Upload form completed by Candidate 1 here:**

**DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY  
CHURCH CONFERENCE RECOMMENDATION  
Baltimore-Washington Conference – Church Conference 2017**

Church Name: <input type="text"/>	Church ID (4-Digit): <input type="text"/>
Charge Name: <input type="text"/>	District Name: <input type="text"/>

Candidate: Submit an electronic copy of this form to your church at least 12 days before church conference. This document will be acted upon and signed at Church Conference.

**TO BE COMPLETED BY THE CANDIDATE:**

I, , hereby declare my candidacy for ordained ministry in The United Methodist Church and request the support and recommendation of the Church Conference or equivalent body as specified by the District Committee on Ordained Ministry for certification as a candidate.

**I request to:**

Begin as a Certified Candidate  Continue as a Certified Candidate

Signed:  Date:

Printed Name:

**TO BE COMPLETED BY THE RECOMMENDING BODY:**

Believing that  is called of God and is a suitable candidate for ordained ministry in The United Methodist Church, (the recommending body),  recommends him/her for certification as a candidate to the District Committee on Ordained Ministry. In making this recommendation, we attest to the fact that the declared candidate has been a professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year, has graduated from an accredited high school or received a certificate of equivalency, and has received by written ballot a two-thirds vote of this body.

Signed:  Date:

Printed Name:

2017 Declaration of Candidacy for Ordained Ministry – v 06/13/2017

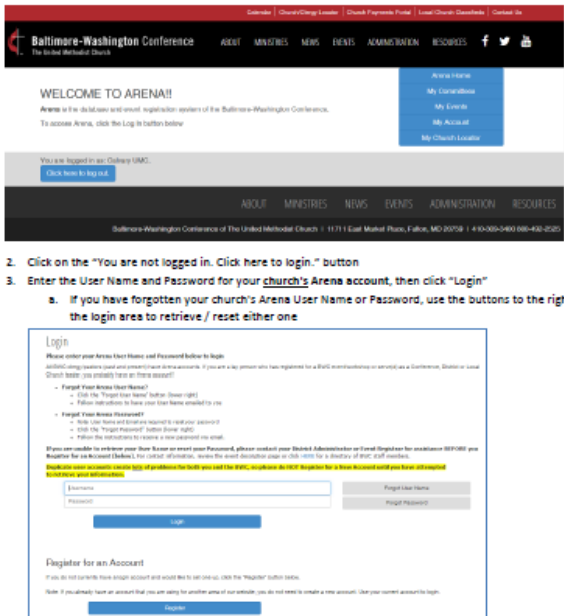
# COMMITTEE TOOLBOX...

- ▶ 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.
- ▶ ACCESSIBLE ALL YEAR

**ARENA INSTRUCTIONS: Log-in and Committee Leader Toolbox Instructions** [7.30.17]

To Login:

1. Visit <https://arenaweb.bwcmc.org/>
2. Click on the "You are not logged in. Click here to login." button
3. Enter the User Name and Password for your church's Arena account, then click "Login"
  - a. If you have forgotten your church's Arena User Name or Password, use the buttons to the right of the login area to retrieve / reset either one
4. If you need help, contact your District Administrator.



Page 1 of 6

**[Handout: Arena Instruction: Log-in & Committee Leader Toolbox Instructions.](#)**

# ARENA COMMITTEE GROUPS

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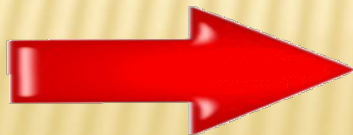
- ▶ 32 Groups / Committees
- ▶ Key Committees in Church, in addition to Pastor...
  - ▶ Includes One Board Model Leadership Structure
- + Church Council
- + Council on Ministries
- + Finance Ministry (Chair)
- + Finance Ministry (Treasurer)
- + Lay Leaders (Lay Leader)
- + Lay Members to AC
- + Missions Ministry
- + SPRC / PPRC
- + Trustees (Cmte Chair/Pres)
- + Youth Director/Pastor
- + Young Adult Leader
- + Lay Staff

All churches should have a recording secretary.



# TOOLBOX > END ASSIGNMENT

- ▶ Date inactive = end date.



### Update Jake Doe

First Name: John

Last Name: Doe

Birth Date: 01/01/1960

Email: kfilano@bwcumc.org

Home Phone: (410) 555-1212

Cell Phone: (410) 555-9999

Texting Allowed

Address: 123 Anywhere Streets

Annapolis MD 21401

Role: Cmte Chair/Pres

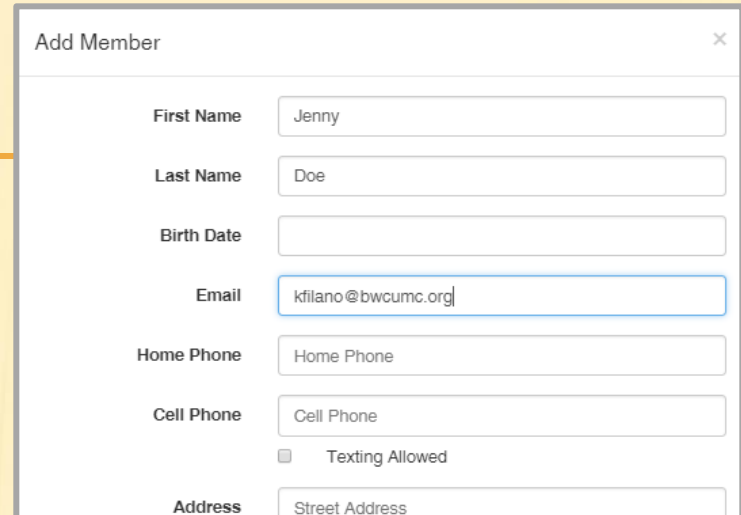
Date Joined: 01/01/2017

Date Inactive: Inactive Date

Save Cancel

# 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)



Add Member

First Name Jenny

Last Name Doe

Birth Date

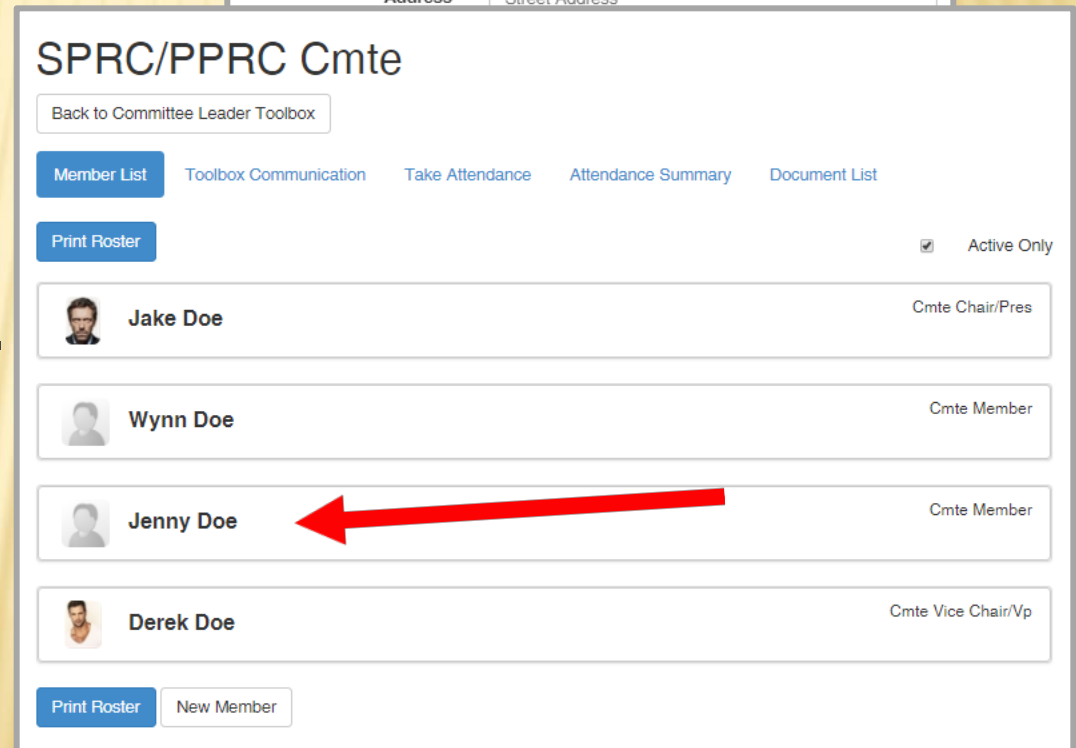
Email kfilano@bwcumc.org

Home Phone Home Phone

Cell Phone Cell Phone

Texting Allowed

Address Street Address







SPRC/PPRC Cmte

[Back to Committee Leader Toolbox](#)

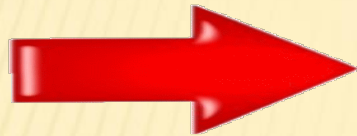
[Member List](#) [Toolbox Communication](#) [Take Attendance](#) [Attendance Summary](#) [Document List](#)

[Print Roster](#)  Active Only

 <b>Jake Doe</b>	Cmte Chair/Pres
 <b>Wynn Doe</b>	Cmte Member
 <b>Jenny Doe</b>	Cmte Member
 <b>Derek Doe</b>	Cmte Vice Chair/Vp

[Print Roster](#) [New Member](#)

# PRINT MEMBERSHIP ROSTER



- ▶ Select 2022 Nominations Report

## Committee Leader Toolbox

To View/Print/Download your 2022 Nominations Report:  
[2022 NOMINATIONS REPORT](#)

### Other Reports:

- [Committee Roster \(All CURRENT Members\)](#)
- [Committee Roster \(All FUTURE Members\)](#)

To view and download custom Committee Membership Reports for your church use our [Roster Reporting](#)

**Acme UMC - TEST CHURCH, Millsville (1000)  
 Committee Roster (Future Members)**

Committee Group	Member Name	Position	Status	Start	End
<b>Adult Ministries</b>	Jake Doe	Cmte Chair/Pres	Future	01/01/18	
	Katie Filano	Cmte Chair/Pres	Future	01/01/19	
	Ginny Doe	Cmte Member	Future	01/01/18	
	Dave Schoeller	Cmte Member	Future	01/01/18	
<b>Campus Ministry</b>					
	Derek Doe	Cmte Chair/Pres	Future	01/01/18	8/28/20
<b>Clergy / Pastors</b>					
	Katie Filano	Pastor	Future	01/01/18	
<b>Finance Cmte</b>					
		Derek Doe	Treasurer	Future	01/01/18
<b>Worship Cmte</b>					
		Tonia Bennett	Cmte Member	Future	01/01/18

**Acme UMC - TEST CHURCH, Millsville (1000)  
 Committee Roster (Present Members)**

Committee Group	Member Name	Position	Status	Start	End
<b>Church Council</b>	Jake Doe	Cmte Chair/Pres	Present	01/01/16	
	Ginny Doe	Treasurer	Present	01/01/17	
	Derek Doe	Cmte Member	Present	01/01/15	
<b>School / Small</b>					
	Jake Doe	Cmte Chair/Pres	Present	08/21/17	
<b>Pastors</b>					
	Derek Doe	Pastor	Present	01/01/17	
<b>Communications Cmte</b>					
	Jake Doe	Cmte Member	Present	08/22/17	
<b>Ministries</b>					
		Tonia Bennett	Cmte Member	Present	08/16/17
	Katie Filano	Family Min. Coord.	Present	08/01/17	
<b>Cmte</b>					
	Jake Doe	Cmte Chair/Pres	Present	01/01/17	
<b>Parent Ministries</b>					
		Wynn Doe	Certified Lay Servant	Present	01/01/17
	Derek Doe	Certified Lay Speaker	Present	08/01/17	
<b>RC Cmte</b>					
		Jake Doe	Cmte Chair/Pres	Present	01/01/17
		Derek Doe	Cmte Vice Chair/VP	Present	08/22/17
		Jenny Doe	Cmte Member	Present	08/25/17
	Wynn Doe	Cmte Member	Present	01/01/17	
<b>Cmte</b>					
	Joe Handyman	Cmte Chair/Pres	Present	01/01/17	
<b>Cmte</b>					
	Chris Wright	Cmte Chair/Pres	Present	08/16/17	



# 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.

2014 Clergy Compensation Worksheet			
v08 29 13			
<b>Overview:</b> The SPRC chair and local church treasurer should complete the compensation report and submit the information at least one week before Charge Conference. The amounts included on the compensation report should coincide with the amounts determined at Charge Conference and constitute a covenantal agreement until changed by Charge Conference action.			
<u>For multiple point charges:</u> Enter the <b>total compensation for the charge</b> , and then enter the percentage of the total compensation package that your church will pay. The proper amounts will then calculate and display.			
PASTOR & CHURCH INFORMATION			
Pastor Name:	Pastor John Q Public	Pastor Phone:	301-733-3359
Pastor Email:	pastorjohn@aol.com	Church Phone:	301-739-6650
Example: johndoe@example.com			
Charge Name:	Hagerstown: Test Church	Church Name:	Test UMC Church
District:	Cumberland-Hagerstown Dist.	Church ID #:	5000
FORM SUBMITTER			
Submitted By:	Jane Doe	Position:	Church Administrator
Phone:	301-739-6650	Email:	TUMCOffice@aol.com
Example: johndoe@example.com			
Worksheet 1: NON HOUSING COMPENSATION PAID DIRECTLY TO THE PASTOR FOR THE UPCOMING YEAR			
Line # 1, 3, 4 and 5 - these items are always part of the salary (base compensation).			
Item #2 - Do NOT report the amount the pastor sends to the IRS. However, if the CHURCH reimburses the pastor for some/all of his/her Self-Employment Tax, this amount must be reported on Line 2, as it is considered additional compensation. Note: Churches should NOT withhold Self-Employment Taxes from clergy compensation.			

**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 to Arena.

**FINANCIAL OBLIGATION FOR**

**Based on compensation and benefits (annual and participational), the total financial obligation for the following year is:**

Compensation Category	Compensation
Pastor Living in a Parsonage?	YES
Total Cash Compensation	\$ 28,000
Housing Allowance (see annual bill display for HealthPlan Premium paid to Annual Conference)	\$ 18,000
DD - Defined Benefit	\$ 3,000
DC - Defined Contribution	\$ 250
CPP - Compensation Protection Plan	\$ 2,250
Total Expected Expense Reimbursement	\$ 4,100
<b>TOTAL - Financial Obligation for</b>	<b>\$ 48,100</b>

**After charge conference, your District Administrator will enter compensation totals**

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**CONFERENCE SIGNATURES**

The four signatures below should only be filled in at your Charge Conference.

I acknowledge that the charge conference approved the Pastor's Total Salary, Housing and Reasonable Reimbursement. I also understand that if there is a variance color listed, it is only

<b>Pastor:</b>	<b>Title:</b>
Print or Type Name: <b>Jake O Paklis</b>	
<b>SPRC Chair:</b>	<b>Title:</b>
Print or Type Name: <b>Misty Hauer</b>	
<b>Chair:</b>	<b>Title:</b>
Print or Type Name: <b>Misty Hauer</b>	
<b>or Presiding Elder:</b>	<b>Title:</b>
Print or Type Name: <b>Conrad Link</b>	

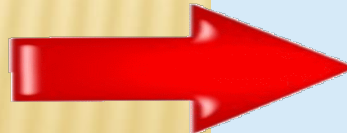
**IMPORTANT INSTRUCTIONS - PLEASE READ BELOW !!**

Once you have completed this form, please do the following:

- **SAVE** an electronic copy of your form as your PC or Mail (remember where you saved it)
- **SUBMIT** the electronic copy of your form to the DWC by attaching it to your Charge Conference Document Portal.

# 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



Church Name or Lead Church of Multi-Point Charge: *	<input type="text" value="CM   Acme    Fulton     1000"/>
Pastor's First Name *	<input type="text" value="---"/>
Pastor's Last Name: *	<input type="text" value="Acme UMC - TEST CHURCH"/>
Parsonage Provided? *	<input type="text" value="Yes"/>
Total Cash Compensation *	<input type="text" value="\$"/>
Housing Allowance *	<input type="text" value="\$ Enter 0 if no parsonage"/>
Eligible for HealthFlex (Medical)?	<input type="text" value="No"/>
DB- Defined Benefit *	<input type="text" value="\$"/>
DC - Defined Contribution *	<input type="text" value="\$"/>
CPP - Comprehensive Protection Plan / UMLO - UMLifeOptions *	<input type="text" value="\$"/>
Total Expected Expense Reimbursement *	<input type="text" value="\$"/>
Upload Completed Clergy Compensation Worksheet for This Pastor: *	<input type="button" value="Change..."/> <input type="button" value="Remove"/>
Form Status: *	<input checked="" type="radio"/> In Progress <input type="radio"/> Complete



**NEED**



**District Administrator:** <https://www.bwcumc.org/about/how-we-are-organized/districts-regions/>

## **Accounts Receivable:**

✘ **Priti Khanna, ~ Accounts Receivable**

e-mail: [pkhanna@bwcumc.org](mailto:pkhanna@bwcumc.org) 1.800.492.2525 ext.3437

## **BWC Human Resources & Benefits Department:**

✘ **Franness Tagoe ~ Resource & Benefits Manager**

e-mail: [ftagoe@bwcumc.org](mailto:ftagoe@bwcumc.org) 410-309-3479 / 800-492-2525 Ext.3479

✘ **Karen Conroy~ Human Resources & Benefits Associate**

e-mail: [kconroy@bwcumc.org](mailto:kconroy@bwcumc.org) 410-309-3430 / 800-492-2525 ext. 3430