

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/>**

Bring the following reports to your church conference:

- **Candidate for Ordained Ministry Church Conference Recommendation (If Applicable)**
 - 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 Adobe Sign to collect the required signatures digitally.
- **List of Candidates for Ordained Ministry (Electronic Form) (If Applicable)**
 - Using the information from the Candidate for Ordained Ministry Recommendation form, complete the report in Arena.
- **Certification of Compliance (PDF) (This form is required for ALL churches.)**
 - 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 cdtaylor@bwcumc.org** and one will be sent to you via Adobe Sign 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) is already populated into the report; please review and make necessary edits. If you are using the Statement of Grace (SOG), please upload the completed SOG in place of your most current certificate only if you were required to have taken a class in 2020 or 2021 to maintain your certification.
 - **Signature Guidance:** Typed name in Arena report is acceptable
- **2022 Clergy Compensation Report (Please make sure you are using the correct form.)**
 - ❖ **2022 Clergy Compensation Report -Single Charge (only used if there is ONE church).**
 - ❖ **2022 Clergy Compensation Report -Multipoint Charge (only used if there is MORE THAN ONE church) (The LEAD church* is responsible for uploading the report in Arena. However, the churches are to work together to complete/provide the necessary information for the report. *Lead church simply refers to the church that is the Conference's administrative contact for the receipt of the medical/pension statements (if applicable) and the church who submits the benefits payments on behalf of the charge.)**
 - Complete and upload the form* into Arena **by October 1st** (it is very critical that this is uploaded by the deadline). **Please upload the EXCEL version of the compensation; do NOT convert to a PDF file.** (The church may choose to sign the clergy compensation form and upload the signed copy **AFTER** the district office has reviewed the form to ensure that the form is correctly completed.)
 - **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.**
 - **Signature Guidance:** Once the church conference is completed the district office will send the form via Adobe Sign to collect the required signatures digitally. **(The church may choose to physically sign the clergy compensation form and upload the signed copy AFTER the district office has reviewed the form to ensure that the form is correctly completed.)**
- **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)
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- **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
- **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 Adobe Sign to collect the required signatures digitally.
- **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:** 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 your district office.** Once completed, you will automatically receive a copy to download to upload into the Arena report.

Additional Reports completed electronically but should not be included in Church Conference packet:

- **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
- **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
- **Laity Sexual Misconduct Questionnaire** (Fillable PDF)
 - Not uploaded into Arena but kept in a locked cabinet/file drawer in the church office
- **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**
- **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
- ***Discipleship Ministry Report (this is a new report for the 2021 church conference season)**
 - 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

Please Note: The Minutes taken at your Church Conference Meeting must be uploaded into Arena using the church's Arena credentials no later than 10 days following your meeting. Do NOT email them to your District Administrator. Thank you.