

How to Upload Church Conference Minutes in Arena

According to the Book of Discipline, a copy of the minutes taken during Church Conference are due in the District office 14-day after your conference.

Follow these steps to upload your church minutes:

1. Log-in to Arena as your church.
2. Choose **Church Conference Forms** from the blue navigation box.
3. Under Church Reports, look for Church Conference Minutes (2019).
4. Select the Start Button and complete the fields on the next page.
5. Select "change" to locate your minutes on your computer. Select your file and upload the minutes.
6. Select the Complete button + Submit.

Church Conference Forms

Print Friendly Completed Reports:

- Nominations Report (using Committee Leader Toolbox data)
- Complete Church Conference Packet

Start / Edit	Church Reports	Print (PDF)	Status
EDIT	Acme UMC - TEST CHURCH - Accessibility Audit (2019)	PRINT	Completed
EDIT	Acme UMC - TEST CHURCH - Candidates for Ordained Ministry (2019)	PRINT	Completed
EDIT	Acme UMC - TEST CHURCH - Certification of Compliance Form (2019)	PRINT	Completed
START	Acme UMC - TEST CHURCH - Church Conference Minutes (2019)	Not Started	Not Started



Church Conference Minutes (2019)

**** This is a post-Church Conference report.****

Book of Discipline ¶ 247.4: "A copy of minutes shall be provided for the district superintendent, and a permanent copy shall be retained for church files."

Please provide a copy of the minutes from your church conference within 14 days of its conclusion.

Click "change" below to begin the upload.

You may upload a .doc or .pdf file.

Minutes Recorded By:

Submitted on this date:

Upload Minutes Here: (not set)
[Change...](#)

Form Status: In Progress
 Complete