2024 CHURCH CONFERENCE CHECKLIST
(Subject to Change)

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 (¶¶ 120-124), receive reports, and adopt objectives and goals recommended by the church council that are in keeping with the objectives of The United Methodist Church.

Church Name & City: _____ Church ID #: _____

Read <u>ALL</u> of the instructions below before starting the Church Conference (CC) forms.

In order for your church conference to be a success, all forms listed below must be completed and submitted by <mark>October 1, or 10 days prior to your conference,</mark> whichever comes first. Please do not call the district office requesting an extension to this deadline.

1. **Bring these reports to your church conference meeting:**
   - ☐ **List of Candidates for Ordained Ministry** (Arena Form) *If applicable.*
   - ☐ **Declaration of Candidacy** (Fillable PDF) *Candidate signs form before it is uploaded to Arena.*
   - ☐ **Certification of Compliance** (Fillable PDF) – *Original signatures are required.* The signed *form must be uploaded to Arena.*
   - ☐ **Certified Lay Minister/Lay Servant/Lay Speaker Annual Reports** (Arena Form) – *Vote should be taken prior to your CC at the Church Council meeting. Current certificates must be uploaded.*
   - ☐ **2025 Clergy Compensation Report – Single Charge** (Excel Spreadsheet & Arena Form) *This form should be used if there is only **ONE CHURCH** on the charge. Original signatures are required. Vote will take place at church conference. All pages of the completed 2025 form must be uploaded.*
   - ☐ **2025 Clergy Compensation Report – Multipoint Charge** (Excel Spreadsheet & Arena Form) *This form should be used if there is **MORE THAN ONE CHURCH** in the charge/cooperative parish. Original signatures are required. Vote will take place at church conference. All pages of the completed 2025 form must be uploaded.*
   - ☐ **Nominations Lay Leadership Development (**Completed through the Committee Leadership Toolbox). *Completed report must be signed and uploaded.*
   - ☐ **Pastor's Report** (Arena Form)
   - ☐ **Report of the Deacon** (Arena Form) – *Distribute to those listed on the document.*
   - ☐ **Retired Clergy, Honorable Location & Voluntary leave of Absence Form** (Arena Form)

2. **Additional Reports completed electronically but should not be included in Church Conference packet:**
   - ☐ **Accessibility Audit** (Arena Form)
   - ☐ **Clergy Sexual Misconduct Form** (Fillable PDF) – *Original signed form must be uploaded to Arena*
   - ☐ **Congregational Profile** (Arena Form)
   - ☐ **Extension Ministry Report** (Arena Form) – *Distribute to those listed on the form*
   - ☐ **Finance Report** (Arena Form)
   - ☐ **Laity Sexual Misconduct Questionnaire** (Fillable PDF) - *This form should be kept in a locked cabinet in the church office. Do <u>NOT</u> bring this form to your church conference.*
   - ☐ **Parsonage Report** (Arena Form) - (if applicable)
   - ☐ **Trustees Report** (Arena Form)

3. **Minutes**
   - ☐ **Minutes -** *Typed or Written then uploaded to Arena no later than 10 days following your church conference. Do not email them to your District Administrator*

2024 CHURCH CONFERENCE CHECKLIST &
How to Complete the Church Conference Reports

(**) - Required

- **Accessibility Audit (**)** (Arena Form)
  - Information from last year's report is already populated into the report; please review and make necessary edits.
  - **Signature Guidance**: Typed names are acceptable.
- **Declaration of Candidacy for Ordained Ministry** (Fillable PDF uploaded to Arena)
  - 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 complete and all signatures are gathered, upload the *signed* copy to Arena.
- **List of Candidates for Ordained Ministry** (Arena Form)
  - Only complete if the church has candidates.
  - Using the information from the ***Declaration of Candidacy for Ordained Ministry*** form (Fillable PDF uploaded to Arena), complete the report in Arena.
    - Complete and upload the ***Declaration of Candidacy for Ordained Ministry*** form into Arena **before** church conference (it is very important to upload this in advance)
    - **Signature Guidance**: Once the church conference is complete and all signatures are gathered, upload the *signed* copy to Arena.
  - **Votes**: Once the church conference is complete and a vote taken, add the final vote to Arena. (e.g., Yes – 21, No – 2)
- **Certification of Compliance (**)** (Fillable PDF)
  - Complete and 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.
- **Certified Lay Minister/Lay Servant/Lay Speaker Annual Reports** (Arena Form)
  - Certificates from last year's report (if you completed one last year) is already populated into the report; please review and make necessary edits.
- **Clergy Compensation Report (**)** (Arena Form)
  - **Clarification:**
    - **Single Charge (used if there is only ONE Church)**
    - **Multipoint Charge (used if there is MORE THAN ONE CHURCH on your charge/coop parish)**
    - Complete and upload all 5 pages of the form into Arena **before** church conference (it is very critical that this is uploaded in advance).
  - **Signature Guidance**: **Follow the guidance provided by your District Administrator**
- **Clergy Sexual Misconduct Form (**)** (Fillable PDF)
  - Complete, sign 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.
- **Congregational Profile (**)** (Arena Form)
  - Complete form in Arena
- **Extension Ministry Report** (Arena Form)
  - Once complete, distribute to those listed on the document.
- **Finance Report (**)** (Arena Form)
  - Complete form in Arena
- **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 found under My Committees. Once completed, download your Nominations Report from the Committee Leaders Toolbox, and upload it into the Nominations Report in Arena.
    - ❖ Your church can choose to submit the Nominations Report (Committees) or the Nominations Report (Unified Board)
  - **Signature Guidance**: Once the church conference is complete, update the Committee Toolbox if changes were made at the church conference, and upload the signed form to Arena.
- **Parsonage Report** (Arena Form) - (if applicable)
  - Information from last year's report is already populated into the report; please review and make necessary edits.
- **Pastor's/Deacon's Report (**)**
  - Complete form in Arena
  - **Signature Guidance**: Typed name in Arena report is acceptable.
- **Retired Clergy, Honorable Location &Voluntary leave of Absence Reports** (Arena Form)
  - Complete form in Arena
  - **Signature Guidance**: Typed name in Arena report is acceptable.
- **Trustees Report (**)** (Arena Form)
  - Information from last year's report is already populated into the report; please review and make necessary edits.