

2025 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 ALL 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, that apply to your church, must be completed and submitted by **October 1**.
- ❖ Please do not call the district office requesting an extension to this deadline.
- ❖ All church conference forms that need a signature should be signed on site, after all votes are taken at your church conference.
- ❖ There will be an administrator on site to scan all the reports that were voted on and/or signed.
- ❖ Bring a packet for all attendees.
- ❖ Bring a packet with only the items that need to be voted on and signed for the Presiding Clergy.
 - DO NOT staple or bind the Presiding Clergy's packet. Print only single-sided so the packet can be scanned directly following your church conference.

Church Conference Report Checklist:

- ☐ **Accessibility Audit** (Arena Form)
- ☐ **Candidacy** –
 - **Declaration of Candidacy** (Fillable PDF) *Candidate signs form before it is uploaded to Arena.*
 - **List of Candidates for Ordained Ministry** (Arena Form) *If applicable.*
- ☐ **Care of Members Report** (Arena Form)
- ☐ **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.***
- ☐ **Clergy Compensation Report – Single Charge** (Excel Spreadsheet & Arena Form)
*This form should be used if there is only **ONE CHURCH** on the charge. A vote will take place at the church conference, then the form will be signed. **All pages of the completed 2026 form must be uploaded.***
- ☐ **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. **All pages of the completed 2026 form must be uploaded by October 1.** The form should be signed after the vote at church conference, and given to the administrator on site to scan before you leave.*
- ☐ **Congregational Profile** (Arena Form)
- ☐ **Extension Ministry Report** (Arena Form) – *Distribute to those listed on the form*
- ☐ **Finance Report** (Arena Form)
- ☐ **Minutes** - *Typed or Written and given to the administrator on site who will scan and upload the documents. A template will be provided at church conference, or you can [download a copy](#).*
- ☐ **Nominations Lay Leadership Development** (Completed through the Committee Leadership Toolbox). *Completed report must be signed at church conference and handed to the administrator on site to scan.*
- ☐ **Parsonage Report** (Arena Form) - (if applicable)
- ☐ **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)
- ☐ **Trustees Report** (Arena Form)- PLEASE NOTE: Minimum Insurance Coverage requirements

2025 [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.
- **Declaration of Candidacy for Ordained Ministry (Fillable PDF uploaded to Arena)**
 - A candidate should complete and upload the form into Arena **before the** church conference (it is very important to upload this in advance)
 - **Signature Guidance:** Once the church conference is complete and all signatures are gathered and given to the administrator on site.
- **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 and given to the administrator on site.
 - **Votes:** Once the church conference is complete and a vote taken, add the final vote to Arena.
(e.g., Yes – 21, No – 2)
- **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:** *The form will be signed at church conference after the vote is taken. Once signed give the form to the administrator on site to scan.*
- **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
- **Nominations Lay Leadership Development (**) (Arena Form)**
 - Completed through the Committee Leadership Toolbox found under My Committees in the church's Arena account. 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 over and the vote taken, sign the form on site and give it to the administrator on site to scan the report.
- **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
- **Retired Clergy, Honorable Location & Voluntary leave of Absence Reports** (Arena Form)
 - Complete form in Arena
- **Trustees Report (**)** (Arena Form)
 - Information from last year's report is already populated into the report; please review and make necessary edits.
 - Building occupancy cannot be maintained without having at least the [minimum insurance coverage](#) in place.