

# Church Conference Forms Access in Arena - 2017

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All forms must be submitted 10 days prior to your scheduled church conference. The list below shows the Arena accounts within which each form can be accessed and by whom.

## **Pastor / Church Administrator / Designated CC Form's Manager**

*All forms can be viewed and edited when logged into the **CHURCH'S** Arena account:*

Accessibility Audit

**Candidate for Ordained Ministry Declaration Form Summary** (only available through church account)

**Certification of Compliance** (only available through church account)

Certified Lay Minister, Certified Lay Servant, Certified Lay Speaker Report

Clergy Compensation Report Summary/Upload (only visible in LEAD church's account for multi-point charges)

Clergy Sexual Misconduct Report

Extension Ministry Report

Finance Report

**Inactive Membership Report** (only available through church account)

**Nominations Report** (only available through church account under "My Committees" (Committee Leader Toolbox))

Parsonage Report (if applicable)

Pastor's Report

Report of the Deacon

Retired Clergy, Honorable Location and Leave of Absence Report

Trustees Report

## **If you are a...**

**Pastor** - Available to you when logged into your **PERSONAL** Arena account:

Pastor's Report & Clergy Sexual Misconduct Form

### **Certified Lay Minister, Certified Lay Servant, Certified Lay Speaker**

*Available to you when logged into your **PERSONAL** Arena account:*

Certified Lay Minister, Certified Lay Servant, Certified Lay Speaker Annual Report

### **Retired Clergy, Clergy on Honorable Location or Leave of Absence**

*Available to you when logged into your **PERSONAL** Arena account:*

Retired Clergy, Honorable Location and Leave of Absence Report

**Committee Chair** - Available to you when logged into your **PERSONAL** Arena account:

Nominations Report – Update **your** committee list under the "My Committees" tab.

**Deacon** - Available to you when logged into your **PERSONAL** Arena account:

Report of the Deacon

**Extension Minister** - Available to you when logged into your **PERSONAL** Arena account:

Extension Ministry Report

**Finance Chair** - Available to you when logged into your **PERSONAL** Arena account:

Finance Report

**SPRC/PPRC Chair** - Available to you when logged into your **PERSONAL** Arena account:


Compensation Report Summary/Upload (Available to the SPRC of the Lead Church Only)

**Trustee Chair** - Available to you when logged into your **PERSONAL** Arena account:

Accessibility Audit, Parsonage Report, & Trustee Report

# Church Conference Forms Access in Arena - 2017

## Finding Your Forms in Arena When Logged in Under Your **PERSONAL** Account:

1. Click on: 
2. You will see a list of church reports. Complete **ONLY** the reports that are applicable to **YOU** (if any).

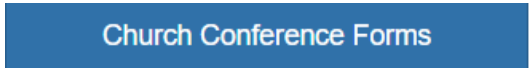
My Reports (only complete where applicable)	Print/PDF
John Doe - Candidate For Ordained Ministry Declaration Form 2017	PRINT
John Doe - Certified Lay Minister/Lay Servant/Lay Speaker Annual Report 2017	PRINT
John Doe - Clergy Sexual Misconduct Form 2017	PRINT
John Doe - Extension Ministry Report 2017	PRINT
John Doe - Pastor's Report 2017	PRINT
John Doe - Report of the Deacon 2017	PRINT
John Doe - Retired Clergy, Honorable Location & Voluntary Leave of Absence Form 2017	PRINT

3. SPRC Chairs, Finance Chairs, and Trustee Chairs should check the areas specified for their role to view, edit, and print the forms for which they are responsible. For example:

SPRC Reports (visible only to SPRC Chairs)	Print/PDF
B.....s - Clergy Compensation Report	
M.....J - Clergy Compensation Report	

Note: Clergy Compensation Reports will only be visible to the SPRC Chair of the LEAD church of a multi-point charge.

## Finding Forms in Arena When Logged in Under the **CHURCH** Account:

1. Click on: 
2. You will see a list of all reports due for your church.

<< Note: This is different than "My Church Conference Forms" referenced above. >>

Church Conference Forms


Church Reports	Print/PDF
~ Calvary UMC - Accessibility Audit 2017	PRINT
~ Calvary UMC - Candidate For Ordained Ministry Declaration Form 2017	PRINT
~ Calvary UMC - Certification of Compliance 2017	PRINT
~ Calvary UMC - Finance Report 2017	PRINT
~ Calvary UMC - Inactive Membership Report 2017	PRINT
~ Calvary UMC - Latty Sexual Misconduct Questionnaire Instructions 2017	PRINT
~ Calvary UMC - Nominations Report 2017	PRINT
~ Calvary UMC - Parsonage Report 2017	PRINT
~ Calvary UMC - Trustees Report 2017	PRINT

Options

Pastor Reports	Print/PDF
B.....s - Clergy Sexual Misconduct Form 2017	PRINT
B.....s - Pastor's Report 2017	PRINT
M.....J - Clergy Sexual Misconduct Form 2017	PRINT
M.....J - Pastor's Report 2017	PRINT

Options

Clergy Compensation Reports	Print/PDF
B.....s - Clergy Compensation Report	PRINT
M.....J - Clergy Compensation Report	PRINT



Options

Deacon Reports	Print/PDF
No Results Found	

Options

Connected Clergy Reports	Print/PDF
R.....y (Retired)	PRINT

Options

Lay Ministry Reports	Print/PDF
W.....er	PRINT

The individual names on these examples have been hidden to preserve privacy. Actual names will appear in front of the report name in each category that is applicable to your church.

Note: The Clergy Compensation Report summary/upload page are visible to and must be uploaded by the LEAD church of a multi-point charge. Churches within a multi-point charge should be in close collaboration with the lead church to ensure that the final, uploaded report reflects the correct figures. Additionally, the report that is uploaded to Arena should be shared amongst the charge so that each church may maintain a record of what was submitted for approval at church conference.