CHURCH CONFERENCE TIPS

Worksheets -- Use the **church conference worksheets** to collect the necessary information you will need to complete the electronic forms in Arena. ***The worksheets CANNOT be turned in at your church conference***. The worksheets are Word documents and can be filled out digitally to simplify the data posting process in Arena.

Forms Auto-Populated from 2017 -- Data from the 2017 Accessibility, Trustees, Parsonage, Inactive Membership and all Lay Servant/Speaker/Minister Reports were transferred over to the 2018 forms to make the reporting process easier for you. Here's what you will need to do:

- Print the above reports from the Church Conference Forms landing page in Arena.
- Verify the pre-populated data, update as needed, hit the submit button and you're all done!

Forgot your Username or Password? -- Go to Arena (**arenaweb.bwcumc.org**), choose the log-in button and select the **Forgot Username** option. Enter the email address associated with the account. Once you have the Username, return to Arena and select the **Forgot Password** button. A temporary Password will be provided. Login to Arena with the credentials received and follow the prompts to reset your password. Keep your credentials in a safe place to use when completing Church Conference forms, registering for events or submitting Evaluations.

Printing Church Conference Forms in Arena -- Use the **Print (PDF)** links on the Church Conference Forms landing page to print reports for your church conference packet. Printing this way keeps formatting intact and saves paper. For example, if you are in the Accessibility Report and attempt to print it, the printout is 17-pages long. Its ONLY 4 pages when printed from the landing page.

Preparing your Church Conference Packet -- The following reports are required at your church conference for the DS or presiding Elder to review and sign. ***Do not staple or bind your printed reports. Instead, use paperclips and place them in a folder or envelop.*** Your church conference packet MUST include:

- Candidates for Ordained Ministry (if applicable)
- Certification of Compliance
- Clergy Compensation Report
- Clergy Sexual Misconduct Form
- Inactive Membership Report
- Nominations Report
- Pastor's Report
- Reports from Retired Clergy and Clergy in other Relationships (if applicable)
- Certified Lay Servants, Lay Speakers, and Lay Ministers Reports (if applicable)

Here are a few more tips to help you prepare your church conference materials.

- Download and print the **checklist** to help you stay organized throughout the church conference process. *All forms need to be completed through Arena.*
- Need to complete the Lay Servant Report? **Get instructions here**. Remember, this form needs to be completed in Arena.
- Need a quick refresher on how to update and print a committee roster? **Download** the instructions now.
- Pastors and church administrators, please check your Committee Toolbox in Arena to make sure your current SPRC, Trustee and Finance chairs are listed. This will ensure they have access to assigned reports and complete them for church conference.
- If you are a MAC user and have trouble printing from the Church Conference Forms landing page in Arena, change your web browser to Safari.