

My Committees

Please use the following guide to determine where to enter specific individuals within the Committee Leader Toolbox based on their role within the church's leadership. If your church has an alternative leadership structure, please follow this guide as closely as you can to place members of your administrative board into the correct committees as per their role at your church. The information entered into the Committee Leader Toolbox will be used to generate the Nominations Report for your church conference.

To access the committee leader toolbox in its entirety, you must be logged in under the church's Arena account. Active Committee Chairs can update their committee membership using their personal Arena accounts. Individuals can update their personal information using their personal Arena accounts. Go to <https://arenaweb.bwcumc.org> to begin.

There are 32 groups/committees in the church's Committee Leader Toolbox.

Church Groups	
1 Adult Ministries (Calvary, Annapolis)	2 Lay Staff (Calvary, Annapolis)
1 Campus Ministry (Calvary, Annapolis)	1 Membership Ministry (Calvary, Annapolis)
1 Children's Ministries (Calvary, Annapolis)	1 Memorials Ministry (Calvary, Annapolis)
3 Church Council (Calvary, Annapolis)	1 Missions Ministry (Calvary, Annapolis)
1 Church School / Small Group (Calvary, Annapolis)	1 Music Ministry (Calvary, Annapolis)
2 Clergy / Pastors (Calvary, Annapolis)	1 Native American (Calvary, Annapolis)
1 Communications Ministry (Calvary, Annapolis)	1 Scouting (Calvary, Annapolis)
1 Congregant / Member (Calvary, Annapolis)	2 SPRC / PPRC (Calvary, Annapolis)
1 Council on Ministries (Calvary, Annapolis)	1 Stewardship Ministry (Calvary, Annapolis)
1 Education (Calvary, Annapolis)	2 Trustees (Calvary, Annapolis)
2 Endowment Ministry (Calvary, Annapolis)	2 United Methodist Men (Calvary, Annapolis)
1 Evangelism Ministry (Calvary, Annapolis)	2 United Methodist Women (Calvary, Annapolis)
1 Family Ministries (Calvary, Annapolis)	1 Worship Ministry (Calvary, Annapolis)
4 Finance Ministry (Calvary, Annapolis)	2 Youth Ministries (Calvary, Annapolis)
3 Lay Leaders (Calvary, Annapolis)	
1 Lay Leadership Dvlpmt (Calvary, Annapolis)	
6 Lay Members to AC (Calvary, Annapolis)	
2 Lay Servant Ministries (Calvary, Annapolis)	

You should enter leadership information in all of the committees / ministry groups that you have. You can skip the committees / ministry groups that you do not have at your church. The following page outlines the positions that are required, and where to enter them.

Guidelines for Required Arena (Committee Leader Toolbox / "My Committees") Entries:

Required to be Entered into Arena	Committee / Ministry Group	Role
Appointed Pastor(s)* / Appointed Associate Pastor(s)*	Clergy / Pastors	Pastor
Church Council Chair	Church Council	Cmte Chair/Pres
SPRC Chair	SPRC / PPRC	Cmte Chair/Pres
Trustee Chair	Trustees	Cmte Chair/Pres
Finance Chair	Finance Ministry	Cmte Chair/Pres
Treasurer	Finance Ministry	Treasurer
Church Administrator(s)	Lay Staff	Church Administrator
Youth Ministries <i>and/or</i> Children's Ministries Leader/Coordinator/ Pastor	Youth Ministries <i>and/or</i> Children's Ministries	Youth Pastor/Leader
Lay Member(s) to AC	Lay Members to AC	Lay Member to AC or Lay Member to AC (Reserve) <i>Depending on what is applicable</i>
Lay Leader(s)	Lay Leaders	Lay Leader
Certified Lay Servants / Certified Lay Speakers / Certified Lay Ministers**	Lay Servant Ministries	Certified Lay Servant or Certified Lay Speaker or Certified Lay Minister <i>Depending on what is applicable. If multiple, choose the highest level of certification.</i>

* All clergy have an existing record in our system. If you do not see your pastor already listed in the "Clergy / Pastors" group, please be careful to use the pastor's full name and email address on file with the BWC when adding him/her, otherwise, a duplicate record will be created.

Guidelines for Other Positions:

Position / Role	Committee / Ministry Group	Role
Recording Secretary	Church Council	Cmte Secretary
UMW President	United Methodist Women	Cmte Chair/Pres
UMM President	United Methodist Men	Cmte Chair/Pres
Endowment Chair	Endowment Ministry	Cmte Chair/Pres
Lay Leadership Development Chair	Lay Leadership Dvlpmnt	Cmte Chair/Pres
Youth Representative*	Youth Ministries	Cmte Member
Worship Leader	Music Ministries	Cmte Chair/Pres

* The Youth Representative is an individual under the age of 18, serving as a representative for all youth within the church. He/she may serve on the Church Council. The Youth Leader/Coordinator is an individual that leads/coordinates your church's youth ministry program.

There are several other positions and ministries not noted here for which you may be able to enter leadership information. Use your discretion as to where to enter those individuals based on their role within the church.