



CHURCH CONFERENCE TRAINING 2025

**Monday, August 4, 2025
7 p.m. to 8:30 p.m.**

Objectives

- FORMS and WORKSHEETS
- Understand how to log into Arena's Self-Service Side
- Distinguish between the CHURCH's User Name and PERSONAL User Names in Arena
- Learn how to update the committee list to ensure Committee Chairs have access to reports and members list
- Walk through Arena and discuss forms
- What has changed

As you begin . . .

- Let the church know the date, time for your church conference so they can attend.
- Print out the CC Checklist to stay organized.
- Church's Recording Secretary should take Meeting Minutes documenting all voting and general information discussed. A template will be provided.

What has changed?

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- Clergy Sexual Misconduct Form
 - No longer required. BOOM is now keeping track of the Sexual Ethics Training.
- Pastor Report- the report has changed slightly ... there is only one answer box- responses to all the questions will be answered in that space.
 - If a pastor has multiple churches, they can include them all in one report OR pastors can choose to complete multiple reports.
- Certification of Compliance
 - No longer required. However, the Laity Sexual Misconduct form is still available.

ALL forms requiring a signature will be signed in-person.

Laity Sexual Misconduct Questionnaire . . .

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- *Review the BWC Sexual Ethics Policy*
- If the church chooses to use the form, print it out and make sure to answer Yes or No for ALL questions.
- **Forms must be retained by local church in a locked file cabinet in the church office.**

Laity Sexual Misconduct Questionnaire Baltimore-Washington Conference – Church Conference 2025	
To be completed and signed by all persons who are to work with children and youth within the ministry of this congregation. Please check the appropriate box. If more space is needed, please use an additional piece of paper.	
Name: _____	
Date: _____	
☐ YES ☐ NO	1. Have you ever filled out this questionnaire for this church or agency? • If NO (or unsure) please answer questions 3 - 9 below. Then sign and return this form. • If YES, please give the date: _____ and answer question #2
☐ YES ☐ NO ☐ NOT SURE	2. If you answered "YES" to Question #1, have any answers changed since you filled out that copy? • If NO, please sign and return this form. • If YES OR NOT SURE, please answer questions 3 - 9 below
☐ YES ☐ NO	3. Have you ever been accused, in a written and signed statement of sexual misconduct with a child or a youth?
☐ YES ☐ NO	4. Have you ever been accused in a written and signed statement of sexual misconduct with an adult?
☐ YES ☐ NO	5. Have you ever been dismissed from any position, volunteer or salaried, because of accusations of sexual misconduct on your part?
☐ YES ☐ NO	6. Have you ever resigned from any position, volunteer or salaried, because of an accusation of sexual misconduct on your part, or to avoid being dismissed because of an accusation of sexual misconduct on your part?
9. Please provide three adult references (names, addresses, phone numbers) of persons who are not related to you by blood, marriage or other family relationship and are not employed or supervised by you, who can to the best of their ability, provide statements in support of your good behavior and clean record in regard to sexual misconduct with children, youth and adults.	
Name 1: _____	
Address: _____	
City, State Zip: _____	
Phone: _____	
Name 2: _____	
Address: _____	
City, State Zip: _____	
Phone: _____	
Name 3: _____	
Address: _____	
City, State Zip: _____	
Phone: _____	
I verify that the answers I have provided on this Questionnaire are true and accurate to the best of my ability. I understand false answers, as well as the failure to sign this Response Form, will result in my being denied the position for which I am being considered.	
Signature: _____	
Printed Name: _____	
Date: _____	

2025 Church Conference (CC)

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<http://www.bwcumc.org/resources/church-conferences-forms>

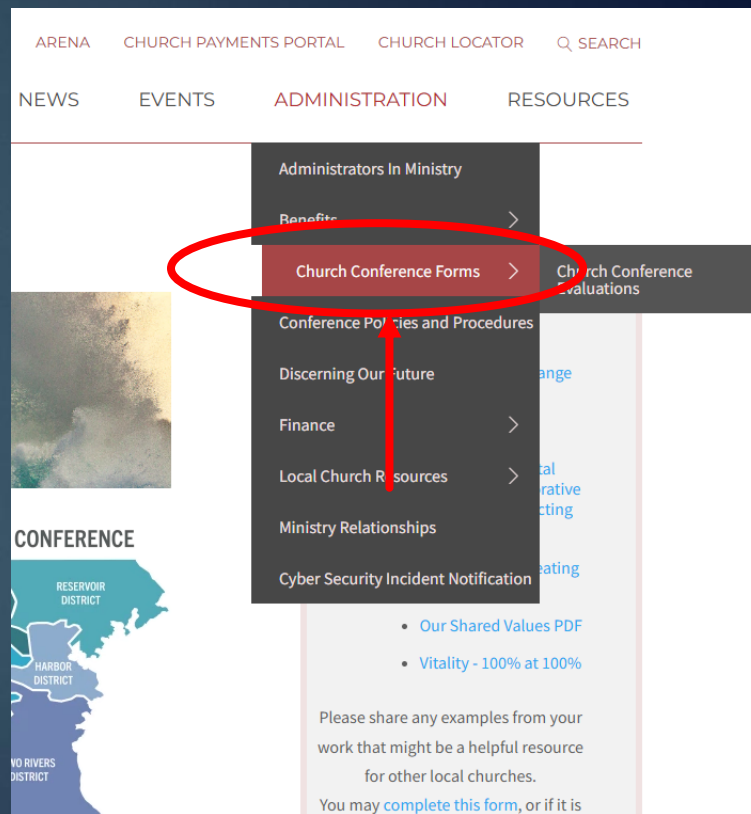
- CC Checklist
- Worksheets
- Forms
- Benefit Information
- FAQ

 **CHURCH CONFERENCE CHECKLIST** – We've put together a checklist to help you stay organized throughout the church conference process. [Download and print the checklist.](#)

[Download Worksheets >](#)

[Frequently Asked Questions >](#)

[Itinerary Form >](#)



ARENA CHURCH PAYMENTS PORTAL CHURCH LOCATOR Q SEARCH

NEWS EVENTS ADMINISTRATION RESOURCES

Administrators In Ministry

Benefits >

Church Conference Forms > Church Conference Evaluations

Conference Policies and Procedures

Discerning Our Future >

Finance >

Local Church Resources >

Ministry Relationships

Cyber Security Incident Notification

- [Our Shared Values PDF](#)
- [Vitality - 100% at 100%](#)

Please share any examples from your work that might be a helpful resource for other local churches.

You may [complete this form](#), or if it is

FORMS . . .

- Candidate for Ordained Ministry
- Clergy Compensation Reports
 - Single Church
 - Multi-Church Charge

DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY
CHURCH CONFERENCE RECOMMENDATION
Baltimore-Washington Conference – Church Conference 2020

Church: _____	Church ID (4-Digit): _____
Charge: _____	District: _____

Candidate: Submit an electronic copy of this form to your church at least 12 days before church conference. This document will be acted upon and signed at Church Conference.

TO BE COMPLETED BY THE CANDIDATE:

I, _____, hereby declare my candidacy for ordained ministry in The United Methodist Church and request the support and recommendation of the Church Conference or equivalent body as specified by the district committee on ordained ministry for certification as a candidate. I understand that I am not a "Certified Candidate" until approved by DCOM.

I request to:

☐ Begin as a Candidate ☐ Continue as a Candidate

Signed: _____ Date: _____
Signature of the Declared Candidate

Printed Name: _____

TO BE COMPLETED BY THE RECOMMENDING BODY:

Believing that _____ is called of God and is a suitable candidate for ordained ministry in The United Methodist Church, (the recommending body), _____ recommends him/her for certification as a candidate to the District Committee on Ordained Ministry. In making this recommendation, we attest to the fact that the declared candidate has been a professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year, has graduated from an accredited high school or received a certificate of equivalency, and has received by written ballot a two-thirds vote of this body.

Signed: _____ Date: _____
Signature of authorized elder, district superintendent, or bishop

Printed Name: _____

Vote Count: Y ____ / N ____

Candidate is:

☐ Recommended

☐ Not Recommended

FORMS

Complete the forms below and upload them in Arena. Only complete the forms that apply to you and/or your church.

- **REQUIRED FOR ALL CHURCHES**
 - [Clergy Compensation Report for a Single Church](#)
 - [Clergy Compensation Report for a Multi-Church Charge](#)
- **ONLY NEEDED WHEN APPLICABLE**
 - [Declaration of Candidacy for Ordained Ministry](#)

Worksheets . . .

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- Used to collect the information needed to complete the electronic forms in Arena.
- Same questions as in Arena Reports.
- Word documents can be filled out digitally or completed by hand and turned in to the Church Administrator.
- NOTE: Print last year's forms in Arena. The forms are prefilled so you only need to update the information instead of starting from scratch.



LAY SERVANT MINISTRY
Certified Lay Servant (CLS)
ANNUAL REPORT TO THE CHURCH CONFERENCE
 Report for year ending December 2018

This worksheet is provided for draft purposes only. The actual form must be entered and submitted in Arena at least 10 days prior to the scheduled date of your church conference.

Part 1) Personal Data – (Optional Section – you will complete all in Arena.)

Name (Mrs. Ms. Mr.) _____
 Address _____
 City/State/Zip _____
 Telephone (H) _____ (C) _____
 E-mail _____
 Name of District _____
 Name of Church _____
 Church Address _____
 City/State/Zip _____
 Church Telephone _____

(Part 2) CURRENT STATUS – Note: You will need to scan and upload your certificates along with the information you provide in this section when you enter the final report in Arena.

1. Year Basic Course Completed? _____ (certificate required)
2. Year First Advanced Course Completed? _____ (certificate required)
 Title of First Advanced Course? _____ (certificate required)
3. Date of Most Recent Advanced Course Completed? _____ (certificate required)
 Title of Most Recent Advanced Course? _____ (certificate required)
4. Date Application for Certification as Certified Lay Servant was completed and sent to the District Director of Lay Servant Ministries and certificate was received. (attach certificate)

(Part 3) MINISTRIES

During the past year, I participated in **caring ministries** as follows [check all that apply]:

☐ served as a volunteer in a care-giving institution
☐ provided one-on-one caring at a hospital, nursing home, or to a shut-in
☐ in membership/evangelism visitation
☐ served in caring/outreach projects (food pantry, prison ministry, etc.)
☐ other caring activities (Please list) _____

During the past year, I participated in **leading ministries** as follows [check all that apply]:

☐ served as member of committee, board, commission, council, task force, etc.
☐ as a volunteer at a community agency
☐ at my local church
☐ beyond my local church
☐ on my District _____ Conference _____ Jurisdiction _____ General Church level
☐ other leading activities (Please list) _____

FAQ...

- These cover the most frequently raised topics and should help clarify things quickly.
- Please take a look at the FAQ before contacting your district administrator.

FREQUENTLY ASKED QUESTIONS

1. When are my forms due?

↓

2. I am stuck with a form and would like to see what I put on last year's form.

↓

3. Why can't I fill out the single clergy compensation report even though our church is part of a multi-church charge?

↓

4. On the clergy compensation report, what is 'other support' in the cash salary portion?

↓

5. Do I have to submit documents that are not applicable to our church?

↓

6. Are we required to give the pastor a raise each year?

↓

7. What about evaluations, when are they due?

↓

Two Type Arena accounts

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➤ Personal Account

- Same User Name (UN) used to register for an event or class.
- Personal UN looks like: **JPublic3**

➤ Church Account

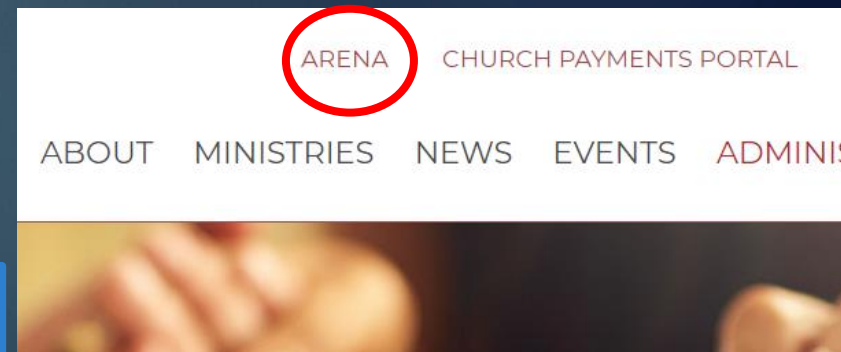
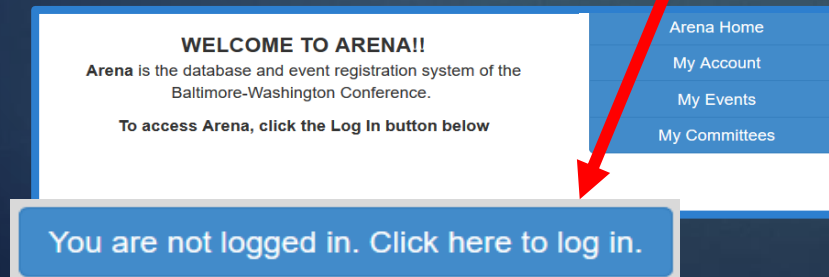
- Each Church already has a User Name (UN)
- Church UN looks like: **BWC-0000-0A**
- Where All of the CC reports can be accessed and the Pastoral Evaluation can be accessed.

Click Forgot Username or Forgot Password for your log-in.

Arena

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- Database and Event Registration System for churches
- Self-Service access thru BWC website : www.bwcumc.org/ then click Arena.
- Click on button to Log In.
- Enter User Name and Password



Arena landing page

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- Once you have logged into Arena, you will use the **Navigation menus on the right** and choose the appropriate section to access the **Church Conference forms, Evaluation forms and the Committee list.**
- Choose Church Conference Forms and Church Evaluation Forms when logged in as the church.
- Choose My Church Conference Forms and My Evaluation Forms when logged in as an individual.
- To update the Committee List (Nominations Report), click on “My Committees” at the bottom of the Navigation Panel. Note: the name of your church is listed at the bottom of the page.

Arena Home
Church Conference Forms
My Church Conference Forms
Fund Balance Report
College Student Reporting
Vitality Pathways
Church Evaluation Forms
My Evaluation Forms
My Itinerary Form
My Account
My Events
My Committees

2025 Church Conference Reports



2025 Church Conference (CC)

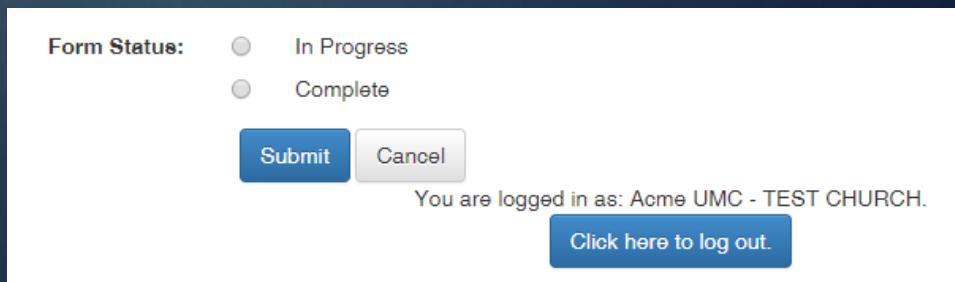
14

- The forms we provide are required by *The Book of Discipline*
- All forms will be completed by logging into Arena.
<https://arenaweb.bwcumc.org>
- Pastors, Church Administrators or the designee responsible for managing and monitoring CC form completion should log in to Arena with the **CHURCH's** Arena account.
- Committee Chairs/Certified Lay Servant/Speaker/Ministers and Pastors have access to pertinent forms by logging in to their personal Arena accounts.

Submitting reports

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- Read all directions
- Some items may be required – You can't submit until everything with an asterisk is complete.
- Indicate if the report is in Progress or Complete
- Hit the **SUBMIT BUTTON**
- Each time you edit you must hit SUBMIT



The screenshot shows a form submission interface. At the top, it says "Form Status:" followed by two radio button options: "In Progress" and "Complete". Below these options are two buttons: a blue "Submit" button and a grey "Cancel" button. At the bottom of the form, it says "You are logged in as: Acme UMC - TEST CHURCH." and there is a blue button that says "Click here to log out."

What has changed?

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- Certified Lay Servant (CLS), Certified Lay Speaker (CLSp), and Certified Lay Minister (CLM) reports
 - No longer need to upload the basic certificate or the most recent class taken certificate
 - The only certificate needed is the one received from the District Director indicating their status as a CLS, CLSp, or CLM.

Certified Lay Reports

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- 3 Categories:
 - Certified Lay Servant
 - Certified Lay Speaker
 - Certified Lay Minister
- For initial certification, you must take the Basic and one Advanced Course and submit the initial application.
- To remain in good standing certified lay must complete and submit the Annual Report EACH year as a part of church conference season. Also ...
 - Certified Lay Servants and Speakers must take a recertification class every three years and submit the necessary renewal application. Certified Lay Ministers must take a recertification class every two years.

Certified Lay Reports

- Make sure to put something in all fields, even if N/A or you will not be able to submit it.
- Upload your status certificate into Arena document.
- Please visit <https://www.bwcumc.org/ministries/develop-leaders/laity-development/> and click on ***Learn more*** to download the required application to submit to your Certified Lay Director for processing.



Candidate for Ordained Ministry

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- Has two steps parts:
 - An Arena report:
 - List all candidates.
 - Upload Declaration PDF for each candidate.
 - Place for 5 candidates
- IMPORTANT: After your CC add vote by clicking edit.

Candidates for Ordained Ministry (2025)

Instructions for Candidates:

Electronically submit this report by October 1st.

1. Visit our [Church Conference page](#) to download the fillable PDF form required to be considered for approval at the church conference. The link will take you to a web preview of the form. You must save the file to your local drive and open it from your local drive before you begin to input text.

2. Complete your section of the form (top half only), sign, and send the signed form to the church no later than October 1st.

Instructions for Churches:

Electronically submit this report by October 1st.

1. Complete the form fields below, indicating the first and last names of each candidate for ordained ministry. Candidates must have provided you with their form to be included on the voting list.

2. Upload the PDF forms of each of your candidates for ordained ministry.

3. The vote count should be added to Arena after the vote is taken.

*** If your church does not have any candidates to be considered for beginning or continuing their candidacy for ordained ministry, please select "no" below. The remaining fields can be left blank.

Church Name * TB | Acme || Fulton ||| 1000

Does your
Candidates for Or

1a: Name of

1b: Are they Se
Contin

1c: Upload fo
Candidate (bef

DECLARATION OF CANDIDACY FOR ORDAINED MINISTRY CHURCH CONFERENCE RECOMMENDATION Baltimore-Washington Conference – Church Conference 2017

Church Name	Church ID (4-Digit)
Charge Name	District Name

Candidate: Submit an electronic copy of this form to your church at least 12 days before church conference. This document will be acted upon and signed at Church Conference.

TO BE COMPLETED BY THE CANDIDATE:

I, _____, hereby declare my candidacy for ordained ministry in The United Methodist Church and request the support and recommendation of the Church Conference or equivalent body as specified by the District Committee on Ordained Ministry for certification as a candidate.

I request to:

☐ Begin as a Certified Candidate ☐ Continue as a Certified Candidate

Signed _____ Date _____

Signature of the Declared Candidate

Printed Name _____

TO BE COMPLETED BY THE RECOMMENDING BODY:

Believing that _____ is called of God and is a suitable candidate for ordained ministry in The United Methodist Church, (the recommending body), _____ recommends him/her for certification as a candidate to the District Committee on Ordained Ministry. In making this recommendation, we attest to the fact that the declared candidate has been a professing member in good standing of The United Methodist Church or a baptized participant of a recognized United Methodist campus ministry or other United Methodist ministry setting for a minimum of one (1) year, has graduated from an accredited high school or received a certificate of equivalency, and has received by written ballot a two-thirds vote of this body.

Signed _____ Date _____

Signature of authorized elder, district superintendent, or bishop

Printed Name: _____

2017 Declaration of Candidacy for Ordained Ministry – 06/13/2017

Committee Toolbox...

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- Can only be accessed from the Church's Arena account.
- Skip committees/ministry groups that your church doesn't have.
- The ***My Committees*** is used to generate the Nominations Report.

Arena Home
Church Conference Forms
My Church Conference Forms
Fund Balance Report
College Student Reporting
Vitality Pathways
Church Evaluation Forms
My Evaluation Forms
My Itinerary Form
My Account
My Events
My Committees

Acme UMC - TEST CHURCH, Frederick (1000)
2026 Nominations Report (Standard Model)
Printed: July 17, 2025

We, the members of Acme UMC - TEST CHURCH, present the following Nomination Report

Inactive: Term ends in Dec. '25 Active: Start Date on/before Jan. 1, '26 Future: Term starts after Jan. 1, '26

26 Status Description:

Committee Group	Member Name	Position	Start	End	'26 Status
Adult Ministries	Wanda Arnold	Cmte Chair/Pres	01/01/22	12/31/28	ACTIVE
	Paul Eichelberger	Cmte Chair/Pres	01/01/26		ACTIVE
	Laurie Arnold	Cmte Member	01/01/22	12/31/28	ACTIVE
	Eva Wolo	Cmte Member	01/01/24		ACTIVE
Campus Ministry	Wild Coyote	Cmte Chair/Pres	01/01/25	12/31/25	INACTIVE
Children's Ministries	Jane doe	Cmte Chair/Pres	09/21/18		ACTIVE
	Bilbo Baggins	Cmte Member	01/01/20		ACTIVE
	Dave Schoeller	Cmte Member	12/11/18		ACTIVE
Church Council	Wynn Doe	Pastor	07/01/22		ACTIVE
	Tonia Bennett	Cmte Member	01/01/23		ACTIVE
	Wild Coyote	Cmte Member	01/01/20		ACTIVE
	Deacon Doe	Cmte Member	01/01/23		ACTIVE
	Ginny Doe	Cmte Member	01/01/18		ACTIVE
	Jake Doe	Cmte Member	01/01/19		ACTIVE
	Carman Dotson	Cmte Member	01/01/19		ACTIVE
	John Gauthier	Cmte Member	09/14/23		ACTIVE
	John Public	Cmte Member	01/01/25		ACTIVE
	Eva William	Cmte Member	08/14/23		ACTIVE
Church School / Small Group	Wild Coyote	Cmte Chair/Pres	01/01/25		ACTIVE
	John Gauthier	Cmte Chair/Pres	08/21/18		ACTIVE

Arena Committee groups

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- 9 Key Committees in Church, in addition to Pastor...
- Church Council
- Finance Ministry (Chair)
- Finance Ministry (Treasurer)
- Lay Leaders (Lay Leader)
- Lay Members to AC
- SPRC / PPRC
- Trustees (Cmte Chair/Pres)
- Lay Leadership Development (Nominations)

Edit Committees Members

22

- Change role
- Date joined
- Date inactive
- Church can update information on behalf of the person

The screenshot shows a web interface for editing a committee member. At the top, the name 'jim bob' is displayed next to the role 'Cmte Member'. Below this, there is a tab labeled 'jim bob' and a button with a pencil icon and the text 'Edit', which is circled in red. The main form is titled 'Update jim bob' and contains several input fields: 'First Name' (jim), 'Last Name' (bob), 'Birth Date' (11/24/1939), 'Email' (jgauthier@bwcumc.org), 'Home Phone', 'Cell Phone' ((123) 456-7890), a checked 'Texting Allowed' checkbox, 'Address' (Street Address, City, State, Zip Code), 'Role' (Cmte Member, selected from a dropdown), 'Date Joined' (01/01/2021), and 'Date Inactive' (Inactive Date). At the bottom are 'Save' and 'Cancel' buttons. Two red arrows point from the text on the left to the 'Role' and 'Date Inactive' fields.

Field	Value
First Name	jim
Last Name	bob
Birth Date	11/24/1939
Email	jgauthier@bwcumc.org
Home Phone	Home Phone
Cell Phone	(123) 456-7890
Texting Allowed	☒
Address	Street Address
City	
State	
Zip Code	
Role	Cmte Member
Date Joined	01/01/2021
Date Inactive	Inactive Date

Committees Classes

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- SPRC/PPRC, Lay Leadership Development (Nominations), and Trustee Committees must show the three classes.
- Add a date joined (start) and date inactive (end) for each member.

The screenshot shows a web interface for updating a member's profile. At the top, the name 'jim bob' is displayed next to the role 'Cmte Member'. Below the name is a red circle around an 'Edit' button. The main form is titled 'Update jim bob' and contains the following fields:

- First Name:** jim
- Last Name:** bob
- Birth Date:** 11/24/1939
- Email:** jgauthier@bwcumc.org
- Home Phone:** Home Phone
- Cell Phone:** (123) 456-7890
- Texting Allowed:** ☒
- Address:** Street Address, City, State, Zip Code
- Role:** Cmte Member (dropdown menu)
- Date Joined:** 01/01/2021
- Date Inactive:** Inactive Date

At the bottom of the form are 'Save' and 'Cancel' buttons. Two red arrows point to the 'Date Joined' and 'Date Inactive' fields, highlighting the requirement to add these dates for each member.

Add to Committee Roster

- Add Member
- Enter first and last name and email address.
- Default role is committee member, so make sure to change it.
- Add date joined (term started) and end date

SPRC/PPRC Cmte

[Back to Committee Leader Toolbox](#)

[Member List](#) [Toolbox Communication](#) [Take Attendance](#) [Attendance Summary](#) [Document List](#)

[Print Roster](#) ☒ Active Only

	Jake Doe	Cmte Chair/Pres
	Wynn Doe	Cmte Member
	Jenny Doe	Cmte Member
	Derek Doe	Cmte Vice Chair/Vp

[Print Roster](#) [New Member](#)

Birth Date

Email

Home Phone

Cell Phone

☐ Texting Allowed

Address

City State Zip Code

Role

Date Joined

Date Inactive

[Add Member](#) [Cancel](#)

Print membership roster

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➤ Select Current or Future members

Committee Leader Toolbox

Church Conference Reports:

[Nominations Report for 2026 \(Committees\)](#)

[Nominations Report for 2026 \(Unified Board\)](#)

Membership Rosters:

[Committees \(All CURRENT Members\)](#)

[Committees \(All FUTURE Members\)](#)

Unified Board membership rosters coming soon

Acme UMC - TEST CHURCH, Millsville (1000) Committee Roster (Present Members)

Committee Group	Member Name	Position	Status	Start	End
Church Council	Jake Doe	Cmte Chair/Pres	Present	01/01/16	
	Ginny Doe	Treasurer	Present	01/01/17	
	Derek Doe	Cmte Member	Present	01/01/15	
Church School / Small Group	Jake Doe	Cmte Chair/Pres	Present	08/21/17	
Clergy / Pastors	Derek Doe	Pastor	Present	01/01/17	
Communications Cmte	Jake Doe	Cmte Member	Present	08/22/17	
Family Ministries	Tonia Bennett	Cmte Member	Present	08/16/17	
	Katie Filano	Family Min. Coord.	Present	08/01/17	
Finance Cmte	Jake Doe	Cmte Chair/Pres	Present	01/01/17	
Lay Servant Ministries	Wynn Doe	Certified Lay Servant	Present	01/01/17	
	Derek Doe	Certified Lay Speaker	Present	08/01/17	
SPRC/PPRC Cmte	Jake Doe	Cmte Chair/Pres	Present	01/01/17	
	Derek Doe	Cmte Vice Chair/VP	Present	08/22/17	
	Jenny Doe	Cmte Member	Present	08/25/17	
	Wynn Doe	Cmte Member	Present	01/01/17	
Trustees Cmte	Joe Handyman	Cmte Chair/Pres	Present	01/01/17	
Worship Cmte	s wright	Cmte Chair/Pres	Present	08/16/17	

Acme UMC - TEST CHURCH, Millsville (1000) Committee Roster (Future Members)

Committee Group	Member Name	Position	Status	Start	End
Adult Ministries	Jake Doe	Cmte Chair/Pres	Future	01/01/18	
	Katie Filano	Cmte Chair/Pres	Future	01/01/19	
	Ginny Doe	Cmte Member	Future	01/01/18	
	Dave Schoeller	Cmte Member	Future	01/01/18	
Campus Ministry	Derek Doe	Cmte Chair/Pres	Future	01/01/18	8/28/20
Clergy / Pastors	Katie Filano	Pastor	Future	01/01/18	
Finance Cmte	Derek Doe	Treasurer	Future	01/01/18	8/23/50
Worship Cmte	Tonia Bennett	Cmte Member	Future	01/01/18	

Clergy Compensation

26

- EXCEL Worksheet
- 2 types - Single Church and Multi-Church Charge
- Read instructions carefully.
- SPRC in consultation with Finance should complete it.
- Fill out top -- Make sure to select correct District.

2026 Clergy Compensation Report - Multi-Point Charge
v7.13.2025

Overview:
The SPRC chair and local church treasurer should complete the compensation report and submit the information by **October 1st**. The amounts included on the compensation report should coincide with the amounts determined at Church Conference and constitute a covenantal agreement until changed by Church Conference action. **A summary of the amounts included on this report will be entered into Arena and this form, signed by all except the District Superintendent, will be uploaded into Arena.**

Data Entry Areas Are Outlined Like This

PASTOR & CHURCH INFORMATION

Pastor Name:		Pastor Phone:	
Pastor Email:		Church Phone:	
Example: johndoe@example.com			
Charge Name:		District:	
4-Digit BWC ID#		Full Church Name	Short Name**
*Church 1 ID #:		*Church 1:	
Church 2 ID #:		Church 2:	
Church 3 ID #:		Church 3:	
Church 4 ID #:		Church 4:	
Church 5 ID #:		Church 5:	

* Church 1 is the "Lead Billing Church", which receives bills from (and remits payment to) the BWC on behalf of all churches in the charge.

** For each church, you must enter a "short name" (<10 characters)
Example: For "Wesley Circuit Rider UMC", enter "Wesley"

FORM SUBMITTER

Submitted By:		Position:	
Phone:		Email:	
Example: johndoe@example.com			

2026 Clergy Compensation Report - Single Point Charge
v7.13.2025

Overview:
The SPRC chair and local church treasurer should complete the compensation report and submit the information by **October 1st**. The amounts included on the compensation report should coincide with the amounts determined at Church Conference and constitute a covenantal agreement until changed by Church Conference action. **A summary of the amounts included on this report will be entered into Arena and this form, signed by all except the District Superintendent, will be uploaded into Arena.**

Data Entry Areas Are Outlined Like This

PASTOR & CHURCH INFORMATION

Pastor Name:		Pastor Phone:		A
Pastor Email:		Church Phone:		B
Example: johndoe@example.com				
Charge Name:		Church Name:		C
District:		Church ID #:		D

FORM SUBMITTER

Submitted By:		Position:		E
Phone:		Email:		F
Example: johndoe@example.com				

Worksheet 1: NON HOUSING COMPENSATION PAID DIRECTLY TO THE PASTOR FOR THE UPCOMING YEAR

Clergy Compensation

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- Last page shows the Church's/churches' total financial obligation for the pastor
 - Type in the names of the SPRC Chair and Treasurer

**** Please bring ALL pages of this report to your Church Conference. ****

FINANCIAL Obligation For

Based on compensation and benefits (amounts and participation) entered in the areas above, each church's total financial obligation to the pastor is shown below.

Lines 47-50 (only): Adjust each church's portion of total premium until "YES" is displayed next to each row.

Compensation Categories	Sum of All Church Contributions Equals Total?	---	---	---	---	---	Total
Parsonage Provided	N/A	---	---	---	---	---	
Total Cash Comp	YES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Allowance (\$0 for parsonage)	YES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HealthFlex Premium (Church Portion)*	Enrolled?	\$ -	\$ -	\$ -	\$ -	\$ -	Enrolled?
COMPASS Fixed Flat Dollar Contribution*	Enrolled?	\$ -	\$ -	\$ -	\$ -	\$ -	Enrolled?
COMPASS (3%+4% Cash Comp) Contribution*	Enrolled?	\$ -	\$ -	\$ -	\$ -	\$ -	Enrolled?
CPP - Comprehensive Protection Plan*	Enrolled?	\$ -	\$ -	\$ -	\$ -	\$ -	Enrolled?
Total Expected Expense Reimbursement	YES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL - Charge's Financial Obligation for Pastor		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percentage of Total Obligation:							
EQUITABLE COMPENSATION (IF APPLICABLE):		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Based on compensation and benefits (amounts and participation) entered in the areas above, the church's total financial obligation to the pastor is shown below.

Compensation Categories	Compensation Totals
Pastor Living in a Parsonage?	
Total Cash Comp	\$ -
Housing Allowance (no amount will display for parsonage)	\$ -
*HealthFlex Premium paid to Annual Conference (Church Portion)	Participating?
COMPASS Fixed Flat Dollar Contribution*	Participating?
COMPASS (3%+4% Cash Comp) Contribution*	Participating?
*CPP/UMLO - Comprehensive Protection Plan / UMLifeOptions	Participating?
Total Expected Expense Reimbursement	\$ -
TOTAL - Financial Obligation for Pastor	\$ -
* Amounts will only display if "Participating?" = "Y" (see Worksheet 6 - above)	
EQUITABLE COMPENSATION (IF APPLICABLE):	\$ -

Clergy Compensation Summary

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- Arena Report
- Same report for single and multipoint charge
- Summary of information found on the last page of the Compensation Report.
- You will upload the FULL Compensation Report. The uploaded file is what you will bring to church conference.
- Complete Form Status
- Sign at church conference

Church Name or Lead Church of Multi-Point Charge: *	TB Acme Fulton 1000
Pastor's First Name *	Deacon
Pastor's Last Name *	Doe
Parsonage Provided? *	No
Total Cash Compensation *	\$ 25000
Housing Allowance *	\$ 25000
Eligible for HealthFlex (Medical)? *	No
DB- Defined Benefit *	\$ 0
DC - Defined Contribution *	\$ 0
CPP - Comprehensive Protection Plan / UMLO - UMLifeOptions *	\$ 0
Total Expected Expense Reimbursement *	\$ 4100
Has your Church Conference taken place? *	No
[PRE-Conference] Upload Completed Clergy Compensation Worksheet for This Pastor: (not set) Change...	

Form Status: *

☐ In Progress

☒ Complete

Submit

Cancel

Lay Ministry District Directors

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Visit:

www.bwcumc.org/lay-ministry-contacts/#directors

Name	District
Dionne Hall	Canal District
Ettadean Hyman, Elizabeth Stemley, Kim Walker	Harbor District
Patrick McCourt	Lakes District
Edie Beard	Reservoir District
Derrick Posey, Carol Travis, Pamela Plummer	Tidal Basin
Delila Parham, Gregory Parham, Kim Walker	Two Rivers

What should the church bring.

All churches must bring a presiding clergy packet. The packet is to include the following:

- ☐ Clergy Compensation (all pages of the EXCEL document)
- ☐ Nominations Report
- ☐ Care of Members Report, if applicable
- ☐ Candidate for Ordained Ministry, if applicable
- ☐ Voting Tally Sheet- this will be generated and included in the email with the reports review

Things to note ...

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- The church should provide members with copies of the church's submitted church conference reports.
- The church must bring a hard copy of the following for the presiding clergy. (Please note that these documents should not be stapled and must be single-sided.)
 - ALL pages of the Clergy Compensation Form for each pastor. This is the Excel document that the church uploaded as a part of the compensation report in Arena.
 - Nominations Report
 - And if applicable...
 - Care of Members Report
 - Candidate for Ordained Ministry Forms

Announcements

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- Sept. 22: Presiding Clergy Training
- Oct. 1: ALL church conference reports due
- Nov. 15: Pastor Self-Evaluations and SPRC Evaluation & Appointment Advisory Reports due
 - This date is earlier than previous years
 - The pastoral goals are no longer a separate report; they are now included in the pastor self-evaluation
- Nov. 15: Itineracy Form
 - Required submission for all full and provisional elders
 - Only submitted via the Pastor's personal Arena account
- Dec. 2: Statistical Reports Training