



CHURCH CONFERENCE TRAINING 2026

Objectives

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- JOTFORMS & 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 . . .

- Once you receive your church conference schedule from your district office, please share the date and time with your church members.
- Print out the CC Checklist to stay organized.
- Church's Recording Secretary should take Meeting Minutes documenting all voting and general information discussed.
 - The minutes template is on our website.
- The forms will open on Friday, August 21.

What has changed?

- Clergy Compensation Form
 - Compensation Report: The clergy compensation report is now completed through JotForm, accessible through Arena and there are no longer two separate forms. Pastors serving multiple churches should complete a multi-church form.
 - Pastor Report:
 - Pastors can...and should complete one report for all their churches.
 - There are multiple questions on the form this year. They cover a wide range of topics including membership.
- Extension Ministry Report is now located under the Connected Clergy Report.

What has changed?

➤ Nominations

- One person can be entered into a committee for more than one role.

➤ Certified Lay Ministry Reports

- The annual report is no longer a part of church conference.
- The annual report is still required, details regarding submission is forthcoming.

➤ Deacons

- If you are appointed to a church, complete the pastors report.
- If you are working at or with a United Methodist Church, complete the Deacons Report.
- If you are working outside of the United Methodist Church, you should complete the connected clergy report as an extension minister.

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

2026 Church Conference (CC)

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

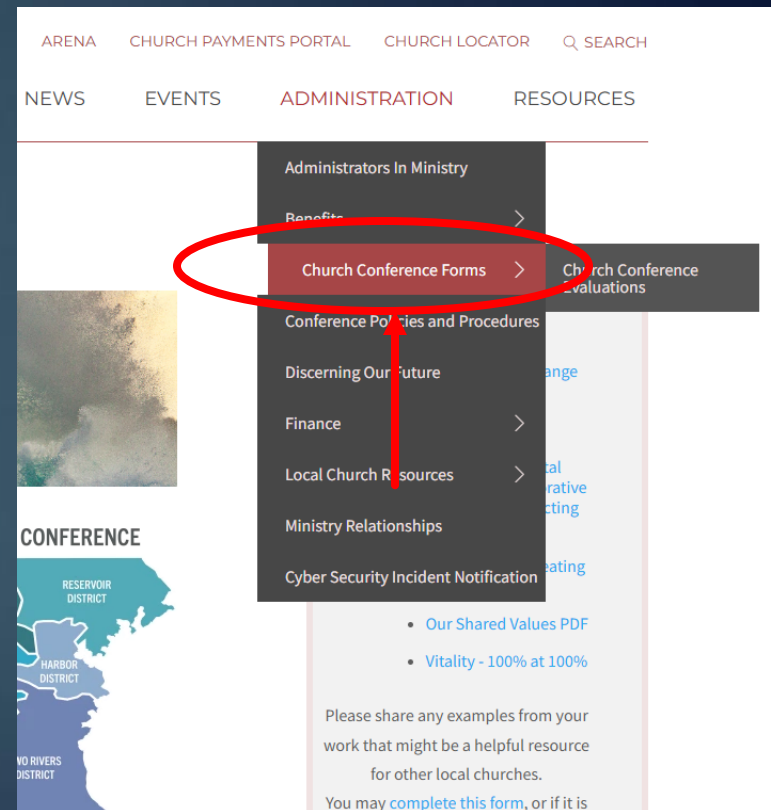
- CC Checklist
- Benefit Information
- FAQ
- Worksheets

 **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

Worksheets . . .

- Used to collect the information **needed to complete the JotForm in Arena. DO NOT** send these forms to the district offices or supporting administrator.
- Same as the JotForms.
- Candidate for Ordained Ministry Form- completed by the candidate.
- **NOTE:** You can access last year's forms in Arena. The forms are pre-filled, so you only need to update the information instead of starting from scratch. (Please note some of the report questions have changed from last year.)

A Quick Important Word...

- **New this year, you can save the report to gather more information and pick up where you left off. Please remember to save the edit link. This is very important or you will have to start the form over. Also, do not forget to return and submit report.**
- **Make sure you read all instructions on EVERY report before completing it.**
- **Due date for all reports to be in Arena is October 1st.**

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

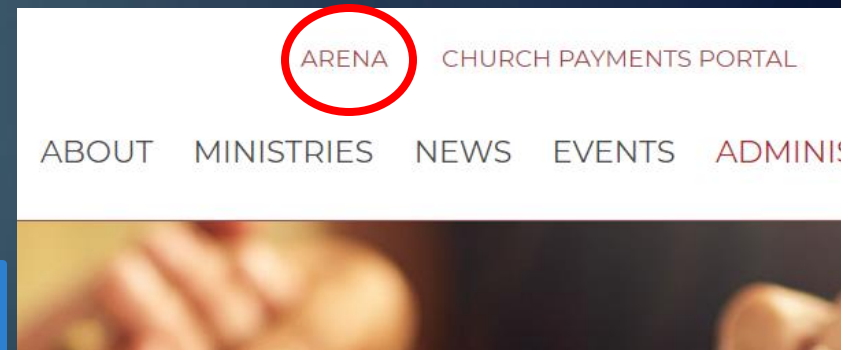
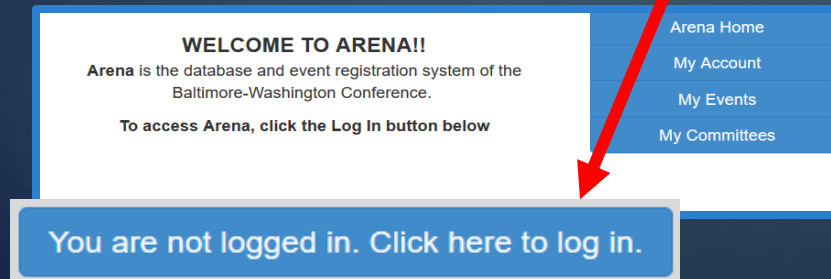
- Each Church already has a User Name (UN)
- Church UN looks like: **BWC-0000-0A**
- Where All of the CC reports can be accessed and the Pastoral Evaluation can be accessed.

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

Report Status

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- On the Church Conference Landing Page in Arena, you can choose the report you want to complete. On the left you will see either begin report or submit another report, then you will see the name of the report, and the status of the form.
- It may take up to 5 minutes to show the report as submitted.
- If you want to see a report you have submitted scroll down and you will see an edit option.

Submitted Church Conference Reports

Below is a history of all Church Conference reports submitted for your church during the current reporting cycle. Use this list to verify that reports have been received and to review submission dates and submitters. If updates or corrections are needed, return to the appropriate report above and select **Submit Another Report**.

Submitted forms will appear below in about 5 minutes. Don't see a recent submission? [Refresh](#).

Note: Some report types, particularly clergy-related reports, may have multiple submissions for the same church. Each submission is retained as part of the Church Conference record.

Church	Report	Submitted	Edit	Submitted By	Submitter Email
Acme UMC - TEST CHURCH Pastor: Deacon Doe	Clergy Compensation	07/22/2026 3:36 PM	Edit Submission	John Gauthier	jgauthier@bwcumc.org

2026 Church Conference Reports



2026 Church Conference (CC)

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- 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 and Pastors have access to pertinent forms by logging in to their personal Arena accounts.

If applicable...

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- Candidate for Ordained Ministry
 - Candidates are required to complete the form and turn it in to their church. The church will then upload it in the Candidate for Ordained Ministry Report on their behalf.

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

Candidate for Ordained Ministry

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- Has two steps parts:
 - An Arena report:
 - List all candidates.
 - Upload Declaration PDF(s) (completed by the candidates)
 - **IMPORTANT:**
 - After your CC add vote by clicking edit.
 - Once a vote is added DCOM will automatically receive an email.

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

Church Name	Church ID #
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 – v 06/13/2017

Submitting reports

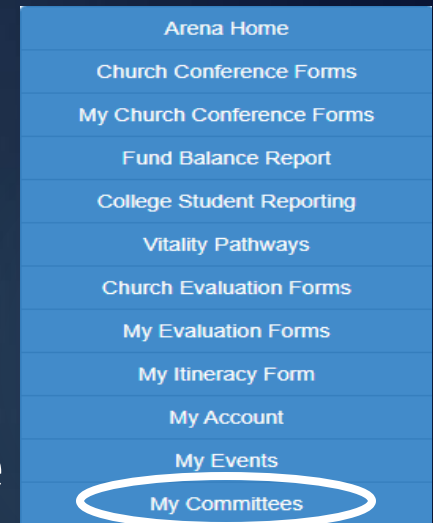
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- Read all directions
- To begin the report, click **BEGIN REPORT**
- Some items may be required, you can **SAVE** a draft report without having to add something to required fields **BUT** you cannot **SUBMIT** without answering all the required questions.
- If you saved a draft report, please remember to save the link emailed to you or you will have to start over again. You can also copy the link from the screen acknowledging your draft report has been saved.
- Hit the **SUBMIT BUTTON**
- This year you have the option to save the report and return later to complete and **SUBMIT**.

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.
- The Committee Leader Toolbox is available year-round,



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 26 Status Description: Active: Start Date on/after Jan. 1, '26 Future: Term starts after Jan. 1, '26

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

Arena Committee groups

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8 Key Committees in Church, in addition to Pastor...
(These positions may not be present if you are using the One Board Model.)

- 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) Vice Chair

Edit Committees Members

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- 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 named 'jim bob'. The form is titled 'Update jim bob' and includes a close button (X). The form fields are as follows:

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

At the bottom of the form are 'Save' and 'Cancel' buttons. A red circle highlights the 'Edit' button in the top right corner. Two red arrows point from the list items to the 'Role' and 'Date Inactive' fields.

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 user interface for managing a member profile. At the top, the name 'jim bob' is displayed next to the role 'Cmte Member'. Below this, there is a profile card for 'jim bob' with a placeholder image and a tab labeled 'Other Attributes'. To the right of the profile card is an 'Edit' button, which is circled in red. Below the profile card is a form titled 'Update jim bob'. The form 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), a checked 'Texting Allowed' checkbox, Address (Street Address, City, State, Zip Code), Role (Cmte Member), Date Joined (01/01/2021), and Date Inactive (Inactive Date). At the bottom of the form are 'Save' and 'Cancel' buttons. A red arrow points from the 'Date Joined' field to the 'Save' button, and another red arrow points from the 'Date Inactive' field to the 'Save' button.

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

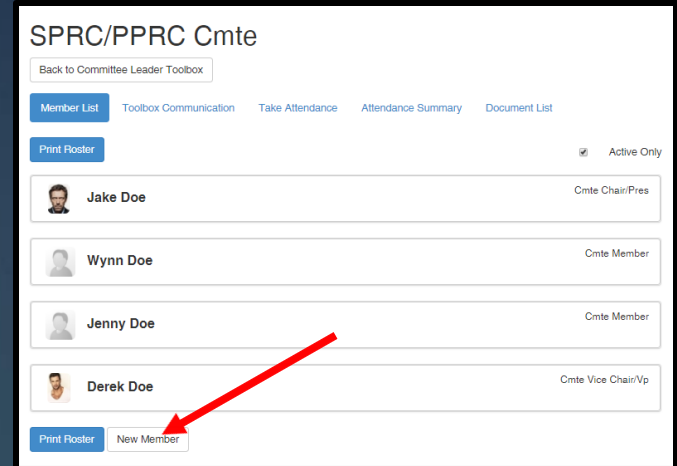
One Board/Unified Board

- Use the Church Council as your one board and add the Nominations committee under the Lay Leadership Development committee.

Add to a Committee Roster

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- Add Member
- New this year! You can have more than one person on a committee more than once.
- 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

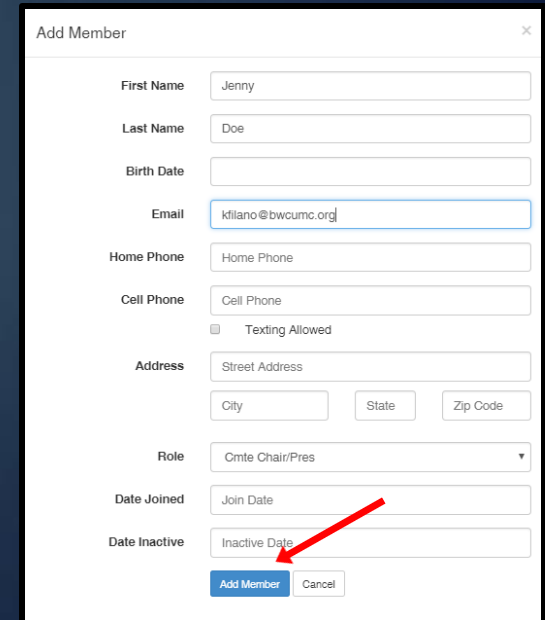
[Back to Committee Leader Toolbox](#)

[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](#)



Add Member

First Name

Last Name

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

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- Complete via JotForm, accessed through Arena
- Read instructions carefully.
- SPRC in consultation with Finance should complete it.

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

Things to note ...

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- The church should provide members with copies of the church's submitted church conference reports.
- Churches are required to provide hard copies of the following reports for the presiding clergy:
 - ❑ Clergy Compensation for ALL Pastors
 - ❑ Nominations Report
 - ❑ Pastor's Report
 - ❑ Individual Candidate for Ordained Ministry forms, if applicable
 - ❑ Somebody to take the minutes.

Announcements

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- Sept. 21: Presiding Clergy Training
- Oct. 1: **ALL** church conference reports are due
- Nov. 15: Pastor/Deacon Self-Evaluations and SPRC Evaluation & Appointment Advisory Reports due (This is also a JotForm that will be available through Arena around the Sept. 7.)
- December 8: Statistical Reports Training

Church Conference Support Information

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District	Admin Support	Phone	email
Canal	Kayla Harkcom	301-788-0016	kharkcom@bwcumc.org
Harbor	Charles Carrington	410-290-7311	ccarrington@bwcumc.org
Lakes	Levonne Wiseman	240-258-3133	LK-Support@pdcbwc.org
Reservoir	Christine Taylor	240-258-3121	RS-Support@pdcbwc.org
Tidal Basin	Jasmine Jowers Prout	240-258-3155	TB-Support@pdcbwc.org
Two Rivers	Sherrill Cole	410-309-3439	scole@bwcumc.org