



2018 CHURCH CONFERENCE PAPERWORK CHECKLIST

It is the pastor’s responsibility to ensure that ALL paperwork is completed properly and submitted in full by the paperwork deadline. Click [here](#) to view your deadline. Please contact your Regional Administrator well in advance of your conference if you have any questions.

	REPORT	SUGGESTED POSITION TO COMPLETE REPORT	WHERE IS THIS REPORT COMPLETED?
<input type="checkbox"/>	Pastor Profile	Pastor	These reports are completed online in Arena. Log into Arena here: http://member.gnjumc.org/
<input type="checkbox"/>	Report of the Pastor	Senior Pastor	
<input type="checkbox"/>	Church Profile	SPRC Chair	
<input type="checkbox"/>	Directory of Officials	Nominations Chair/Pastor	
<input type="checkbox"/>	Report of the Trustees	Trustees Chair/Member	
<input type="checkbox"/>	Parsonage Evaluation	Trustees Chair/Member	
<input type="checkbox"/>	Congregational Appraisal	Church Council Chair	
<input type="checkbox"/>	Deacon Annual Report (if applicable)	Deacon	
<input type="checkbox"/>	Certified Lay Servant/Speaker Report	Lay Servant/Speaker	
<input type="checkbox"/>	Certified Lay Minister Report	Certified Lay Minister	
<input type="checkbox"/>	2019 Clergy Compensation Report & Housing Exclusion Resolution	SPRC Chair	These reports are downloaded on the GNJ website and submitted via email to your Regional Administrator.
<input type="checkbox"/>	2017 Fund Balance Report (if not previously submitted in June)	Church Auditor/Auditing Committee	
<input type="checkbox"/>	2019 Nominations Report	Nominations Chair/Pastor	These reports are created by the local church and are submitted via email to your Regional Administrator.
<input type="checkbox"/>	2018 Year-to-Date Treasurer’s Report	Treasurer	
<input type="checkbox"/>	2019 Budget Draft	Treasurer	
<input type="checkbox"/>	2017 Church Conference Minutes	Recording Secretary	
<input type="checkbox"/>	2018 Special Charge Conference Minutes	Recording Secretary	

ARENA LOGINS

Accessing Arena requires a username and password. Your leadership role determines the type of login you will use.

- **The church will receive a new login this year.** It will be emailed directly to the senior pastor, church council chair, trustees president, lay leader, and the church email address. This will give the church access to complete these reports: Directory of Officials, Report of the Trustees, Parsonage Evaluation, and Congregational Appraisal.
- **Each SPRC Chair will be emailed a new login this year.** This will be different from the church login and will be used solely to complete the Church Profile report.
- **Pastors, Lay Servants/Speakers, and Certified Lay Ministers are to continue using the login used last year.**

NEW & IMPROVED INSTRUCTIONS/RESOURCES TO REVIEW!

We have listened to your feedback and worked hard to streamline the church conference process. The biggest improvement you will notice is the accessibility to more detailed explanations and instructions. These changes are especially noticeable in the resources listed below which will help to answer many of your questions and provide a greater understanding of how to complete these reports. **It is highly recommended that you review these resources.**

- **Purpose of Each Report**
- **FAQ’s (Frequently Asked Questions)**
- **Clergy Compensation Report Instructions**
- **Nominations Report Instructions**
- **Parsonage Walk-Through Worksheet**