



## 2024 CHURCH CONFERENCE PAPERWORK CHECKLIST

Below is a listing of all reports due for church conferences. This includes the date the report becomes available in Arena, the date the report is due, and the leadership position typically responsible for completing each report. **It is the pastor’s responsibility to ensure that ALL paperwork is completed fully and submitted by each deadline.**

Arena is the online reporting database where reports are submitted by clergy and church leaders. Accessing Arena requires a username and password that is specific to each individual logging in. Different leadership roles grant access to different reports depending on the report you are responsible for completing.

**The following leaders received an email directly from Arena with their personal login information: clergy, church council chair, trustees president, SPRC chair, lay leader, treasurer, finance chair, and church administrator.** We understand not all of these positions have reporting responsibilities, but we have provided access to these individuals as church duties are often shared by multiple people. Please check your spam/junk folder if you do not see the email in your inbox.

[Log into Arena here.](#)

If you are unable to log in, need assistance accessing your reports, or encounter any difficulties, [submit a support ticket here](#) to request assistance from the Arena database team that is ready to assist you.

See other church conference information for [EPA](#) or [GNJ](#), including district schedules, downloads, resources, and FAQs.

REPORT	OPENS	DUE	COMPLETED BY
<b>The reports below are completed in Arena.</b>			
Pastor Profile	April 8	June 1	Pastor
Clergy Appraisal	April 8	June 1	SPRC Chair
Congregational Appraisal	April 8	August 30	Church Council Chair
Church Profile	April 8	August 30	SPRC Chair
Nominations Report	June 1	August 30	Pastor/Nominations Chair
Finance Committee Report	April 8	August 30	Finance Chair/Treasurer
Parsonage Evaluation or Annual Status Update	April 10	August 30	Trustees President
Report of Pastor	April 8	August 30	Pastor
Report of Trustees	April 8	August 30	Trustees President
Lay Servant Report/Certified Lay Minister Report	April 12	August 30	Lay Servant/Certified Lay Minister
<b>The first two reports below are downloaded from the conference website at the link below. The last three reports are created by the local church. All five are then submitted by uploading them into Arena, not by emailing them to your Regional Administrator.</b>			
2023 Fund Balance Report - to be posted	June 1	August 30	Church Auditor/Auditing Committee
2025 Clergy Compensation Report – to be posted	June 1	August 30	SPRC Chair
2024 Treasurer’s Report	<i>Created</i>	August 30	Treasurer
2023 Church Conference Minutes	<i>by the</i>	August 30	Pastor/Recording Secretary
2024 Special Charge Conference Minutes	<i>church</i>	August 30	Pastor/Recording Secretary