



## 2020 CHARGE CONFERENCE PAPERWORK CHECKLIST

Below is a listing of all reports due for charge conferences. This list includes the leadership position typically responsible for completing each report, where and how to complete and submit the reports, and which reports are to be printed by the local church and brought to your conference with enough copies for your members attending and for the presiding elder.

**It is the pastor’s responsibility to ensure that ALL paperwork is completed properly and submitted in full by the paperwork deadline.** Please contact your Regional Administrator well in advance of your conference if you have any questions.

**There is one paperwork deadline this year for all churches. All reports are due by September 21.**

✓	REPORTS DUE	COMPLETED BY	HOW TO COMPLETE & SUBMIT REPORTS	PRINT
<input type="checkbox"/>	Pastor Profile	Pastor	Completed online in the Arena database  Log into Arena here: <a href="http://member.gnjumc.org/">http://member.gnjumc.org/</a>	
<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 Report	Lay Servant		
<input type="checkbox"/>	Certified Lay Minister Report	Certified Lay Minister		
<input type="checkbox"/>	2021 Clergy Compensation Report & Housing Exclusion Resolution	SPRC Chair	Downloaded from the GNJ website and submitted via email to your Regional Administrator.	✓
<input type="checkbox"/>	2019 Fund Balance Report (if not previously submitted in June)	Church Auditor/Auditing Committee		✓
<input type="checkbox"/>	2020 Year-to-Date Treasurer’s Report	Treasurer	Created by the local church and submitted via email to your Regional Administrator	
<input type="checkbox"/>	2020 Special Charge Conference Minutes	Recording Secretary		✓
<input type="checkbox"/>	2019 Church 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 continue to use the same login as last 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 the following reports: Directory of Officials, Report of the Trustees, Parsonage Evaluation, and Congregational Appraisal.
- **The SPRC chair will continue to use the same login as last year.** This login will be emailed directly to the SPRC chair. This will be different from the church login and will be used solely to complete the Church Profile report.
- **Pastors, Lay Servants, and Certified Lay Ministers are to continue using the same login as last year.**

### RESOURCES AVAILABLE TO ASSIST YOU

It is highly recommended that you review the resources provided on the GNJ website, especially the FAQ’s as they will answer many of your questions and provide helpful instructions to complete these reports. These can be found [here](#).