



2021 CHURCH CONFERENCE PAPERWORK CHECKLIST

Below is a listing of all reports due for church 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 for all churches. All reports are due by September 20.

✓	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: 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 Report	Lay Servant		
<input type="checkbox"/>	Certified Lay Minister Report	Certified Lay Minister		
<input type="checkbox"/>	2022 Clergy Compensation Report & Housing Exclusion Resolution	SPRC Chair	Downloaded from the GNJ website and submitted via email to your Regional Administrator.	✓
<input type="checkbox"/>	2020 Fund Balance Report (if not previously submitted in June)	Church Auditor/Auditing Committee		✓
<input type="checkbox"/>	2021 Year-to-Date Treasurer’s Report	Treasurer	Created by the local church and submitted via email to your Regional Administrator	
<input type="checkbox"/>	2021 Special Charge Conference Minutes	Recording Secretary		✓
<input type="checkbox"/>	2020 Church Conference Minutes	Recording Secretary		✓

ARENA LOGINS

Accessing Arena requires a username and password. Your leadership role determines the access you are given. Different leadership roles grant access to different reports depending on the report you are responsible for completing. If you do not know your login information, please follow the prompts at the link below to reset this. The reset information will be sent to the email address we have on file for you. It is important that you do not share your login with others. [Click here to access Arena.](#)

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](#).