



2023 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.

Please contact your Regional Administrator well in advance if you have any questions.

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 on May 2nd 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. If cannot remember your password at any time during the year, follow the prompts in Arena to reset your login.

[Log into Arena here.](#)

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

REPORT	OPENS	DUE	COMPLETED BY
The reports below are completed in Arena.			
Pastor Profile	May 1	June 15	Pastor
Deacon & Extension Ministry Report	May 1	June 15	Deacon/Pastor in Extension
Clergy Appraisal	May 1	June 20	SPRC Chair
Congregational Appraisal	May 1	June 30	Church Council Chair
Church Profile	June 1	August 30	SPRC Chair
Directory of Officials	June 1	August 30	Pastor/Nominations Chair
Finance Committee Report	June 1	August 30	Finance Chair/Treasurer
Parsonage Evaluation	June 1	August 30	Trustees President
Report of Pastor	June 1	August 30	Pastor
Report of the Trustees	June 1	August 30	Trustees President
The first two reports below are downloaded from the conference website at the link below. The last three reports are created by local church. All five are then submitted by logging in and uploading them into Arena (<u>not</u> by email to your Regional Administrator).			
2022 Fund Balance Report (EPA) (GNJ)	May 1	August 30	Church Auditor/Auditing Committee
2024 Clergy Compensation Report (EPA) (GNJ)	July 1	August 30	SPRC Chair
2023 Treasurer’s Report	<i>Created by the church</i>	August 30	Treasurer
2022 Church Conference Minutes	<i>by the church</i>	August 30	Pastor/Recording Secretary
2023 Special Charge Conference Minutes	<i>by the church</i>	August 30	Pastor/Recording Secretary