

Transferring Data from Nominations Form to ARENA

★ = PRIORITY (needs to be updated and maintained regularly)

Nominations & Lay Leadership Development Form

Baltimore-Washington Conference – Charge Conference 2016

Church Name:	<input type="text"/>	Church ID (4-Digit):	<input type="text"/>
Charge Name:	<input type="text"/>	District Name:	<input type="text"/>

★ All of Page 1

Church Council (¶252) – Class of 2017

Chairperson:	<input type="text"/>	Recording Secretary:	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Lay Leader 1:	<input type="text"/>	Lay Leader 2:	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Lay Member to AC 1:	<input type="text"/>	Lay Member to AC 2:	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Lay Member to AC 3:	<input type="text"/>	Lay Member to AC 4:	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Finance Chair:	<input type="text"/>	Treasurer:	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Finance Secretary:	<input type="text"/>	Senior Pastor:	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Associate Pastor:	<input type="text"/>	Associate Pastor:	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
SPRC Chair:	<input type="text"/>	Trustee Chair:	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
UMW President:	<input type="text"/>	UMM President:	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Endowment Chair:	<input type="text"/>	Nominations Chair:	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Youth Representative:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Church Administrator:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone #:	<input type="text"/>	Phone #:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>



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COMMITTEE ON PASTOR-PARISH RELATIONS (Staff Parish) ¶258.2 Shall be composed of persons who are full members of the local church or charge or associate members. The committee shall be composed of not fewer than five nor more than nine representative of the total charge. One of the members shall be a young adult (age 18-35) and one member may be a youth (age 12-18). In addition, the lay leader and a lay member of the annual conference shall be members. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee. Members of the committee shall be able to succeed themselves for one three-year term.

<u>2017 Staff Parish Chairperson</u>		
<u>Class of 2017</u>	<u>Class of 2018</u>	<u>Class of 2019</u>
SPRC / PPRC	SPRC / PPRC	SPRC / PPRC
Enter "Inactive Date" as 12/31/2017	Enter "Inactive Date" as 12/31/2018	Enter "Inactive Date" as 12/31/2019

Note: The inactive date in this case is a reminder that the person's term will end on that date. Should a position be vacated before the date above, you can update Arena with the correct "Inactive Date" at that time.

COMMITTEE ON FINANCE ¶258.4 Composed of the chairperson; the pastor(s); a lay member of the annual conference; the chairperson of the church council; the chairperson or representative of the committee on pastor-parish relations; a representative of the trustees to be selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the charge conference may determine. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote.

<u>2017 Finance Chairperson</u>		
<u>2017 Membership</u>	N/A	N/A
Finance Ministry		

Entering non-Chairpersons (members) into the ARENA is not required, but is helpful if you plan to use ARENA for communicating with each committee.

Note that Committee Chairs can access and maintain their own committee membership information from their personal ARENA accounts.

BOARD OF TRUSTEES (¶258.3, ¶197, ¶2524-2530) Shall be composed of not fewer than 3 nor more than 9 persons. It is recommended that the board be composed of members of the United Methodist Church. No pastor is a voting member of the trustees unless elected as a member. Trustees shall be divided into three classes of equal size; trustees may succeed themselves. Trustees elect a chairperson, vice chairperson, secretary, and treasurer (if needed) from the membership of the board by January 30 of the next calendar year. Chair must be a member of the local church.

<u>Class of 2017</u>	<u>Class of 2018</u>	<u>Class of 2019</u>
Trustees	Trustees	Trustees
Enter "Inactive Date" as 12/31/2017	Enter "Inactive Date" as 12/31/2018	Enter "Inactive Date" as 12/31/2019

COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT (¶258.1)
 Not more than 11: up to nine elected persons in three classes plus pastor (chairperson) and lay leader. One elected member shall be a young adult (18-35); one or more may be youth. All must be full members of the local church. New class either nominated by the Nominations and Leadership Development Committee or from the floor for 3-year terms.

<u>Class of 2017</u>	<u>Class of 2018</u>	<u>Class of 2019</u>
Lay Leadership Dvlpmt	Lay Leadership Dvlpmt	Lay Leadership Dvlpmt
Enter "Inactive Date" as 12/31/2017	Enter "Inactive Date" as 12/31/2018	Enter "Inactive Date" as 12/31/2019

Note: The inactive date shown for each class above is a reminder that the person's term will end on that date. Should a position be vacated before the date above, you can update Arena with the correct "Inactive Date" at that time.



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Age-Level, Family, and Specialized-Ministries Coordinators

****Please include name, phone number, and email address**

Coordinator of Children's Ministries, (§253):	Children's Ministries
Coordinator of Youth Ministries, (§253):	Youth Ministries
Coordinator of Safe Sanctuary:	Campus Ministry
Coordinator of Family Ministries, (§253):	Family Ministries
Coordinator of Young Adult Ministries:	Youth Ministries Adult Ministries
Coordinator of Volunteers in Mission:	Missions Ministry
Coordinator of Native American Ministries, (§654):	Native American

Church School Superintendent and Small Group Coordinator

Superintendent of Church School/Sunday School, (§255.[1]):	Church School / Small Group
Coordinator, Health & Welfare Ministries, (§255.[2]):	Family Ministries Adult Ministries Education
Coordinator, Communications, (§255.[3]):	Communications Ministry

Pastor Signature	Date
Pastor Printed Name	

Please also include the following in your Arena updates, as applicable:

★ All Certified Lay Servants, Lay Speakers, and Lay Ministers: Lay Servant Ministries

★ Church Administrator, Church Secretary, and/or Other Office Staff: Lay Staff

Congregants/Members: Congregant / Member

Persons serving in the following ministries as applicable:

Music Ministry Memorials Ministry Council on Ministries Worship Ministry

Membership Ministry Evangelism Ministry Stewardship Ministry