

REPORTING INSTRUCTIONS for Charge Conference “Submittable Forms”:

- Charge Conference forms will be available on your Church Dashboard (**by September 1, 2020**)
- Go to: www.wnccumc.org/administration
 - Click “Church Dashboard”
 - Login (If you need assistance with this, contact your District Office)
 - Click “Submittable Forms”
 - Click “2020 Charge Conference Forms” – You can share this with other persons in your church for completion via the “Share This” link
 - Below is a listing of the reports in this section – click “Start this Form” for each
 - Agenda and Minutes for Charge Conference
 - Charge Conference Checklist
 - Complete List of Church Committees/Teams (*This is NOT your “church leaders” form which must be updated / submitted through the Church Dashboard)
 - Fund Balance Report (for the previous year)
 - Report of the Finance Committee
 - Report of the Parsonage Committee (if applicable)
 - Report of the Pastor
 - Report of the Trustees
 - Safe Sanctuaries

Helpful tip – If you completed and submitted your charge conference forms last year, the information you entered will roll over into this year’s forms and you will just need to edit and make any changes to the information that is already there.

Once all Required Forms in this section are completed and digitally signed, enter YOUR NAME in “Submitted By” then

click the “Officially Submit My Form(s)” button at the bottom of the Charge Conference forms screen.

***Remember, you will still need to complete the Church Leaders and the Clergy Compensation forms both found on the church dashboard in the left column. Clergy Compensation can also be accessed from the “Clergy Dashboard” with a different login.*

Your progress: **READY FOR SUBMISSION**

Ready to submit your forms? If you have completed all your forms and are ready to submit them, enter your name

Submitted By

Officially Submit My Form(s)

- **Reporting Instructions: Clergy Compensation 2021**

- Available through the Church Dashboard AND the Clergy Dashboard (for individual clergy) **by September 1.**
- **Go to:** www.wnccumc.org/administration
- Click “Clergy Dashboard” or “Church Dashboard”
- Login (the login credentials are different for each of the Dashboards, if you need assistance with this, contact your District Office)
- Click “Clergy Compensation”
- Click “2021 Report”

- **Things to remember when entering Clergy Comp**

- Your “Clergy Status” is based solely on the amount you enter in “Total Amount Compensation”. Every Clergy Comp form will show ¼ time (under “Clergy Status”) until you enter your “Total Amount Compensation”.
- If you are appointed less than ¾ time, (based upon compensation), you are not eligible for Health Benefits, and the health benefit fields will not populate.
- If you are eligible for pension, you are encouraged to enter at least 1% of your “Pension Plan Compensation” (line 6b) into line 3a (Salary Reduction for UM PIP).
- **PAY CLOSE ATTENTION** to line 6a (“Does Pastor live in Parsonage?”). This line may affect your pension calculation / contribution from the conference. Be sure to enter it correctly.
- “Household Expense Allowance” and “Housing in lieu of parsonage” are DIFFERENT.
 - Household Expense Allowance (3g) = part of the “salary reduction agreement”. This line lowers your taxable wages, and can include household expenses, ie: lawncare, light bulbs, power, gas, water, etc. YOU are accountable to the IRS to provide documentation to support this reduction should they ever require it.
 - Housing in lieu of Parsonage (5d) = monies paid to you by the church, **IN ADDITION** to salary (Line 1 Total Amount Compensation), specifically for housing allowance when a parsonage is not provided.

“Signing” compensation forms

Approvals/Submissions	
Submitted / Ready For Review	<input type="checkbox"/>
We (names below) affirm and digitally sign that the above clergy compensation is correct and will be used by the Benefits Administrator for pension and health billing:	<input type="checkbox"/>
Consent of Clergy (Enter Name)	<input type="text"/>
Consent of Treasurer (Enter Name)	<input type="text"/>
Consent of S/PPRC Chair/Contact (Enter Name)	<input type="text"/>
Date Submitted	<input type="text"/>

- Obtain the consent of required signatures – **BE SURE THEY SEE THE INFORMATION** - (Clergy, Treasurer and S/PPRC)
- Click “We... affirm and digitally sign that the above clergy comp is correct...”
- Enter names
- Click “Submitted / Ready for Review”

• Reporting Instructions: Entering Church Leaders

- **You will NOT find the Church Leaders list as part of the “2020 Charge Conference Forms”.
- **“Church Leaders” are included under your Church Dashboard (left column).**
- It is VERY important that you provide accurate and complete contact information for ALL leaders.
- Leaders can be updated throughout the year.
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- **Go to:** www.wnccumc.org/administration
 - Click “Church Dashboard”
 - Login (If you need assistance with this, contact your District Office)
 - Click “Church Leaders”
 - “Edit Assignment” or “Add New Assignment”
 - Remember to check / change the “End Date”. NOTE: the “End Date” on the Church Leaders list is very important. **You are encouraged to leave the end date blank if it will be an ongoing position for the person.** If you have a change in officers, for instance, if your SPR Chairperson is changing, you would put 12/31/2020 as their **end date** – this will clear them as “current”. Add the assignment for the new chair – with start date of 1/1/2021 and leave the end date open.)

If you have questions on editing OR adding a person to your leaders list, contact your District Administrator.

▪ Required Positions

The following positions are required and must be filled. Please be sure we have **current email addresses for the following.**

- Chair of Governing Body (Ch. Council, etc.)/Contact
- Church Secretary
- Church/Charge Lay Leader
- Finance Chair (Local Church)
- Finance Secretary
- S/PPRC (or Contact person if chair does not have email)
- Treasurer (Local Church)
- Trustees Chair (Local Church)

Contact Ravonda Britt, District Administrator with questions. (RBritt@wnccumc.org) / 704.525.3395