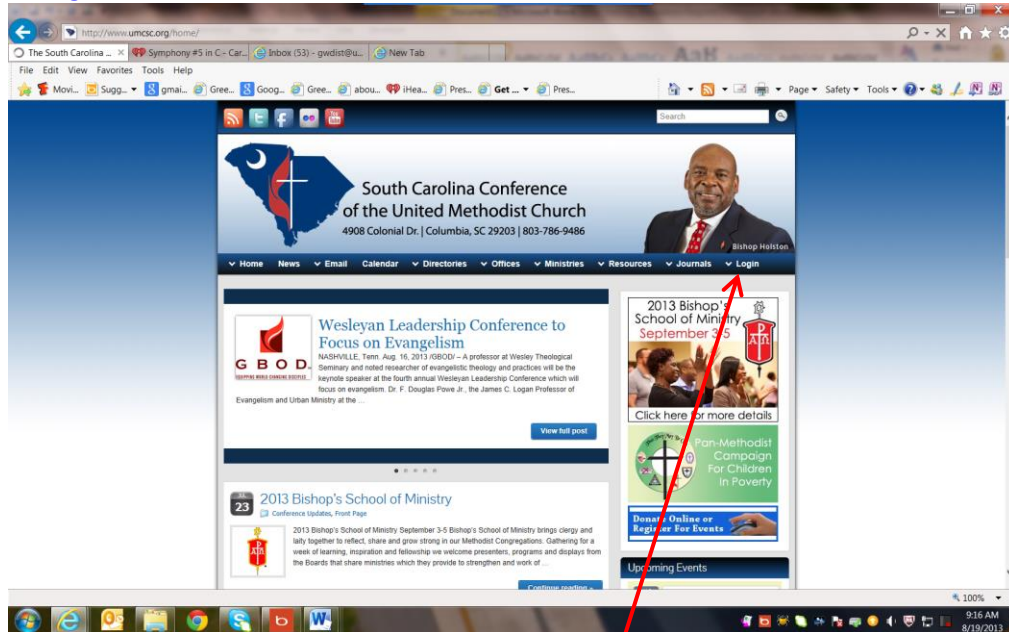
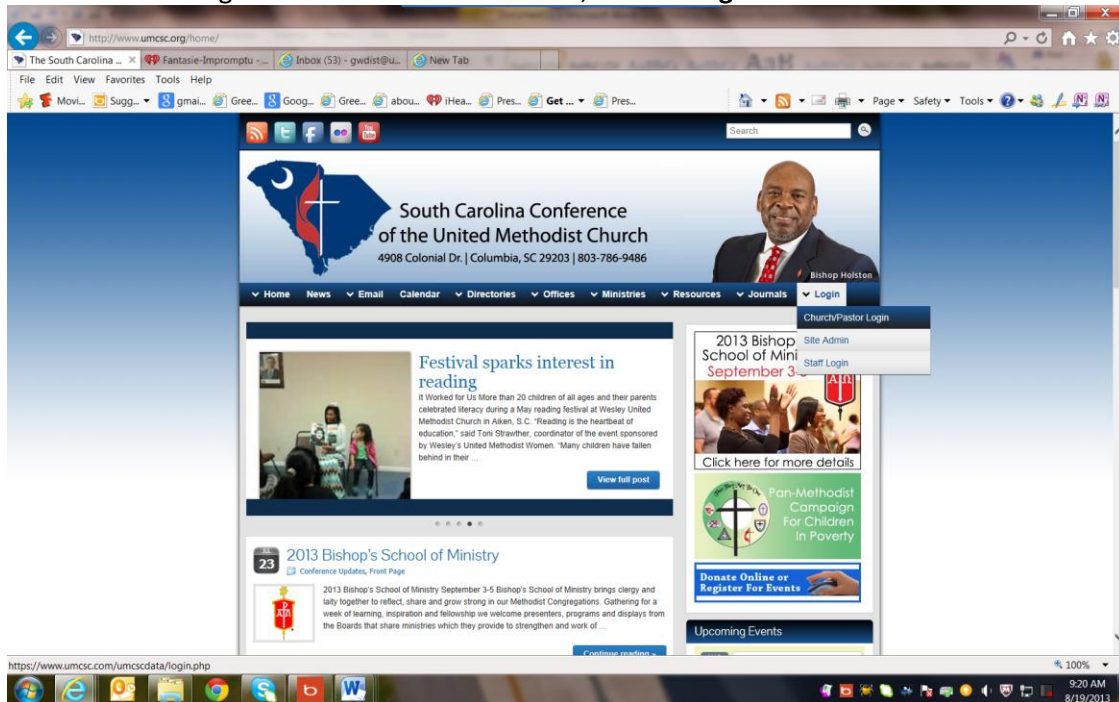


Charge Conference Training

To access your church's online account, point your browser to the Conference web page:
www.umcsc.org.



On the extreme right-hand side of the menu bar, click on **Login**.



Click on **Church/Pastor Login**.

On the next screen you will enter the Login (user ID) and password for the church.

The screenshot shows the login page for the South Carolina Conference Online System. The browser address bar shows 'https://www.umcsc.com/umcscdata/login.php'. The page title is 'South Carolina Conference Online System'. There are input fields for 'Login' and 'Password', followed by a 'Login' button. Below the login fields, there is a message: 'This site does not work in Internet Explorer 10 correctly. If you have another browser available, please use it. If you only have Internet Explorer 10, please set umcsc.com and umcsc.org to compatibility mode.' A note states: 'Login Information will be available at your District's setup meeting. You are encouraged to change your password regularly. If your login/password do not work, ask your church administration personnel for the change. Please do not give login information to the general public. There is only one login for each church (apportionment, charge conference, remittance, etc.) You must accept cookies to access your menu.' At the bottom right, it says 'There have been 15 users online today.' and 'Secured by RapidSSL.com'. A 'Home' link is at the top center.

(Note: The Login for your church is the GCFA number. The password was assigned by the Conference. IF the password is ever changed, please notify the district office. If you do not remember the password, we have a record of all logins and passwords. However, if you change the password and do not inform us, you must contact the Conference IT office to have your password reset.)



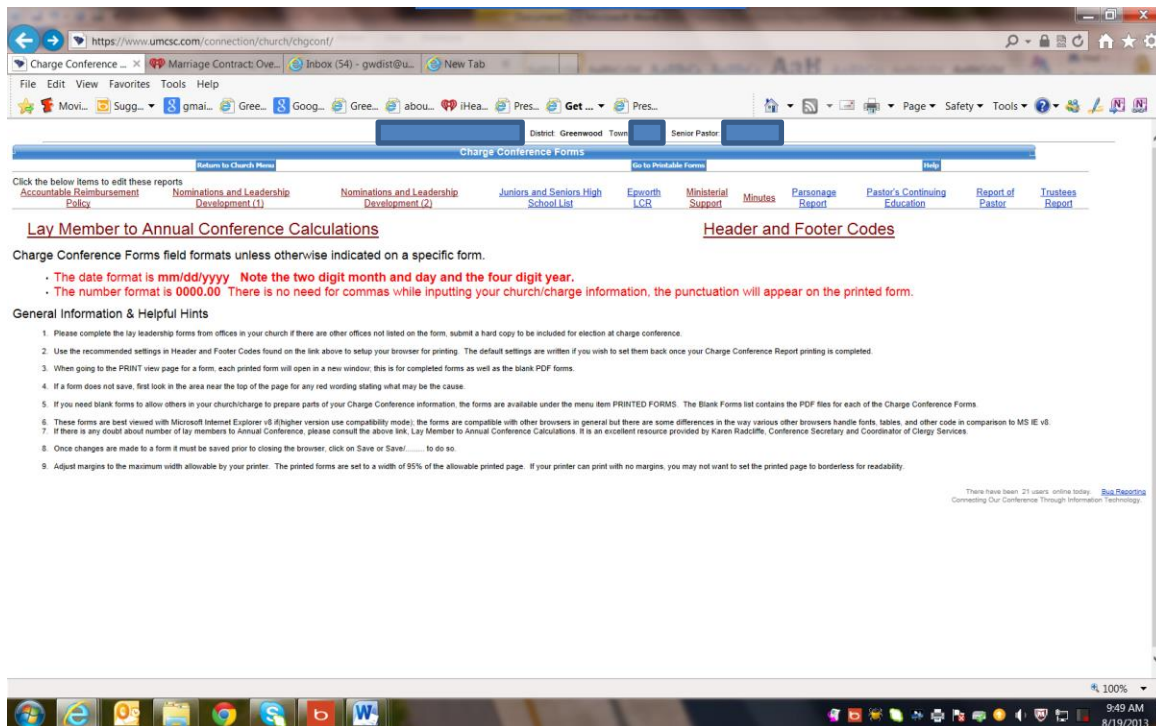
Once you enter your Login and Password the next screen will give you information particular to your church.

The screenshot shows the church information page after login. The browser address bar shows 'https://www.umcsc.com/umcscdata/church/churchmenu.php'. The page title is 'Church Menu for Greenwood District GCFA Conf # 263972'. There are links for 'Options' and 'Main Menu'. The page contains several sections: 'Church Account' with a 'Password' link; 'Remittance Report' with a description; 'Active Church Leadership' with a description; 'Charge Conference' with a description; 'Table I, II & III' with a description; and 'Apportionment' with a table of data. A red arrow points to the 'Charge Conference' link. The 'Apportionment' table has columns for 'Year' and 'No. of' and lists data from 2012 to 1996.

Year	No. of
2012	99.99
2011	100.00
2010	100.00
2009	100.00
2008	100.00
2007	100.00
2006	100.00
2005	100.00
2004	100.00
2003	100.00
2002	100.00
2001	100.00
2000	91.66
1999	99.64
1998	100.89
1997	108.60
1996	100.00

Click on the link for **Charge Conference**.





Click on the link for **Lay Member to Annual Conference Calculations**. Some churches in the District have added additional lay members to Annual Conference.

This page also has helpful hints and general information regarding completing the forms and printing the forms for inclusion in your charge conference reports packet. This information is reprinted here for your convenience:

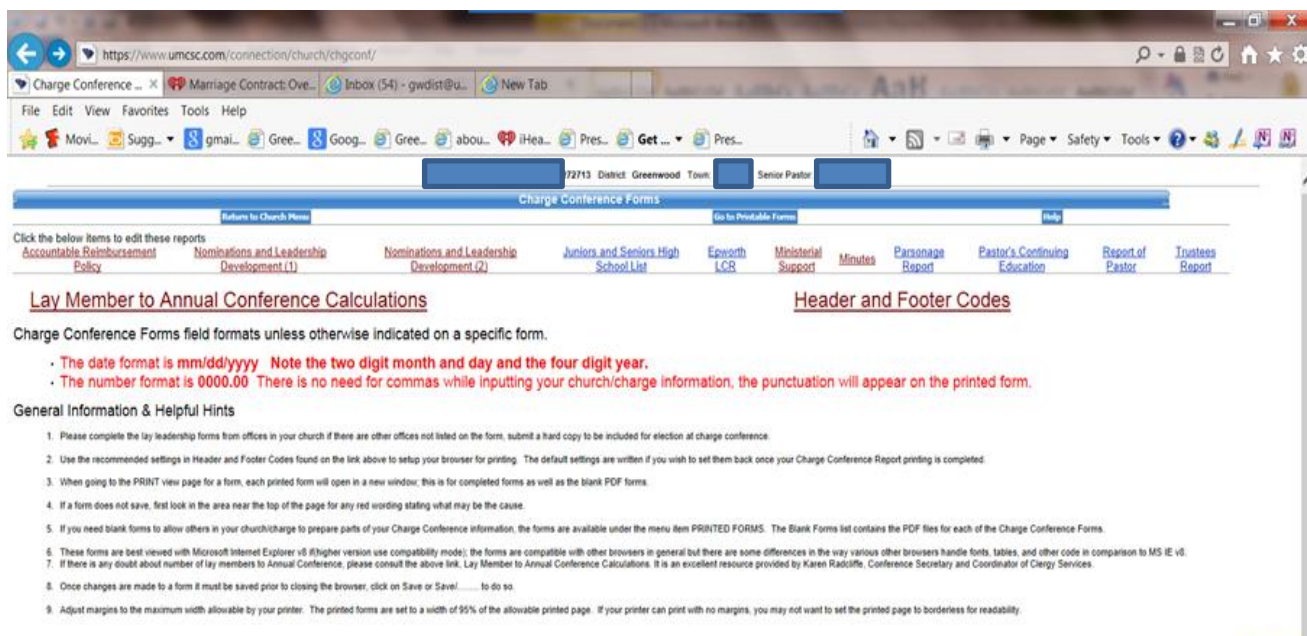
Charge Conference Forms field formats unless otherwise indicated on a specific form.

- The date format is **mm/dd/yyyy** **Note the two digit month and day and the four digit year.**
- The number format is **0000.00**. There is no need for commas while inputting your church/charge information, the punctuation will appear on the printed form.

General Information & Helpful Hints

1. Please complete the lay leadership forms from offices in your church if there are other offices not listed on the form, submit a hard copy to be included for election at charge conference.
2. Use the recommended settings in Header and Footer Codes found on the link above to setup your browser for printing. The default settings are written if you wish to set them back once your Charge Conference Report printing is completed.
3. When going to the PRINT view page for a form, each printed form will open in a new window; this is for completed forms as well as the blank PDF forms.
4. If a form does not save, first look in the area near the top of the page for any red wording stating what may be the cause.

5. If you need blank forms to allow others in your church/charge to prepare parts of your Charge Conference information, the forms are available under the menu item PRINTED FORMS. The Blank Forms list contains the PDF files for each of the Charge Conference Forms.
6. These forms are best viewed with Microsoft Internet Explorer v8 if (higher version use compatibility mode); the forms are compatible with other browsers in general but there are some differences in the way various other browsers handle fonts, tables, and other code in comparison to MS IE v8.
7. If there is any doubt about number of lay members to Annual Conference, please consult the above link, Lay Member to Annual Conference Calculations. It is an excellent resource provided by Karen Radcliffe, Conference Secretary and Coordinator of Clergy Services.
8. Once changes are made to a form it must be saved prior to closing the browser, click on Save or Save/..... to do so.
9. Adjust margins to the maximum width allowable by your printer. The printed forms are set to a width of 95% of the allowable printed page. If your printer can print with no margins, you may not want to set the printed page to borderless for readability.



On the same page with the general information and helpful hints, you will find links to the various reports that must be completed for Charge Conference. Reading from left to right you will find: *Accountable Reimbursement Policy; Nominations and Leadership Development (1); Nominations and Leadership Development (2); Juniors and Seniors High School List; Epworth LCR; Ministerial Support; Minutes; Parsonage Report; Pastor's Continuing Education; Report of Pastor; and Trustees Report.* Immediately above the links for Epworth and Ministerial Support you will find a link for "Go to Printable Forms."

Moving from left to right, click on *Accountable Reimbursement Policy* link. Your name will show in the line.

https://www.umcsc.com/connection/chgconf/accountablereimbursementpolicy_grd.php

Accountable Reimb... x Banks of Green Willow... Inbox (54) - gwdist@u... New Tab

File Edit View Favorites Tools Help

Goog... Gree... Gree... abou... iHea... Pres... Get... Pres...

District: Greenwood Town Senior Pastor:

Charge Conference Forms

Return to Church Menu Go to Printable Forms Help

Click the below items to edit these reports

Accountable Reimbursement Policy Nominations and Leadership Development (1) Nominations and Leadership Development (2) Juniors and Seniors High School List Epworth LCR Ministerial Support Minutes Parsonage Report Pastor's Continuing Education Report of Pastor Trustees Report

Accountable Reimbursement Policy

Select EDIT beside the clergy's name to update his/her Accountable Reimbursement Policy. Select PRINT beside the clergy's name to print his/her Accountable Reimbursement Policy. If a clergy that is assigned to your charge is not listed, contact Clergy Services or the IT Department to correct the error.

EDIT PRINT

Click on the link for **Edit** and complete the information for Accountable Reimbursement. The fields will be pre-populated with information from the prior year. Enter the new data and click on **Save**.

https://www.umcsc.com/connection/chgconf/accountablereimbursementpolicy_wrk.php?pid=1912

Accountable Reimb... x Banks of Green Willow... Inbox (54) - gwdist@u... New Tab

File Edit View Favorites Tools Help

Goog... Gree... Gree... abou... iHea... Pres... Get... Pres...

District: Greenwood Town Senior Pastor:

Charge Conference Forms

Return to Church Menu Go to Printable Forms Help

Click the below items to edit these reports

Accountable Reimbursement Policy Nominations and Leadership Development (1) Nominations and Leadership Development (2) Juniors and Seniors High School List Epworth LCR Ministerial Support Minutes Parsonage Report Pastor's Continuing Education Report of Pastor Trustees Report

Accountable Reimbursement Policy

Kathy LaVerne Carr

The following resolution was duly adopted at a meeting held on 09/02/2012
This accountable reimbursement policy dates are for calendar year 2014.

Continuing Education	700.00
Expenses for Annual Conference	350.00
Church Travel Expense (mileage, meals, parking, telephone, lodging)	2310.00
Total of this Accountable Reimbursement Plan	Calculated on Print View

Save

The next 2 links are for Nominations and Leadership Development. **Please provide as much information as possible for your church leaders. We have had numerous letters returned this year due to incomplete or insufficient information for mailing addresses. We have been missing telephone numbers. Email addresses are VERY important. We are working to communicate as much as possible via email in an attempt to be fiscally responsible.**

The next link is asking for new information...the names and contact information for the high school juniors and seniors in your church(es). Here again, please provide as much information as possible. Using social media to connect with these young people will be easier and more productive than "snail mail."

The next link is for the Local Church Representative (LCR) for Epworth Children's Home. Each church should designate one person as the Epworth LCR. This page provides space for that person's contact information. Once again, we ask you to provide as much information as possible. This page will be pre-populated with the name and contact information of your prior year LCR.

The screenshot shows a web browser window with the URL https://www.umcsc.com/connection/church/chgconf/epworthlcr_wrk.php. The page title is "Charge Conference Forms". Below the title, there are several links: "Return to Church Menu", "Go to Printable Forms", and "Help". A list of reports is displayed, including "Accountable Reimbursement Policy", "Nominations and Leadership Development (1)", "Nominations and Leadership Development (2)", "Juniors and Seniors High School List", "Epworth LCR", "Ministerial Support", "Minutes", "Parsonage Report", "Pastor's Continuing Education", "Report of Pastor", and "Trustees Report". The "Epworth LCR" link is highlighted. Below the list, the form is titled "Local Church Representative (LCR)". It includes a message: "Please designate someone to be the Epworth representative for 2014 (one representative per church). This person will work with the pastor and the Chair of Missions to help highlight the ministry to children at Epworth." The form fields are: Title (Mrs.), First Name, Last Name, Address (4183 New Hope Rd), City, State (SC), Zip (29126), Phone, Cell, and Email. There are "Save" and "Delete" buttons at the bottom.

The next link is for your **Ministerial Support Form**.

The screenshot shows a web browser window with the URL https://www.umcsc.com/connection/church/chgconf/ministerialsupport_grd.php. The page title is "Charge Conference Forms". Below the title, there are several links: "Return to Church Menu", "Go to Printable Forms", and "Help". A list of reports is displayed, including "Accountable Reimbursement Policy", "Nominations and Leadership Development (1)", "Nominations and Leadership Development (2)", "Juniors and Seniors High School List", "Epworth LCR", "Ministerial Support", "Minutes", "Parsonage Report", "Pastor's Continuing Education", "Report of Pastor", and "Trustees Report". The "Ministerial Support" link is highlighted. Below the list, there is a link "ADD NEW Support Form" with a red arrow pointing to it. Below this link, there is a table titled "Clergy (only those receiving pay need a support form)". The table has columns: Name, Start Date, End Date, Charge Compensation, and Insurance Selection. The table is empty, and the text "No records" is displayed below it.

When this page first opens, you will see the name of the church/charge, district, and senior pastor. However, this page has not been pre-populated so in the space where the pastor's name should be you will see the term, *No Records*. Click on the link for **Add New Support Form**.

The next screen will have the name of your charge and give you a drop-down menu of the churches on your charge. Select the church for which you are entering the information. The page gives you the areas to enter your name, status, service time (e.g., ¼, ½, Full Time), and other vital information. Once you enter your personal information into this form, click on **Add**.

Once you click on **Add**, the calculations will be completed and you will have the option to print. (We have not completed this step in these directions. If you have questions, please do not hesitate to contact us in the District Office.)

The next link is for the Minutes of the Charge Conference. When you click on this link, the next page will be the first page of the Minutes and will be pre-populated with information submitted from the 2012 Charge Conference. Enter/edit the information for each section. Once this page is completed, you will have the options to **Save**, **Save and Continue**, or **Cancel**. If you Save, then you can exit the online form and return later to finish. By selecting Save and Continue, you will save the information entered on page 1 and will be taken to page 2 of the Minutes. You will have the same options at the end of each page until you have completed the Minutes of the Charge Conference.

Minutes of the Charge Conference, 2013

The Charge Conference for the [redacted] Charge of the Greenwood District of the South Carolina Annual Conference was held October 29, 2012 at [redacted] JMC chaired by District Superintendent.

A devotional service was conducted by [Rev. James Friday]

The following members were present (see attached sheet):

I. The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world, but achieving a bold mission requires setting intentional goals (NCD, Vital Congregations, etc...). Be prepared to dialogue about the following at Charge Conference.

A. [redacted] What are your goals for the past year?

Though the church was not so aware of the Vital Congregation Initiative, the council has [redacted]

B. [redacted] How are you making progress towards reaching these goals?

We are listening and arranging to actively discern the call of God to ministry that will [redacted]

C. [redacted] Among these goals, what are you most excited about?

Exploring the Word to receive a unique Word about what is Capers Chapel's ministry calling. In [redacted]

D. Though numbers do not tell the whole story of a congregation's health any more than blood pressure and heart rate numbers tell the whole story of an individual's health, yet they are important tools in determining vitality. Please record your year-to-date numbers (January-present) for the following signs of church health.

Avg Worship Attendance	Professions of Faith	Active Small Groups	Members Involved in Missions	Money Given to Missions
These values will be collected in the stewardship section of the Minutes worksheets, this allows multi-point charges to enter each church's information individual as with direct billing and apportionment information.				

II. As a celebration of connectionalism and community, how have your charge's experiences with other United Methodist Churches, ecumenical experiences, cross racial/cultural experiences such as pupil exchanges, choir exchanges, joint projects, dialogues, etc. impacted the mission and ministry of your congregation?

Both [redacted] and [redacted] involved in ministry with the local food banks, interfaith councils, and a unique connection among our UM [redacted]

III. Submit the following:

- A. Report of the Church Council (Oral composite report, plus any other written reports such as UMW, UMM, UMYF)
- B. Report of the Pastor (including Continuing Education Report)
- C. Reports of other clergy and applicable Continuing Education Reports (all categories)
- D. Report of Trustees
- E. *Report of the Committee on Nominations and Leadership Development (include PPNC Roster, Lay Member(s) to 2014 Annual Conference, Official Roll and Attendance Record for 2014)
- F. *Recommended Ministerial Support
- G. Accountable Reimbursement Policy
- H. 2014 Budget
- I. Treasurer's Report
- J. Report of the Committee on Finance
- K. Parsonage Report
- L. Report of Local Church(es) Safe Sanctuary Policy (Attach Copies)
- M. Epworth Children's Home Local Church Representative Form
- N. 2013-14 High School Juniors and Seniors List
- O. Conference or District Nomination forms (if applicable)

The *Parsonage Report* is the next link. This page is pre-populated with the address of the parsonage. Update the necessary information and selection one of the three options (Save, Save/Continue, or Cancel).

Charge Conference Parsonage Report - 2013

Date: 10/21/2012

Address of Parsonage [redacted]

City [redacted] State SC Zip [redacted]

Check the box beside each question to indicate a 'yes' response for that question on the printed report. Leave box blank for a 'no' response.

1. Has this committee met in the parsonage within the past twelve months? ☒

Was that meeting for a complete attic-to-basement review? ☒

2. Are all the members of this committee familiar with the current Parsonage Guidelines? ☒

3. Does the parsonage have the items listed under Section I & II of the current Parsonage Guidelines? ☒

4. Are there furnishings and/or appliances which need to be replaced? ☐

Are there repairs or additions that need to be made to conform to the Parsonage Guidelines? ☐

Save/Continue

The next link is for the *Pastor's Continuing Education Report*. Just like the Accountable Reimbursement form, you will see your name listed. Just click on **Edit** to complete the form. You also have an option to print for inclusion in your CC reports packet.

The screenshot shows the UMCSC web application interface. At the top, there's a navigation bar with links like 'Return to Church Home' and 'Go to Printable Forms'. Below this is a menu of various reports: 'Accountable Reimbursement', 'Nominations and Leadership Development (1)', 'Nominations and Leadership Development (2)', 'Juniors and Seniors High School List', 'Epworth LCR', 'Ministerial Support', 'Minutes', 'Parsonage Report', 'Pastor's Continuing Education', 'Report of Pastor', and 'Trustees Report'. The 'Pastor's Continuing Education' link is highlighted. Below the menu, there's a section titled 'Continuing Education Report to the Charge Conference 2012'. It contains a table with columns for 'Clergy Name', 'Status', and 'Action'. One row is visible with a name and an 'EDIT' button next to it. A red arrow points to the 'EDIT' button.

Your name will be here.



The next link is for the *Report of the Pastor*. This page will be pre-populated with Charge Conference dates.

The last link is for the Trustees' Report. As the information is entered you have the option to *Save/Continue*.

The screenshot shows the 'Charge Conference Report of Trustees (1a)' form. It has a header with the same navigation bar as the previous screenshot. Below the header, there's a form with several fields: 'This church is in the geographical town of', 'To Chg Conference' (with a dropdown menu), 'for the year ending 2012', and 'Current Trustees officers elected January' (with a dropdown menu). There's a 'Save/Continue' button at the bottom right of the form. The form is pre-populated with some data.



If you click on the link for *Printable Forms*, you will find two lists. The directions at the top of this page are self-explanatory about the purpose and use of these forms.

“Select the form below that you wish to print. The left column (Completed Forms) is the information collected from you about your charge/church. The right column (Blank Forms) can be printed to use as guides or distributed to those that do not have church login privileges.”

The screenshot shows a web browser window with the URL https://www.umcsc.com/connection/church/chgcont/ptr_forms.php?. The browser's address bar and tabs are visible at the top. Below the browser window, a message reads: "Select the form below that you wish to print. The left column (Completed Forms) is the information collected from you about your charge/church. The right column (Blank Forms) can be printed to use as guides or distributed to those that do not have church login privileges." Below this message, there are two columns of links. The left column is titled "Completed Forms" and the right column is titled "Blank Forms".

Completed Forms

- [Accountable Reimbursement Policy](#)
- [Committee on Nominations and Leadership Development \(FRONT PAGE\)](#) [BACK PAGE](#)
- [Epworth LCR](#)
- [Junior and Senior High School List](#)
- [Lay Member to Annual Conference](#)
- [Ministerial Support](#)
- [Minutes of the Charge Conference](#)
- [Official Roll and Attendance -Charge OR Official Roll and Attendance -Church](#)
- [Parsonage Report](#)
- [Pastors Continuing Education](#)
- [Pastor/Parish Relations Committee](#)
- [Report of Pastor](#)

Blank Forms

- [Accountable Reimbursement Policy](#)
- [Annual Finance Committee Report](#) [link to "GUIDE"](#)
- [Committee on Nominations and Leadership Development](#)
- [Epworth LCR](#)
- [Junior and Senior High School List](#)
- [Lay Member to Annual Conference](#)
- [Lay Servant Annual Report](#)
- [Ministerial Support](#)
- [Minutes of the Charge Conference](#)
- [Nomination to Conference Leadership Position](#)
- [Official Roll and Attendance](#)
- [Parsonage Report](#)
- [Pastors Continuing Education](#)
- [Pastor/Parish Relations Committee](#)
- [Pensions and Health Benefits](#)
[Direct Billing Questionnaire](#)
[Benefits Costs](#)
[Threshold Letter for CPP](#)
- [Report of Pastor](#)
- [Safe Sanctuary](#)
- [Trustee Nomination for colleges and universities](#)
- [Trustee Nomination for homes](#)