



CHARGE CONFERENCE TRAINING

DO NOT USE EDGE BROWSER

The fillable forms will not function correctly with Edge.
Use Google Chrome or Internet Explorer.
The icons for these browsers are shown below.



Two versions of Edge

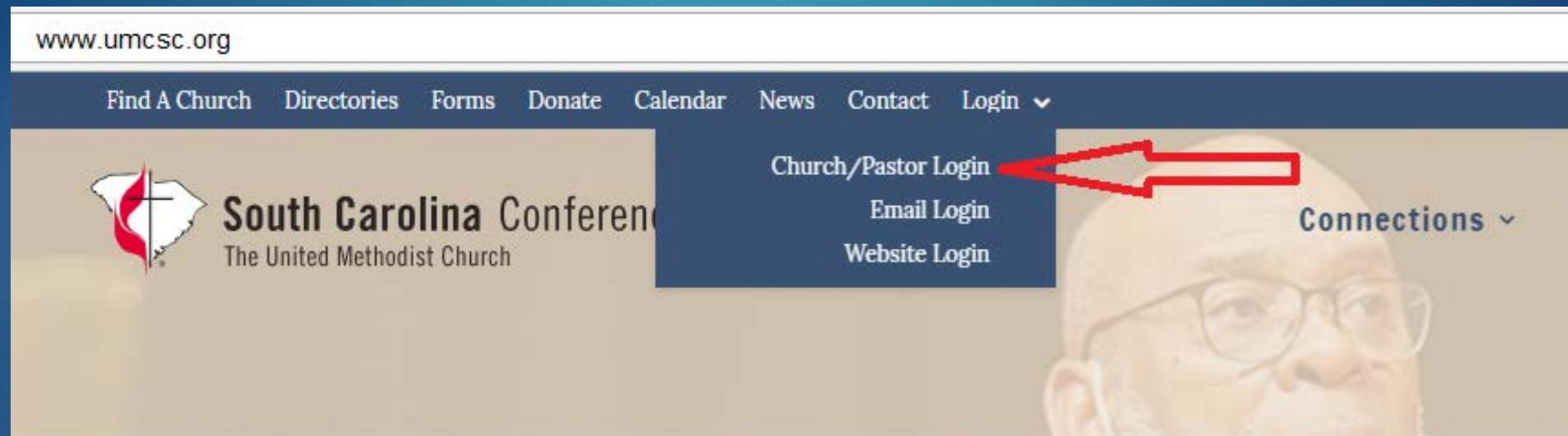


Google Chrome



Internet Explorer

To access your church's online account, point your browser to the Conference web page: www.umcsc.org.
Hover over "Login" on the menu and click on "Church/Pastor Login".



Enter your Login (user ID) and password for the church.


[Home](#)

South Carolina Conference Online System

Login

Login

Password



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.

Church Menu for Demo umc , Your District

GCFA # 999777 Conf # 999777

Charge Name DEMO CHARGE
Charge Number 999777

Emergency Shelter Assessment is not complete; [click here to complete.](#)

Church Account

[Password](#)

Please change your password; this will help with the security of your church's information. It is advised to change your password

Scroll down and click on “Charge Conference”.

Forms

Church Profile [Edit Profile](#) The church profiles need to be updated annually.

[Remittance Report](#) This tool will calculate the total for your church report. The data is not saved until you click on the data next time. Please print two copies, one for the conference and one for your church records.

[Active Church Leadership](#)- This is your church's active lay leadership. The nominations report covers the period January 1 - December 31. Changes or additions to the church active leadership must be done by December 31.

[Charge Conference](#)- This is the time for your church to report on its activities for the year. Your church may need some correcting since the conference report is based on the data for this year's reports. These forms are available during 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

[Return to Church Menu](#)[Go to Printable Forms](#)[Help](#)

Click the below items to edit these reports

Accountable Reimbursement Policy (also collects moving expenses)	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
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[Lay Member to Annual Conference Calculations](#)


[Header and Footer Codes](#)


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.

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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; 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.
 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 Ken Nelson, Conference Secretary and Coordinator of Clergy Services.

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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.

Charge Conference Forms		
Return to Church Menu	Go to Printable Forms	Help
Click the below items to edit these reports		
Accountable Reimbursement Policy (also collects moving expenses)	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 Truth	Report of Truth

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.		
Rev R. Pastor	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**.

Accountable Reimbursement Policy	
R. Pastor	
The following resolution was duly adopted at a meeting held on <input type="text"/> .	
This accountable reimbursement policy dates are for the next calendar year.	
Continuing Education	<input type="text"/>
Expenses for Annual Conference	<input type="text"/>
Church Travel Expense (mileage, meals, parking, telephone, lodging)	<input type="text"/>
Total of this Accountable Reimbursement Plan	Calculated on I



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.

Epworth Children's Home				
Local Church Representative (LCR)				
Please designate someone to be the Epworth representative for the upcoming year (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.				
Title	First Name	Last Name		
Mr.	Richard	Pastor		
Address				
City	State		Zip	
Phone	Cell	Email		
Save Delete				

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

DO NOT EDIT FORMS FROM PRIOR YEARS; ADD A NEW SUPPORT FORM.

Insurance and other values are based on the form used, using the incorrect form will not calculate direct billing and some of the pastor paid amounts correctly.


[New 2018 Ministerial Support Form](#)

[New 2019 Ministerial Support Form](#)



MINISTERIAL SUPPORT FORMS											
Clergy (only those receiving pay need a support form)											
Form Used	MSF #	Church Actions	District Actions	Name	Charge	Valid Dates	Compensation	Insurance Selection	Prepared By	TimeStamp	DS Approved
No records											


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 ***New 2019 Ministerial 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., $\frac{1}{4}$, $\frac{1}{2}$, Full Time), and other vital information. Once you enter your personal information into this form, click on **Add**.

Ministerial Support Form (Page 1)					
Charge	DEMO CHARGE				
Pastor	Unknown Pastor ▼				
Support Form Effective Dates must start and end in 2019	from START DATE <input type="text"/> to END DATE <input type="text"/> (use format mm/dd/2019 in date fields)				
Status	<input type="radio"/> FE <input type="radio"/> PE <input type="radio"/> FL <input type="radio"/> PL <input type="radio"/> AM <input type="radio"/> RSY <input type="radio"/> SY <input type="radio"/> FD <input type="radio"/> PD <input type="radio"/> Other				
Service Time	<input type="radio"/> Quarter Time (1/4) <input type="radio"/> Half Time (1/2) <input type="radio"/> Three Quarter Time (3/4) <input type="radio"/> Full Time				
In most cases, Full Time and 3/4 Time Pastors (except RSY, SY, and Deacons) are ELIGIBLE. If pastor is eligible for insurance and the Charge/Church will incur an Institutional Insurance direct bill charges of \$11,592.					
Churches	Demo umc ▼	Select ▼	Select ▼	Select ▼	Charge
Gross Compensation (Church(es)/Charge decides) <small>Please enter whole dollar amounts</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is a parsonage available?	<input type="radio"/> Yes <input type="radio"/> No				
If yes, does the pastor live in the parsonage?	<input type="radio"/> Yes <input type="radio"/> No				
If no, amount of housing allowance provided in lieu of parsonage:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percentage of Direct Billing Per Church	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	<input type="text"/>
I choose NOT to participate in the Tax Deferred Contributions. <input type="checkbox"/> <i>It is recommended to participate.</i> (Pastor decides)					
Equitable Compensation Request (District Superintendent must be aware of this request)					
<input type="checkbox"/> January - June Only Base Request of E/C <input type="text"/>					
E/C Explanation MUST INCLUDE 1. Classification/Type, 2. % for each church, 3. Years of Full-Time Svc as of Jan. of start year, 4. Pastor's email, and 5. Request explanation <input type="text"/>					
Congregational Development Request (District Superintendent must be aware of this request)					
Request <input type="text"/>					
Congregational Development Explanation <input type="text"/>					
Total Compensation (Excluding Housing in lieu of Parsonage) <input type="text"/>					
<div> <input type="button" value="Add"/> <input type="button" value="Cancel"/> </div>					

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

The Charge Conference for the DEMO CHARGE Charge of the Columbia District of the South Carolina Annual Conference was held

at chaired by .

A devotional service was conducted by .

The following members were present (see attached sheet).

I. Mission

The mission of the United Methodist Church is to make and nurture disciples of Jesus Christ for the transformation of the world. Achieving a bold mission requires setting intentional goals. Please be prepared to dialogue about the following questions at Charge Conference. If your church doesn't have formal goals, then discuss programs/ministries that fulfill the mission of the church.

- a. What were your key goals for making and nurturing disciples for this past year?

- b. How are you making progress towards reaching the goals stated above?

- c. Among these goals, what are you most excited about?

Save

Cancel

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

Charge Conference Parsonage Report

Date:

Address of Parsonage

Address

City State Zip

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? ☐

Date of this meeting?

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

2. Are all the members of this committee familiar with the current Parsonage Guidelines, available at <http://www.umcsc.com/connection/church/chgconf/public/PARSONAGEGUIDELINES.pdf>? ☐

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 or to ensure the structural integrity of the parsonage? ☐

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.

Charge Conference Forms										
Return to Church Menu	Go to Printable Forms							Help		
Click the below items to edit these reports										
Accountable Reimbursement Policy (also collects moving expenses)	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
Continuing Education Report to the Charge Conference										
Select EDIT beside the clergy's name to update his/her Continuing Education Report. Select PRINT beside the clergy's name to print his/her Continuing Education Report. If a clergy that is assigned to your charge is not listed, contact Clergy Services or the IT Department to correct the error.										
Rev. R. Pastor							EDIT		PRINT	

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*.

Charge Conference Report of Trustees (1a)	
This church is in the geographical town of	<input type="text"/>
To Chg Conference	<input type="text"/> for the year ending <input type="text"/>
1. Current Trustee officers elected January <input type="text"/> , 2018.	
<input type="button" value="Save/Continue"/>	



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.”

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.

Completed Forms

[Accountable Reimbursement Policy](#)

[Committee on Nominations and Leadership Development \(FRONT PAGE\)](#) [BACK PAGE](#)

[Ministerial Support](#)

[Minutes of the Charge Conference](#)

[Official Roll and Attendance -Charge](#) OR [Official Roll and Attendance -Church](#)

[Parsonage Report](#) ([Read updated guidelines, available here.](#))

[Pastors Continuing Education](#)

[Pastor/Parish Relations Committee](#)

[Report of Pastor](#)

[Trustee Report](#) ([Quit Claim deed](#) -if needed)

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/Speaker Annual Report](#)

[Ministerial Support](#)

[Minutes of the Charge Conference](#)

[Nominations to District or Conference Leadership Position](#)

[Official Roll and Attendance](#)

[Parsonage Report](#)

[Pastors Continuing Education](#)

[Pastor/Parish Relations Committee](#)

[Pensions and Health Benefits](#)

[Benefits Costs](#)

[Threshold Letter for CPP](#)

[Report of Pastor](#)

[Safe Sanctuary](#)

[Trustee Nomination for Colleges and Universities](#)

[Trustee Nomination for Homes](#)

[Trustee Report](#)

There are some blank forms that are not available in the completed forms. The data from these forms is not collected on the conference servers.

**The Nominations for Conference Leadership Positions and Trustees for Homes are emailed to the applicant's email address and the Nominations Committee. The committee will vet and verify the forms as needed.