

## **2009 Charge Conference 2010 Local Church Officers Information Form**

The information captured on the Local Church Officers Information Form is vitally important to both the District Office and the Conference Office in communicating effectively with local church leaders in the Florida Conference. Please take extra care to complete this information accurately according to the detailed instructions below so that the information can be entered into the Florida Conference Information System.

### **Instructions for 2010 Local Church Officers:**

1) Please enter leadership information for all positions that apply to your local church. It is not necessary to have a person serving in every position. ***All churches should have a local church officer for the following offices: Church Council Chair (or Administrative Board Chair), Finance Chair, Interpreter of Connectional Giving, Lay Leader, Lay Member to Annual Conference, Membership Secretary, Staff Parish Relations Committee, Treasurer, Trustee Chair, and Campus Ministry Representative.*** (Required officers are highlighted in BOLD on the spreadsheet).

2) Only provide contact information for the Committee Chair, President, Coordinator, or Person serving in a position such as Lay Leader. Do not include all members of a committee.

3) Both the District Office and the Conference Office continue to move their communication to electronic mail as the cost savings is tremendous. ***Please take extra care in locating E-mail addresses for your church leaders even if you are currently not using them in the church.*** This will help keep District and Conference mailing costs down and communicate with laity in the local church more efficiently.

4) If a person is currently listed on the page as serving in 2009 and they are no longer serving in this leadership position in 2009, please E-mail your district office indicating "no longer serving" effective XYZ date. Please send contact information for person currently in the position.

5) If a person is currently listed on the page as serving in 2009 and they have either left your church or are deceased, please contact your district office indicating "no longer member" or "deceased" so their information can be removed from the data base to prevent future communication to them.

### **Updating Officers for 2010 Electronically via Excel Spreadsheet Located via the Florida Conference Web site Local Church Login**

This Excel spreadsheet is to be completed and E-mailed (or snail mailed) to the District Office immediately following your Charge Conference. Deadline is two weeks after your charge conference.

Go to <http://www.flumc2.org/login.asp>.

Your user name is your church GCFA number. Your password is the password you have already set up. (Call your district office if you have forgotten the password.)

It will reveal your church Home Administration Page.

**Click: Leaders tab.**

It will reveal the Leaders page indicating both current assigned leaders for 2008 and all the leader positions

## **Click the grey bar: Download Your Assigned Leaders and Leadership Positions List**

It will reveal a gray box that will ask if you want to open or save this file.

### **Click save. Name and save it to your computer.**

Open the excel spreadsheet on your computer with all of your current leaders for 2009 and all of the leadership positions for 2010.

Saving this on your computer will allow you to make all of your updates to this one spreadsheet accessing it multiple times as information is available. Begin now by copying and pasting staff members and leaders who will continue in another year of leadership. DO NOT work on the spreadsheet under the leaders tab as your updates will not be saved once you close the window. Always use the spreadsheet on your computer to update your officers.

**Next:** Type on the spreadsheet all of the Local Church Officer information for your elected 2010 leaders in the bottom section of the spreadsheet marked: **All Leadership Positions 2009.**

**NOTE: Leave the Assigned Leadership Positions intact.** If a person is continuing to serve in 2010 and their information is correct in the 2009 entry, simply copy and paste their data in the 2010 line and change the start and end date.

**NOTE: Start and End dates run for one year.** Most will be January 1, 2010 to December 31, 2010. If your church elects officers for a different one year time period please indicate; i.e. July 1, 2009 to June 30, 2010. If this is the case, please remember to contact your district office to update your officers in the appropriate month in 2010.

**When complete:** E-mail (or snail mail) the attached spreadsheet to your district office. (Deadline is two weeks following your Fall Charge Conference or no later than November 30, 2009.)

**Updates and Changes:** As officers change throughout the year, updates and changes should be e-mailed to your District Office to insure they have the latest information.

### **Procedure if you DO NOT have Excel software at your church:**

If you do not have Excel software available at your church, please contact the district office and they will send you a hard copy of the local church officers spreadsheet for your church and you can enter the information by hand. If you use this method, please take care to print legibly.

Should you have any questions or encounter challenges in updating your local church officers please contact your District Office Administrative Assistant.