

Church Leadership

Important Reminders:

Your Church is only asked to enter information about laity serving leadership roles in your church and lay staff members. **DO NOT INCLUDE CLERGY** when inputting your church's leadership. Please notify your District Office of specific local church leadership roles/assignments that your pastor has and the district staff will enter them.

NOTE: The Office of Ordained Ministry keeps clergy appointment information up-to-date, so there is already a record of the clergy serving your church in the Conference database. Any information you add about a clergy person will create a duplicate (unnecessary) record in the Conference database.

Include contact information for each person. The preferred contact information is the person's home mailing address; phone and email.

Providing this contact information will make it easier for Conference and District staff members to contact individuals directly and not have to ask clergy to serve as postmasters.

NOTE: The contact information of lay people will not be shared beyond the District and Conference offices. *This information is never published, shared or sold.* (The only exception is if your church lists a United Methodist Children's Home Representative – her/his information will only be shared with the institution specified- no one else!)

Information is password protected.

When you use your congregation's unique username and password to log into the Local Church Dashboard you will only be able to access information of people associated with your church.



Avoid creating multiple records for the same person.

Once you have created a record for a person (or if a record exists from previous years) you DO NOT have to go through the steps to create a record for that person again – even if she or he is serving multiple leadership positions in your church. Once a record has been created, that person is added to your church's existing list of contacts. **Warning: If you are typing the name and address of the same person multiple times you are creating multiple records!**

Note: If a current leader will not be serving in the coming year, no action is needed in the person's record. The current end date (which indicates the date the assignment will end) indicates they will not serve in the new year. The assignment will automatically be archived in January of the new year.

Lay Leadership You Are Asked to Enter

There are three categories of leadership you are asked to enter:

1.) Category 1 - Leadership Required by Discipline and Leadership Required by Conference Standing Rules These positions are printed in red .

This is the elected leadership required for all United Methodist Churches by the *2008 United Methodist Book of Discipline*. ¶249 requires the election of Chairperson of Church Council; Committee on Nominations and Leadership Development; Committee on Pastor-Parish Relations; Chairperson of Finance Committee; Financial Secretary; Church Treasurer; Trustees; Lay Member of Annual Conference and Lay Leader.

NOTE: To keep your input time at a minimum, you are only asked to include the Chairperson of the required committees.

2.) Category 2 – Lay Staff Members - These positions are marked with an * .

If your church has a staff beyond the clergy appointed to the church, we ask that you share those names. We are not looking for an exhaustive list of every staff person from every church. Instead we have provided eleven possible key staff positions. Please provide a staff person's name and direct contact information for any of those positions. This will help your District and Conference be in better communication with the key staff of your church.

- Business Administrator
- Church Secretary/Admin. Assistant
- Children's Ministries
- Christian Education Director
- Financial Secretary
- Music Director
- Parish Nursing
- Pre-school Coordinator
- Worship Leader – Contemporary
- Worship Leader – Traditional
- Youth Primary Contact

3.) Additional Leadership Positions - These have no special marking.

The list of leadership positions concludes with other possible leadership positions your church may fill. Many of these are commonly elected positions for local churches. Some have been requested by the Florida Conference. While it is not required your church enter names for these positions, providing names and contact information will allow your church to have a point of contact for additional information and resources to aid your church's ministry.

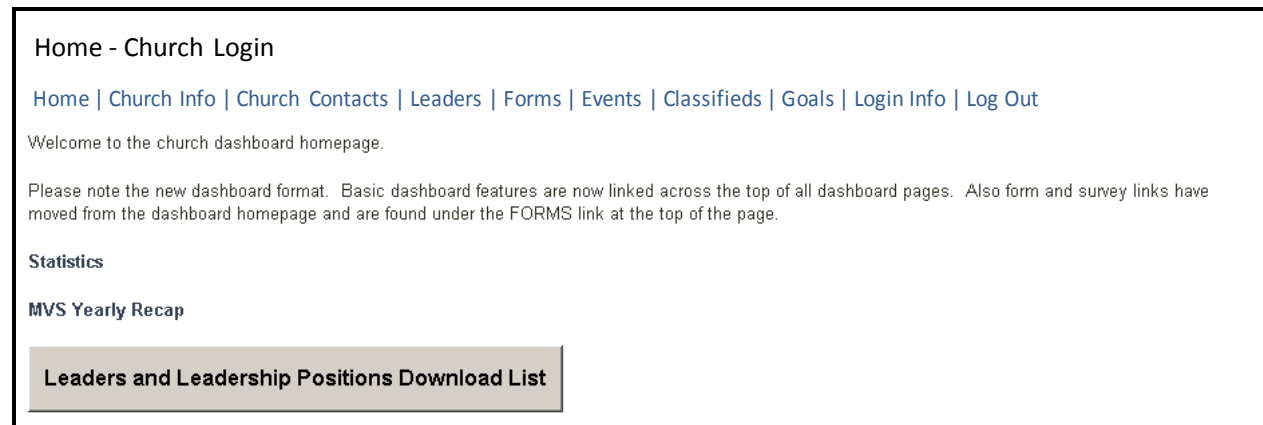
Log in the Local Church Dashboard

To enter your Local Church Leadership log into the Local Church Dashboard. This is the Church Login feature on the home page of the Florida Conference website (www.flumc2.org).

The church dashboard login is located on the black bar at the top right of the home page. If you have lost your church's login credentials (username and password) contact your District Office for assistance.



Local Church Dashboard



Once you are logged into the Local Church Dashboard, you will see a series of links to the things you can do in the Dashboard. Here are the links you will find.

- **Home** - click this link to return to the home page of your Local Church Dashboard
- **Church Info** - click this link to update the contact info, worship times, driving directions and other information about your church. The information provided here will be part of your church's detailed profile listing on the Florida Conference website. You may change this information any time of the year.
- **Church Contacts** - click this link to update the contact information for any layperson in the associated with your church.
- **Leaders** - click this link to update the lay leadership of your church and to enter leadership for 2012 elected at Charge Conference.
- **Forms** - click this link to complete forms and reports (Such as Fund Balance, Disaster, and other reports.)
- **Events** - click this link to add an event at your church to the Conference website calendar.
- **Classifieds** - click this link to add a classified ad associated with your church on the Conference website
- **Login Info** - click this information to update your Local Church Dashboard login credentials. If you change the credentials make sure you alert the other Local Church Dashboard users in your church of the new username and password.

Log Out – click this link to conclude your Local Church Dashboard session. As with any website, if you entered credentials to log in, always log out to fully close your secure session.

Step 1: Update Lay Contact Information

Church Contacts				
Home Church Info Church Contacts Leaders Forms Events Classifieds Goals Login Info Log Out				
Action	Contact	Phone	Email	Mailing Address
Edit	Mrs. Jennifer (Jennifer) Corsale Chester	(850) 385-1466	flumc-rw@flumc.org	1533 Copperfield Circle, Tallahassee, FL 32312
Edit	Mr. Thomas (Adam) Adam Chester	(850) 385-1466	achester@live.com	1533 Copperfield Cir, Tallahassee, FL 32312
Edit	Mrs. Maggie (Maggie) Corrigan	(727) 446-6710	flumc-gc@flumc.org	1317 Murray Ave, 1317 Murray Ave, Clearwater, FL 33755
Edit	Mrs. Linda (Linda) Graham	(772) 461-4402	flumc-ac2@flumc.org	6759 Picante Circle, Fort Pierce, FL 34951
Edit	Mrs. Tasha (Tasha) Lynette Smith	(305) 690-6290	flumc-se@flumc.org	19700 NE 10 Ave, 19700 NE 10 Ave, Miami, FL 33179

It is important that your District and Conference are able to communicate and connect with the lay leadership of your church. Begin by making sure the contact information is up-to-date and correct for *each* person associated with your church in the Conference database.

1. On the homepage of the Local Church Dashboard click the **Church Contacts link**. You will see a list of lay people who are currently associated with your church. Beside each contact's name you will see her/his phone number; email address and mailing addresses.
2. If there is incomplete or incorrect contact information for a person, click the **Edit link** beside the person's name. This opens up that person's record.
3. Carefully read through the person's record and correct any missing or wrong information.
4. Once that person's information has been fully updated, click the **Save Info button** at the bottom of the screen.
5. This will return you to the Church Contacts list and you may edit the next person's information.

Removing a person from your Church Contacts list

1. While Logged into the Local Church Dashboard click the **Church Contacts link**. You will see a list of lay people who are currently serving in leadership roles or who have previously served in leadership roles in your church.
2. If any of those people are no longer a part of your congregation because s/he has died or moved her/his membership please email your district office to have their record archived.

Step 2: Updating and Entering Church Leaders

While logged into the Local Church Dashboard click the **Leaders link**. You will see a list of any current leaders that have been entered into the Conference database.

Church Leaders

Printable list of leaders
Download list of leaders
We have no changes this year
Leader update complete - save to district

[Home](#) | [Church Info](#) | [Church Contacts](#) | [Leaders](#) | [Forms](#) | [Events](#) | [Classifieds](#) | [Goals](#) | [Login Info](#) | [Log Out](#)

Before starting, please review the [demonstration video](#) and carefully review the written instructions [here](#). Contact your district office with any questions.

Communication with Local Church Officers is key to our connectional ministry. Churches are asked to provide updated Local Church Officer contact information to the data base at the time of their annual fall Charge Conference.

Your Church is only asked to enter information about laity serving leadership roles in your church and your lay staff members. DO NOT INCLUDE CLERGY information when inputting your church's leadership.

Please include contact information for each person. The preferred contact information is a person's home mailing address; phone number and email.

Finally, avoid creating multiple records for the same person. Once a record of a persons name and contact information exists you DO NOT have to enter that information again – simply assign that person to leadership positions he or she will serve.

Warning: If you are typing the name and address of the same person multiple times you are creating multiple records!

Required Leaders - by Discipline and Florida Conference Standing Rules printed in red.

--- Please Select A Position To Assign A New Leader To It ---				
Position	Person	Start Date	End Date	Action
Business Manager-Administrator *	Mrs. Janet (Janet) Kelley	06/30/2011	12/31/2011	Edit
Campus Ministry Representative	Mrs. Tasha (Tasha) Lynette Smith	01/01/2012	12/31/2012	Edit
Church Secretary/Admin. Assistant *	Mrs. Linda (Linda) Graham	01/01/2011	12/31/2011	Edit
Disaster Coordinator	Mrs. Jennifer (Jennifer) Corsale Chester	06/20/2010	12/31/2011	Edit
Florida Conference *	Mrs. Linda (Linda) Graham	01/01/2011	12/31/2011	Edit

Extend end date for Current Leaders

If a current leader is continuing her/his service in that role for the year 2012 you can click edit and extend the end date of her/his service.

NOTE: For all assignments (church leaders & church staff) you should list their service one year at a time.

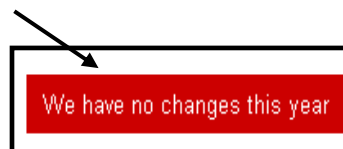
For church leaders: If they are beginning a new leadership role in January 2012, enter the start date as 01/01/2012 and the end date of 12/31/2012. Then during next year's Charge Conference you can extend the end date to 12/31/2013.

For church staff: The first time you assign them to a position enter their original start date of employment at the church (example: start date of 09/01/2011) and enter an end date of 12/31/2012. Then during next year's Charge Conference you can extend the end date to 12/31/2013.

Note: If a current leader will not be serving in the coming year, no action is needed in the person's record. The current end date (which indicates the date the assignment will end) indicates they will not serve in the new year. The assignment will automatically be archived in January of the new year.

No Officer Changes

If your *entire* slate of leaders is continuing for the next year click the red **No Changes This Year** link at the top of the page. This will extend the end date of service for every leader in your list by one year.

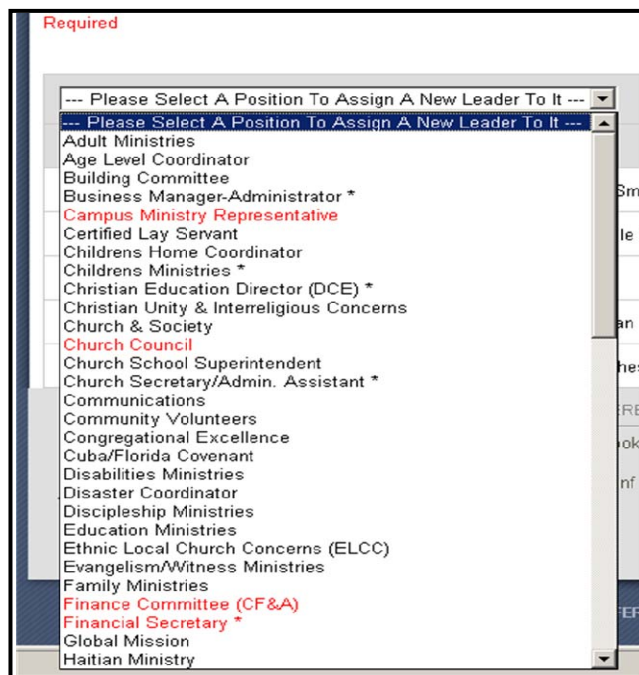


Entering New Leaders

At the top of the page, you will also see a drop-down list of positions to which new leadership can be assigned.

(To view the full list click the small up/down arrows on the right of the box saying "--Please Select a Position To Assign A New Leader To It --")

To fill a position, choose the leadership position by viewing the drop down list and moving your cursor and clicking on the position in the dropdown list.



Add Existing

Church - Add a new *Childrens Ministries** leader

[Home](#) | [Church Info](#) | [Church Contacts](#) | [Leaders](#) | [Forms](#) | [Events](#) | [Classifieds](#) | [Goals](#) | [Login Info](#) | [Log Out](#)

mm/dd/yyyy

mm/dd/yyyy

Add the person from your church list

Mrs. Jennifer (Jennifer) Corsale Chester | 1533 Copperfield Circle, Tallahassee, FL 32312 | District: North West
 Mr. Thomas (Adam) Adam Chester | 1533 Copperfield Cir, Tallahassee, FL 32312 | District: North West
 Mrs. Maggie (Maggie) Corrigan | 1317 Murray Ave, 1317 Murray Ave, Clearwater, FL 33755 | District: Gulf Central
 Mrs. Linda (Linda) Graharn | 6759 Picante Circle, Fort Pierce, FL 34951 | District: Atlantic Central
 Mrs. Tasha (Tasha) Lynette Smith | 19700 NE 10 Ave, 19700 NE 10 Ave, Miami, FL 33179 | District: South East

Click on the correct name in the box in the person column. (You will notice these names are from your church contact list.)

Enter a Start Date and End Date (Must use the format mm/dd/yyyy)
 Example: To mark as starting January 1, 2012 enter 01/01/2012 in the Start Date Column.

Click the **Add Assignment** button in the Action Column.

Find Existing

Don't find them in your church? Then search the whole database - We don't want duplicates

If the name of the person who will fill that position is not in your list under Add Existing you can now do a search for them under Find Existing.

To search, type the person's first name OR last name in the box. (You do not have to enter a complete name, just entering the first 3 or 4 letters will pull up possible results.) Click the **Find Person button**.

This search will pull up a list of people in the database. If an address is associated with a person the city is in parenthesis beside her/his name. Find the person you are looking for in the list. Click on her/his name to highlight it.

Enter the start date and end date for her/his service of the leadership position.

Click the **Add Assignment button** in the Action Column.

IMPORTANT: Many people have the same name as someone else. So make sure the person you are selecting is the person who is a part of your church. (Once you give her/him an assignment you can click the Church Contacts link to double check her/his contact information. If the address is not her/his current address or her/his former address, you have selected someone with the same name but is *not* the person in your church. **DO NOT CHANGE THE CONTACT INFORMATION TO MATCH THE PERSON WHO IS A PART OF YOUR CHURCH.** Instead, go through the steps to *remove a person from a leadership position* and *Removing a person from your Church Contacts list*. Then add the person who is a part of your church through the **Add Brand New** steps.

Add Brand New

Don't find them in your church or the database? Then add a new record only if you don't find them in the database

Title	First Name	Preferred Name	Last Name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Address 1		Address 2	
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
City	State	Zip Code	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Home Phone	Home Email		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		

If the person who is filling the leadership position is not listed in either the **Add Existing** or **Find Existing** list you should create a record for that person under **Add Brand New**.

IMPORTANT: You should only create a new record for a person if you are sure they do not have a record in the database.

Complete *all* the fields with information about the person you are adding.

Enter the start date and end date for the position they are filling.

Click the **Add Assignment button** in the action column.

IMPORTANT: Once you have created a record for a person you **DO NOT** have to go through the Add Brand New steps for that person again – even if she or he is serving multiple leadership positions in your church. Once you go through the **Add Brand New** steps, that person will then be added to your church's list under **Add Existing**.



Warning: If you are typing the name and address of the same person multiple times you are creating multiple records. STOP! Find that person in your Add Existing list when assigning her/him to leadership positions.



Step 3: Check all Lay Contact Information

It is important that your District and Conference are able to communicate and connect with the lay leadership of your church. So before you close your Local Church Dashboard Session, make sure the contact information is up-to-date and correct for each person associated with your church.

1. While logged into the Local Church Dashboard click **Church Contacts link**. You will see a list of lay people who are currently serving in leadership roles or who have previously served in leadership roles in your church. Beside each contact's name you will see her/his phone number; email address and mailing addresses.
2. If there is incomplete or incorrect contact information for a person click the **Edit link** beside the person's name. This opens up that person's record.
3. Carefully read through the person's record and correct any missing or wrong information.
4. Once that person's information has been fully updated, click the **Save Info button** at the bottom of the screen.
5. This will return you to the Church Contacts list and you may edit the next person's information.

Printing Your Leaders List

While logged into the Local Church Dashboard click the **Leaders link**.



At the top of the page click the **Printable List of Leaders link**. (there is a small icon of a printer next to it.) This will open up a new window with a printable list of leaders for your church.

Note: If there is a note highlighted in yellow at the top of the first printable page under your Church Name reminding you to include contact information for each person, you have not provided contact information for your leaders and you should go through **Step 1: Update Lay Contact Information** to correct this oversight.