

NEW CLERGY (NEW TO FLORIDA CONFERENCE)

CREATING A RECORD IN BRICK RIVER FOR NEW CLERGY

1. New clergy should be entered in Brick River by the receiving district office. Check first to see if they already have a record in Brick River. They may be in the database as a lay supply pastor or may have held a position previously as a lay person.
2. Please enter all information available for this person, including social security number, ethnicity, date of birth, name of spouse, as well as contact information.
3. Give them the assignment of "NEW CLERGY." Do not give them a level (church, district, conference). However, it is very important to give them a start and end date. The start date for the assignment should be the entry date for their record / assignment. The end date should be 06/30/YYYY.
4. DO NOT give them the assignment of SENIOR PASTOR (or associate, deacon, etc.) at their new appointment until after annual conference. Assigning them to their appointment before annual conference will cause errors in the data pull and errors on the pre-printed registration forms / name badges and registration lists.
5. The clergy compensation information can be entered before annual conference. This will not affect the data pull in an adverse way. (HR performs the clergy compensation upload to the General Board of Pensions the last week of June.)
6. Knowledge and Information Services will update the Connection Code and "check" the Clergy box, since this is a locked field.
7. Create an individual record for spouse and children, if applicable, and relate them back to the new clergy person. Add the assignment, "CLERGY SPOUSE" or "CLERGY KID" to each of these records as appropriate. After the record is created go back to the clergy record and add them as family members to the clergy record.