

NEW CLERGY (NEW TO THE FLORIDA CONFERENCE)

REQUESTING A NEW CLERGY EMAIL ACCOUNT

1. All Florida Conference clergy must have a Florida Conference “flumc.org” account. Once this account has been created, this is the only email address we will maintain and use for communicating with Florida Conference clergy.
2. Please send your request for a new clergy email account to dataupdates@flumc.org. You do not have to wait until they are “on the job” July 1. You can do this now or when you are setting up their record in Brick River.
3. Please indicate the exact name of how the account should be set up. The naming convention we use (which is mandatory) is firstname.lastname@flumc.org; however, a first name may be a nickname, or a middle name. For example: **Donald Keith Duck** is a new pastor. Does he want his email address to be Don.Duck@flumc.org or Donald.Duck@flumc.org or Keith.Duck@flumc.org?
4. Please also include a current email address for the new pastor, so we can send him / her instructions for setting up their new email account.
5. Data Management will notify the district when the account has been set-up so you can follow-up, if needed.
6. Data Management will update the pastor’s record in Brick River with the new clergy email address.