

CLERGY MOVES

All Clergy

1. Approximately 2 weeks prior to the July 1 moving date, Knowledge & Information Services will download a “snapshot” Excel spreadsheet of contact information for all clergy prior to July 1 – just in case the pre-move data is needed for a mailing.
2. At an agreed upon date (approximately 2 weeks prior to July 1), district offices should update the clergy records in Brick River for those moving into their district. This should be completed:
 - no later than July 1 so that the clergy locator on the conference Web site reflects the new appointment effective July 1;
 - but not before Annual Conference. Doing so will result in incorrect information on the pre-printed registration forms/name badges for Annual Conference registration.
3. The district office updates the following fields on the clergy records in Brick River.
 - MAILING ADDRESS
 - HOME ADDRESS
 - DISTRICT
 - TELEPHONE NUMBERS AND FAX NUMBER
 - In the ASSIGNMENTS box, close out the old appointment using JUNE 30 AS THE END DATE
 - In the ASSIGNMENTS box, add the new appointment with a JULY 1 START DATE
4. Knowledge & Information Services updates the following fields on the clergy records.
 - DO NOT MAIL (check box)
 - CLERGY (check box)
 - CLERGY CONNECTION CODE
 - DO NOT SHOW IN CLERGY LOCATOR (check box)
 - INACTIVE (check box)
 - INACTIVE REASON(S) (check box)
 - INACTIVE DATE
 - ATTENDED ANNUAL CONFERENCE
 - AC BADGE COLOR
 - SERVICE RECORD

5. Knowledge and Information Services will update Brick River for clergy appointed to an extension ministry, taking a leave of absence, or clergy retiring at Annual Conference. The District office updates Brick River for retired clergy appointed to or leaving a church.
6. Knowledge & Information Services will update clergy connection codes in Brick River, but will need to be notified of the required change.
7. New clergy are added to Brick River by either the district office or Knowledge & Information Services prior to Annual Conference in order to print a name badge for them. Look first to see if a new clergy's record exists in Brick River and then complete the information.
New Clergy may have sparse information available when they are first added. If you do not find a record for them in Brick River, please create one and complete as much of the information as you can. (see New Clergy – Adding to Brick River at inside.flumc.org, Data Management Link)

Updating Family Records - In order to move the clergy spouse and dependent clergy children with the clergy to his/her new appointment, please follow the instructions for **Updating Family Member Information.** (see inside.flumc.org, Data Management link)