

INSTRUCTION UPDATE

CHARLOTTE DISTRICT

Western North Carolina Conference
The United Methodist Church



4108 Park Road, Suite 101
Charlotte, NC 28209-2259

Date: January 6, 2011

To: 2011 Staff/Pastor Parish Relations Committee Chairpersons (S/PPRC)

From: George E. Thompson, Charlotte District Superintendent

A memo dated December 22nd was mailed to you with a form and instructions related to your committee's process for completing the **2011 Annual Church Profile**.

The WNC Conference continues to update and make available online database systems which simplify the input of information. We have great news for you! The **2011 Annual Church Profile** can now be submitted into an online database at www.wnccadmin.org.

Once your committee completes the hardcopy sent to you previously, the information is ready to be entered online into the database. This information can be entered by the chair of S/PPRC. Your username and password can be secured from the district office and is required to login the database (www.wnccadmin.org). During the initial login process you will be asked to change your password to an eight digit new password. Please be sure to put your new password in a safe place in the event you need it later. After completing login, scroll down the page, click "My Church Details," scroll down again and click "Church Profile." The "Submit" button at the bottom of the page must be clicked after completing the form. You can print a hardcopy for your file. Profile guideline instructions are on the back of this memo. If you need online assistance contact the district office administrative assistant, DeEtta Rivens.

As stated in the December 22nd memo this form is to be completed by the S/PPRC regardless of the status of the ministerial appointment or tenure. This profile is used in compiling information of both a general nature about your church/charge and in matters relative to appointment-making. Please do not ask your pastor to complete this form. The responses should be reflective of the church's information and the candid assessment of the S/PPR Committee.

The deadline to complete this online entry is **January 24, 2011**. Thank you for your attention to this request. Please do not hesitate to let me know if you have any questions.

GT:dr

Profile Guidelines

1. The Church and Clergy profiles are used in making appointments. Even if neither the pastor nor the church anticipate a change, it is important for both of them to complete these forms carefully. Sometimes appointment changes occur at unexpected times, and the cabinet needs this information on file.
2. The **2011 Annual Church Profile** is also available online at www.wnccadmin.org. This form is completed by the Staff/Pastor Parish Relations Committee. To find the correct form for a specific church, someone with a username and password (see #3 below) must go to that church's web page and select "Annual Church Profile." After entering the appropriate data, hit the submit key at the end of the document and the data is automatically recorded in the church's profile.
3. There are a couple ways to complete #2 above.
 - a. The chair of the S/PPRC can secure a username and password from the district office which will give them complete control over the data.
 - b. The church pastor or secretary can print a blank copy of the church profile form **for completion by the S/PPRC**. The church pastor or secretary must then submit online the data from the committee's worksheets.
4. **The deadline for submitting this data is January 24, 2011.**

cc: Pastors