

## CHARLOTTE DISTRICT

Western North Carolina Conference  
The United Methodist Church

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



## MEMORANDUM

**TO:** PASTORS UNDER APPOINTMENT IN THE CHARLOTTE DISTRICT

**FROM:** George E. Thompson, Charlotte District Superintendent

**SUBJECT:** 2011 ANNUAL CLERGY PROFILE

**DATE:** January 6, 2011

The Western NC Conference continues to update and make available online forms to simplify the completion of information. We have great news for you! The **2011 Annual Clergy Profile form** is available at [www.wnccadmin.org/downloads.cfm](http://www.wnccadmin.org/downloads.cfm), "Blank Clergy Profile." This information is used to maintain current information files about pastors and churches in the Western North Carolina Conference. The form has been modified from the previous year's format. You will need to first download and save the form ("save page as" and rename document Clergy Profile including your name) on your flash drive or hard-drive. Complete the document, save it and email to the Charlotte District Office noting in the subject line "Clergy Profile: [insert your name]."

The **Annual Clergy Profile** is to be completed by each pastor and due in the District Office **by January 24<sup>th</sup>**. It is important to note that annual profiles of pastors are required of every pastor irrespective of an anticipated change in appointment or not. Appointment Advisory forms, which officially register a request for a move in June, were mailed to each pastor and each PPRC Chair on January 4, 2011.

The 2011 Annual Church Profile was also modified this year and has been mailed under separate cover with guidelines (copy attached) and instructions to the 2011 S/PPRC Chairs.

Please feel free to let me know if you have any questions.

GET:dr

## 2011 Annual Church 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](http://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 scroll to “My Church Details” and then “Church Profile.” After entering the appropriate data, hit the “Submit” button 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

***NOTE:***

*Only the Annual Church Profile can be submitted electronically into the WNCC Database. The Clergy Profile is a download form which has to be saved, completed and emailed to the district office.*