



- **Form 4** is for Conference and District Office needs only. Select only those church leaders that pertain to your church/charge. This form is now completed online so all the data can be imported into the conference database. This will help will make sure everything is up to date. Please read everything below for instructions on this form.
  - *If a category is not listed below, it is not needed by the conference or district office.* Those positions are to be included on the report of the Lay Leadership and Development Committee
  - **Form 4** is for each individual church regardless of structure
    - One name per position
      - Discipline does not allow for “co-chair” for Pastor Parish Committee Chair
      - A vice chair can be indicated on the Church Officers and Committees report
    - Position names on the form match our conference data base
    - If your church’s position is named differently, use the name that matches most closely
  - Churches using the **simplified structure** shall indicate the person(s) on the leadership team responsible for
    - S/PPRC, Trustees, Finance
    - Other positions listed on Form 4a that are applicable
    - This may mean listing the same person more than once
  - **Multi-point charges** shall make selections for **each** church.
  - “**Pastor Parish Chair – Charge**” or “**Treasurer – Charge**” only needs to be added to one church in the charge (if applicable)
  - **Zip +4 can be found at this link – fill in address; this is important to include** <https://www.usps.com/nationalpremieraccounts/findzipcodes.htm>
  - Per Book of Discipline, the S/PPRC CHAIR must be nominated by the committee on lay leadership and elected by the charge/church conference. S/PPRC does not elect their own chair.
  - Per Book of Discipline, the Trustees elect their chair at the first meeting in the new year.

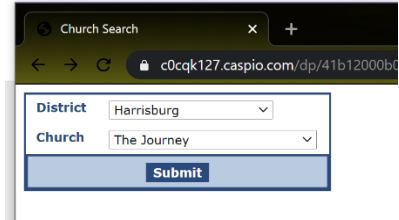
I know this is a new process but this will save the district offices lot of extra time. If you run into any problems, send us an email or give the IT line a call and Nate or Larry can help you with this. Email is the best way to reach us right now but we will get voice mails left at the office as well. The support email is [support@susumc.org](mailto:support@susumc.org) and our office phone number is 717.766.7054.

## Leadership Categories Available for Form 4

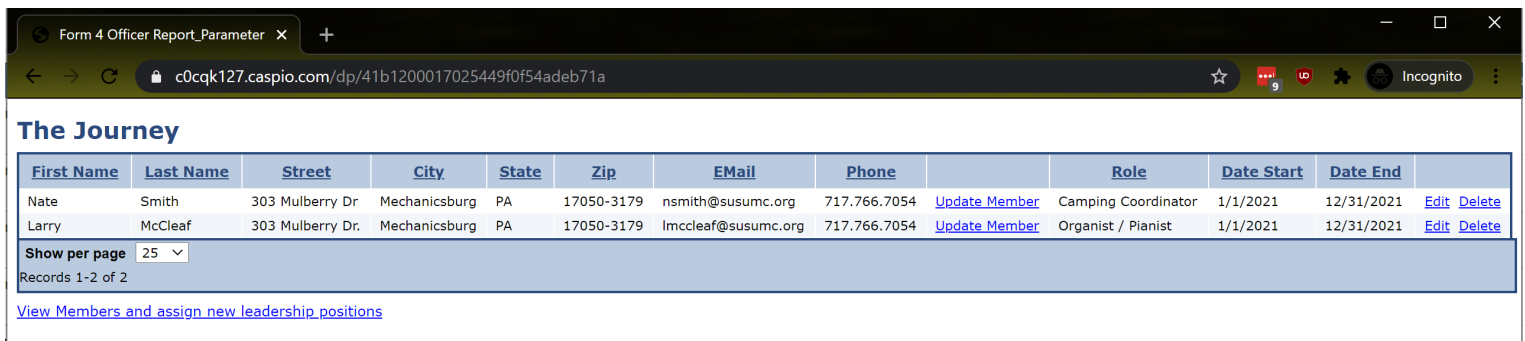
Admin. Board or Admin. Council Chair  
Camping Coordinator  
Children's Coordinator  
Choir Director  
Church Administrator  
Church School Superintendent  
Church Sec/Office Manager  
Communications Coordinator  
Council On Ministries Chair  
Education Chair  
Evangelism / Nurture / Member Care  
Finance Chair  
Health Ministries  
Historian  
Hunger Representative  
Lay Leader  
Leadership Council Chair  
Mission / Outreach Chair  
Organist / Pianist  
Pastor Parish Chair - Charge  
Pastor Parish Chair - Church  
Religion & Race Representative  
Safe Sanctuaries Coordinator  
Small Groups Coordinator  
Status & Role of Women Representative  
Stewardship Chair  
Treasurer - Charge  
Treasurer - Church  
Trustee Chair  
UM Men - President  
UM Women - President  
UMYF - President  
Worship Chair  
Young Adult Coordinator  
Youth Coordinator

**Instructions:**

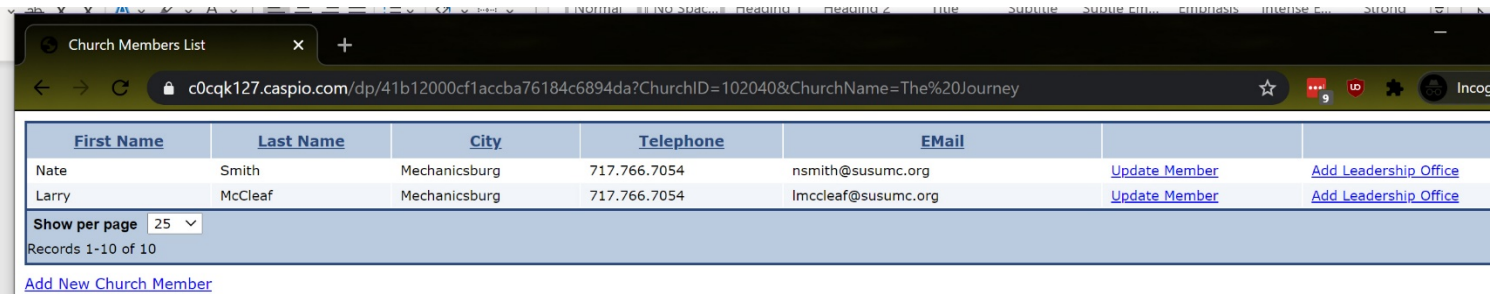
- Follow the link on the Charge Conference forms and then login.
  - o If you do not know the login information, it was in the original email from the conference or you can call the Conf IT support at 717.766.7054 or your district.
- Select your District and then the Church (for this example, I'll be using The Journey in Harrisburg)



- Typically, you should see something like below where it shows members with current leadership positions. If you see a message that says "No records found" it is most likely because your church/charge is newly listed in the database. This is not a problem because you can add members and positions in.



- On this page, you can see everyone that the conference has listed for these leadership positions. The date end will be blank for anyone that has not been updated. All you need to do is click on "Edit" at the end of each line and select if that person's leadership is ending in 2020 or if they were elected to server in 2021.
- If you need to edit a person's contact information, just select "Update Member" on their data line.
- Delete is there if you make a mistake but only use if you must.
- To add a new leadership position, click on "View Members and assign new leadership positions"



- Here you will see all members that are associated with the church you selected.
- You can "Update Member" if you need to update address/phone/email.
- You can "Add Leadership Office" to a member here as well. Just select that on the person's data line and then select a position for them. If one person has multiple positions, repeat the same steps.
- If you need to add a new member to your list, select "Add New Church Member" at the bottom. Once you add the member in, you can then assign them a leadership office.