2020 Charge Conference Training

Part 1: Pastor Reports

Report of Pastoral Ministry

Clergy Compensation Worksheet
Where to find your Charge Conference reports?

- Go to the Conference website: nccumc.org
- Scroll down to the “Helpful Resources” section and click on “Online Data Collection”:
You will need to enter your pastor username and password to gain access to our Online Data Collection System (OLDCS).

If you have forgotten the username or password for your pastor or church account, click the “Forgot your Username/Password” link.

The password or username reset link will be sent to your Conference email.

The password reset link is only valid for one hour.
Once you successfully enter your username & password, this main page will open for you in OLDCS.

You will know that you used your pastor OLDCS password (and not the church password) because your name will appear here.

For this training session, we will explore the reports in your PERSONNEL tab.

You will use these links in our next training session on the church Charge Conference reports.
Please check the “Contact” tab on your Personnel section of OLDCS often to make sure your information is correct.
Check to make sure your mailing address, cell phone number and home phone numbers are correct and update, if needed.
Now, let’s look at the one Charge Conference report that each pastor must complete.
Your previous year’s “Report of Pastoral Ministry” submissions are available for your review as you begin to work on the 2020 report.
This report has 3 steps. Make sure you complete all parts.

Save your work as you go OR copy and paste your answers from a WORD doc.

For pastors who serve a Charge or dual appointment, you will need to combine the information for each church into one Report of Pastoral Ministry.

Deacons are only required to answer questions 5 – 8.
When you have completed all 3 steps, you will need to click the “Form Complete” box and the red “SAVE” link and you will have completed your Report of Pastoral Ministry.

Click the “Clergy Detail Record” to take you back to the main page of your Personnel OLDCS page.
Now, let’s look at your Clergy Compensation Worksheet
The resources shown below are found at the bottom of the Pastor Compensation page in OLDCS.

Reviewing these resources before you begin and complete your Clergy Compensation Worksheet will prove beneficial to you.

- [Clergy Compensation Calculator](#)
- [2021 Compensation and Personnel Policies for Pastors](#)
- [Instructions for Completing the 2021 Clergy Compensation Worksheet](#)
- [Housing Allowance Exclusion Resolution](#)
- [Housing Allowance Q&A](#)
- [Worksheet for Determining Housing Allowance Exclusion](#)
When you first click on this tab, in step one, you will see the current compensation for all the churches or appointments you serve now.

You will need to click the red “Add New Compensation Record” to enter the compensation for 2021.

The effective date should be 1/1/2021 & the end date should be 12/31/2021.

Once you enter all your compensation (by church, if you serve a Charge or Dual Appointment), you will need to click the red “Save” button at the bottom of the page.
Next, you will proof the “Compensation Detail” section.

You will note, OLDCS has made an entry for you for 2021 based on the selections you made in 2020.

If you need to change the selections, you click the red “edit”.

<table>
<thead>
<tr>
<th>Effective Dates</th>
<th>Total Appt Time %</th>
<th>Parsonage Provided</th>
<th>Church Participation Waived</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2021 - 12/31/2021</td>
<td></td>
<td></td>
<td></td>
<td>edit</td>
</tr>
<tr>
<td>01/01/2020 - 12/31/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You will note, OLDCS has made an entry for you for 2021 based on the selections you made in 2020.

Step Two: Complete Your PIP Selections

UMPIP Election - One Record per Pastor

Enter your UMPIP election for the upcoming year below. This is a single election for each pastor. There should be no more than one detail line per person (not per church) per time period. Click the Add New UMPIP Detail Record button to create a new record. Edit/Delete records by clicking the Edit link. Historical compensation detail records are locked and can be edited by the District/Treasurer’s Offices.

You will now complete your pension selections

If you need to change the selections, you click the red “edit”
Step Three: Review and Print Your Compensation Reports

You may review/print your compensation reports below. Enter an effective date for which you wish to review this information.

- Contribution to Personal Investment Plan (UMPIP) [01/01/2021] → UMPIP REPORT
- Clergy Compensation Worksheet [01/01/2021] → CLERGY COMP WORKSHEET

Additional Resources

- Clergy Compensation Calculator
- 2021 Compensation and Personnel Policies for Pastors
- Instructions for Completing the 2021 Clergy Compensation Worksheet
- Housing Allowance Exclusion Resolution
- Housing Allowance Q&A
- Worksheet for Determining Housing Allowance Exclusion

Please note, the default dates for the UMPIP report as well as the Clergy Compensation Worksheet above are set to 1/1/2021. You can change the date to see previous year’s reports, in you wish.
Q: Who should I call if I need help with my Clergy Compensation Worksheet?

A: The Conference Benefits Office

1-800-849-4433
Q: Who should I contact if I need help with my Report of Pastoral Ministry?

A: Call the District Office
   919-779-9435 or
   888-661-4941 (toll free)

A: Email the District Office
districts@nccumc.org
You can also contact your Administrative Assistant to the District Superintendent (AADS) for any questions related to Charge Conference reports.

Beacon/Sound AADS  
Ashley Kennedy  
akeeney@nccumc.org

Capital/Fairway AADS  
Nancy Martinez  
nmartinez@nccumc.org

Corridor/Heritage AADS  
Sarah Carter  
sarah.carter@nccumc.org

Gateway/ Harbor AADS  
Mary Hartsell  
mhartsell@nccumc.org

You may contact your AADS directly by email or by calling the District Office and ask to be connected to their extension.  
919-779-9435 or 888-661-4941 (TF)