



**North Carolina Conference**  
The United Methodist Church

# 2020 Charge Conference Training

## Part 1: Pastor Reports

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Report of Pastoral Ministry


Clergy Compensation Worksheet

# Where to find your Charge Conference reports?

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- Go to the Conference website: [nccumc.org](http://nccumc.org)
- Scroll down to the “Helpful Resources” section and click on “Online Data Collection”:

## HELPFUL RESOURCES

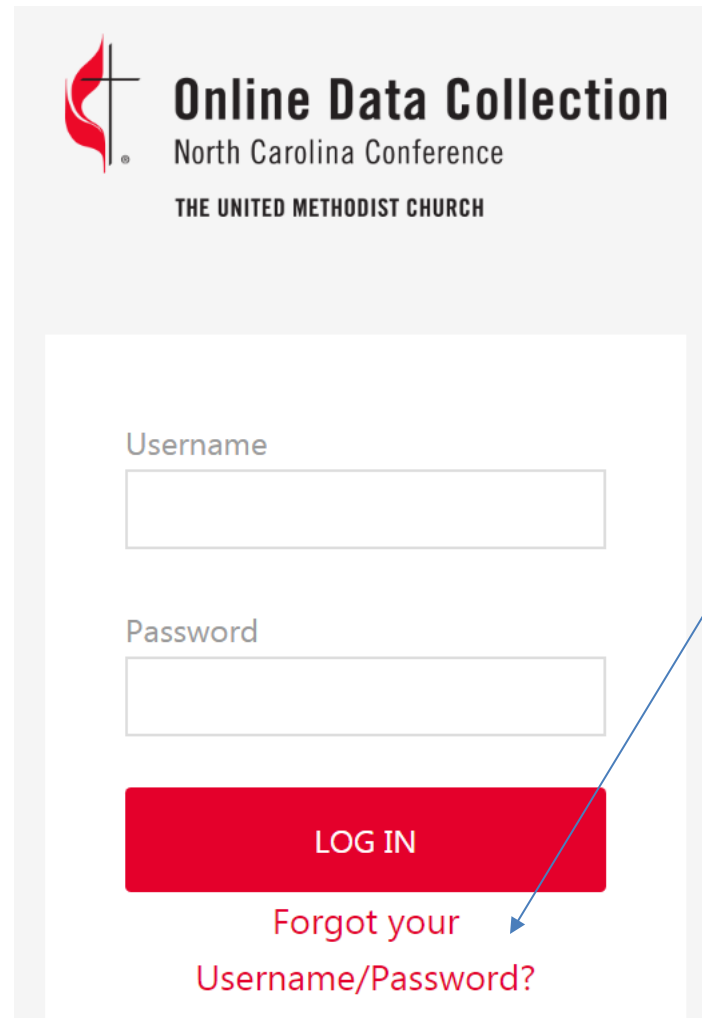
 Church Lookup


 Media Center

 Pastor Lookup

 Online Data Collection

# You will need to enter your pastor username and password to gain access to our Online Data Collection System (OLDACS)



 **Online Data Collection**  
North Carolina Conference  
THE UNITED METHODIST CHURCH

Username

Password

**LOG IN**

[Forgot your Username/Password?](#)


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

HOME APPOINTMENTS **AUSTIN MEADOWS**

 **Online Data Collection**  
North Carolina Conference  
THE UNITED METHODIST CHURCH

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

## Main Menu

Clergy related Charge Conference Reports, Compensation information, Conference Journal records, and biographical information may be found by clicking the Personnel button below.

**OPEN PERSONNEL RECORD**

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

Annual Audits, Church related Charge Conference Reports, Statistical Tables, and Online Payments for your church(es) may be found by clicking the church button(s) below.

**OPEN BETHEL (PELHAM)**

**OPEN LOCUST HILL (REIDSVILLE)**

You will use these links in our next training session on the church Charge Conference reports.



# Online Data Collection

North Carolina Conference

THE UNITED METHODIST CHURCH

## Austin Meadows (Austin)

### Main Menu



EMPLOYEE



DISTRICT

CORRIDOR

**Please check the “Contact”  
tab on your Personnel  
section of OLDACS often to  
make sure your  
information is correct.**

About

Appointments

Compensation

Contact

CC Reports

Family

Journal

Statements

Statistics

# Austin Meadows (Austin)

Main Menu



EMPLOYEE



DISTRICT

CORRIDOR

About

Appointments

Compensation

Contact

CC Reports

Family

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Statements

Statistics

## Contact

Mailing address (add/edit):

Phone:

Check this box if your preferred mailing address is the same as your physical home address. If it is different, please enter your physical home address below.

Physical home address: Same as mailing address.

Email address:

Enter new email

Re-enter new email

Alternate email address:

*Enter an alternate email address if one is available.*

Enter new email

Re-enter new email

Mobile number

**Check to make sure your mailing address, cell phone number and home phone numbers are correct and update, if needed.**



# Online Data Collection

North Carolina Conference

THE UNITED METHODIST CHURCH

## Austin Meadows (Austin)

### Main Menu



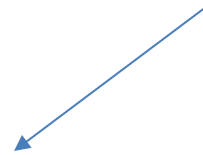
EMPLOYEE



DISTRICT

CORRIDOR

**Now, let's look at the one Charge Conference report that each pastor must complete.**



About	Appointments	Compensation	Contact	<b>CC Reports</b>	Family	Journal
Statements	Statistics					

# Austin Meadows (Austin)

Main Menu



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About	Appointments	Compensation	Contact	CC Reports	Family	Journal	Statements
Statistics							

## Charge Conference Reports

### Report of Pastoral Ministry

- 2016 Report of Pastoral Ministry -
- 2017 Report of Pastoral Ministry -
- 2018 Report of Pastoral Ministry -
- 2019 Report of Pastoral Ministry -
- 2020 Report of Pastoral Ministry -

*Your previous year's "Report of Pastoral Ministry" submissions are available for your review as you begin to work on the 2020 report.*

Complete | Incomplete | Print



**This report has 3 steps. Make sure you complete all parts.**

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

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**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.**

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**Deacons are only required to answer questions 5 – 8.**



## Report of Pastoral Ministry - Step One

Selected pastor: Austin Meadows

2020 Charge Conference

[View Printable Page](#)

[Clergy Detail Record](#)

[Main Menu](#)

[Step One](#) | [Step Two](#) | [Step Three](#)

\* = required field

To be completed by all clergy appointed in local church settings. Deacons are only required to answer questions 5-8. Each pastor has one report. If you serve a charge or dual appointment, you must combine the info for all your churches into one report.

Year Appointed to Current Charge \*

The Report of Pastoral Ministry is designed to capture a snapshot of your ministry over the past year, allow you the opportunity to self-assess your gifts and strengths, and enable the Cabinet to see what goals you have set for the coming year.

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

1. List those received into baptized membership since the last report.

**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.**

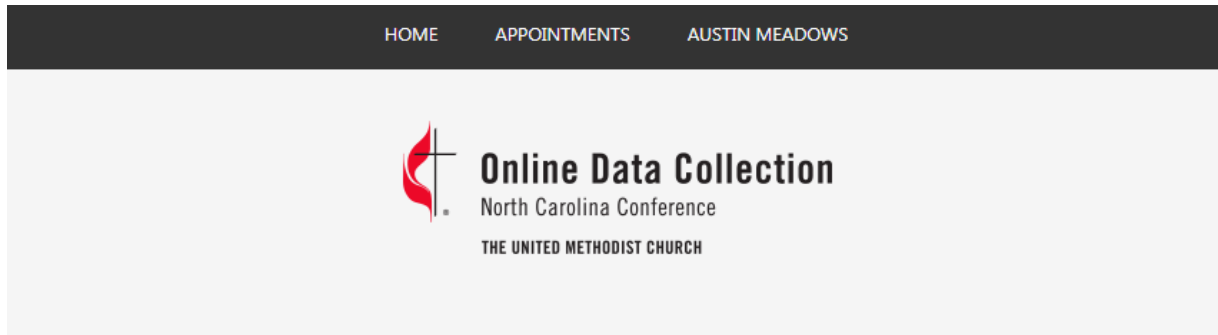
Form complete



View Printable Page  
Clergy Detail Record  
Main Menu

**Click the “Clergy Detail Record” to take you back to the main page of your Personnel OLDICS page.**

# Now, let's look at your Clergy Compensation Worksheet



Austin Meadows (Austin)

Main Menu



EMPLOYEE



DISTRICT

CORRIDOR



**The resources shown below are found at the bottom of the Pastor Compensation page in OLDACS.**

**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](#)



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CORRIDOR

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.

About Appointments Compensation Contact CC Reports Family Journal Statements

Statistics

### Compensation

Step One: Verify Your Cash Income

**Pastor Compensation by Church**

Enter your compensation data for the upcoming year as paid by each church under appointment. If you are paid by multiple churches, you should create a record for each church. Move on to the pastor reports below once you have completed the compensation grid. Click the Add New Compensation Record button to create a new record. Edit/Delete records by clicking the Edit link. Historical compensation records are locked and can be edited by the District/Treasurer's Offices.

**ADD NEW COMPENSATION RECORD**

[View all historical compensation records](#)

Church/ Effective Dates	Annual Salary (1)	Non-Vouch Other Cash Allowance (2a)	Vouch Other Cash Allowance (2b)	Vouch Utilities (3)	Cash Housing Allowance (4a)	Non-Vouch Utilities (4b)	Edit
Bethel UMC (Pelham) 01/01/2020 - 12/31/2020							
Locust Hill UMC (Reidsville) 01/01/2020 - 12/31/2020							

**Next, you will  
proof the  
“Compensation  
Detail”  
section**

**Compensation Detail - One Record per Pastor**

Review your compensation detail data 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. Move on to the UMPIP election grid once you have finished the compensation detail section. To edit an existing record, clicking the Edit link. To add a new record, click the Add New Compensation Detail Record button. Historical compensation detail records are locked and can be edited by the District/Treasurer's Offices.


**Please note: You should check below to see if your record already exists.**

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

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

**ADD NEW COMPENSATION DETAIL RECORD**

[View all historical compensation records](#)

Effective Dates	Total Appt Time %	Parsonage Provided	Church Participation Waived	Edit
01/01/2021 - 12/31/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">edit</a>
01/01/2020 - 12/31/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Step Two: Complete Your PIP Selections

**You will now complete your pension 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.

**ADD NEW UMPIP DETAIL RECORD**

**If you need to change the selections, you click the red "edit"**

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

[View all historical compensation records](#)

Payer Effective Dates	Before Tax Percent	Before Tax Amount	Roth Percent	Roth Amount	After Tax Percent	After Tax Amount	Contrib. Escalation	TF Contrib.	Edit
Bethel (Pelham) / Locust Hill UMC (Reidsville) 01/01/2021 12/31/2021									<a href="#">edit</a>
Bethel (Pelham) / Locust Hill UMC (Reidsville) 01/01/2020 12/31/2020									

**This last step is where you can print off a copy of your UMPIP selections & you can print a copy of your 2021 Clergy Compensation Worksheet to share with your church treasurer.**


### 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)	<input type="text" value="01/01/2021"/>	<a href="#">UMPIP REPORT</a>
Clergy Compensation Worksheet	<input type="text" value="01/01/2021"/>	<a href="#">CLERGY COMP WORKSHEET</a>

#### 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](#)

 Locked |  Unlocked

[Main Menu](#)

**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)**

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**A: Email the District Office**

**[districts@nccumc.org](mailto: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**



**[akennedy@nccumc.org](mailto:akennedy@nccumc.org)**

**Capital/Fairway AADS**

**Nancy Martinez**



**[nmartinez@nccumc.org](mailto:nmartinez@nccumc.org)**

**Corridor/Heritage AADS**

**Sarah Carter**



**[sarah.carter@nccumc.org](mailto:sarah.carter@nccumc.org)**

**Gateway/Harbor AADS**

**Mary Hartsell**



**[mhartsell@nccumc.org](mailto: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)**