

Church Information Report

Prepare your answers to these questions below and complete the online form through Data Services at <https://data.ngumc.org>. To access the online form, click on the Charge Conference button and select Church Information Report from the Create a New Report dropdown list.

Contact Information

Phone, Email, Website, Social Media Pages

Mailing Address

Physical Location

Mapped Location – you will be able to move a pin on a google map

Directions

Services and Events

Select "New" to enter a new service or event. You can also edit and delete previously entered events. Type, Week Day, Name, Time, Location, Online Link (link only), Notes regarding location, link, etc

Preaching Schedule for Pastors on Circuits

Housing and Schools

Select "New" to enter a record. You can also edit and deleted previously entered information.

Parsonage(s) and/or other provided housing

Housing Type, Address, Bedrooms and Baths, Floors, Type Code, Pos Code

Schools near church and parsonage(s)

School Name, Distance to Parsonage, Grades, Magnet or IB if applicable

Other comments which clarify the suitability and adequacy of the schools

Staff, other than appointed clergy

Select "New" to enter a new staff person. You can also edit and deleted previously entered information.

Position, Person, Compensation, Compensation Type, Years Of Employment, Job Description, Full Time, Hours

Cemetery

Please complete this section if the church has a cemetery:

Cemetery Name

If there is a Cemetery Association: Name, Contact Person, Phone and Email.

Be sure to verify and save your changes when you are done.