

**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.**