Lay Leadership (Nominations and Lay Members) Directions

Log into Data Services
https:\data.ngumc.org.

Accounts will need Charge Conference permission for the church.

Find Lay Leadership in the reports list.

Lay Members (Delegates) for Annual Conference

• Allotments (listed in the right column) are for the charge and are based upon the number of appointed qualifying clergy as of July 1 (e.g. July 1, 2012, for the 2023 Annual Conference). If you have questions about this number please contact your district office.
• Multiple churches on the same charge need to decide how to distribute the charge allotment.
• Delegates can be added until the Allotment is reached for the charge. Once the Allotment is reached incorrect assignments must be deleted before new ones can be added.
• Multiple churches on the same charge need to decide how to distribute the allotment. The report includes all Lay Members from the Charge.

Finding Records

• Search: Use the search box above the main grid or filter columns to find matching records
• Position: At the top of the right column select a position to view people who have served in that position.
• Filters: There are four options. All: lists all people except those who have been archived. Active: lists people with current or future positions. Archived, lists people who have been archived by a church. Clergy: lists clergy who are currently appointed to the church.
To Add or Delete People
- Click New in the upper left corner of the main grid, enter the appropriate data, click Update.
- Delete: click Delete to the left of the person to be deleted, and then confirm.
- Only people that are new and/or have no other associated data can be deleted. Most will not have a delete option.

View a Person’s Record
- Select a record by either clicking the arrow in the left column or just clicking on the row. A detail row will appear listing the person’s full address and list of all positions they have served.

To Add or Delete an Assigned Position
- View a person’s record.
- Click New in the upper left column of the Positions list, enter the position and date, click Update.
- Delete: click Delete to the left of the position to be deleted, and then confirm.
- Please only delete incorrect data. Records are kept for historical purposes.

To Update
- Click Edit to the left of the record, update the Year, click Update.
- For positions, only the Year can be edited. If a position is incorrect it needs to be deleted, then as necessary, a new position should be added.
- Click Cancel to undo changes.

Addresses
- Mailing address and email are both required for all SPRC members.
- For all other positions, both are requested. Email is essential.

Print (in the left column)
- Select year to print.
- Leadership: generates the Lay Leadership - Nominations report.
- Lay Members: generates the Lay Members (Delegates to Annual Conference) report.