

Lay Leadership (Nominations and Lay Members) Directions

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

Accounts will need Charge Conference permission for the church.

Charge Conference

Find Lay Leadership in the reports list.

Lay Leadership
Nominations & Lay Members (Delegates to Annual Conference) [Enter/View](#)

Finding Records

- **Search:** Use the search box above the main grid to find matching records.
- **Position:** At the top of the left column select a position to view people who have served in that position.
- **Filters:** There are six options. Current, people who have current positions. All, the system default. Active, lists all leaders who have served a position. Archived, are those who have been archived by a church. Lay and Clergy.

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.

	New	Last Name	First (Preferred) ...	Preferred Phone	Preferred Email	City	Zip Code
	Edit	Person	Example	123-456-7890	help@ngumc.org	Home	12345
Example Person 123 House Street, Home, GA, 12345							
	New	Position	Year	Church			
	Edit Delete	Admin Board/Church Council Chair	2020	Communitas Mission UMC			

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.

New	Last Name	First (Preferred) Name	Preferred Phone	Preferred Email	City
<input type="checkbox"/>	Person	Example	123-456-7890	help@ngumc.org	Home

Example Person		123 House Street, Home, GA, 12345	
<input type="checkbox"/>	Position	Year	Church
<input type="checkbox"/>	Admin Board/Church Council Chair	2020	Communitas Miss

Edit Form

Person:*

Position:*

Year:*

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.

Edit Form

Last Name:* First (Preferred) Name:*

Preferred Phone:* Preferred Email:

Street Address: City:

State: Zip Code:

Archive:

Lay Members (Delegates) for Annual Conference (listed in the left column)

- Allotments are for the charge and are based upon the number of appointed qualifying clergy as of July 1 (e.g. July 1, 2019, for the 2020 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.

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.