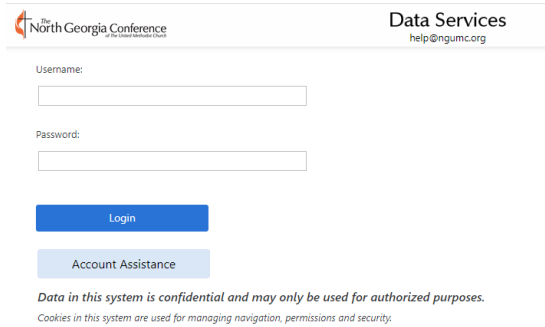


Advisory Report Instructions – Clergy and SPRC Chairperson

Log in to Data Services at <https://data.ngumc.org>. Your username is your email address.

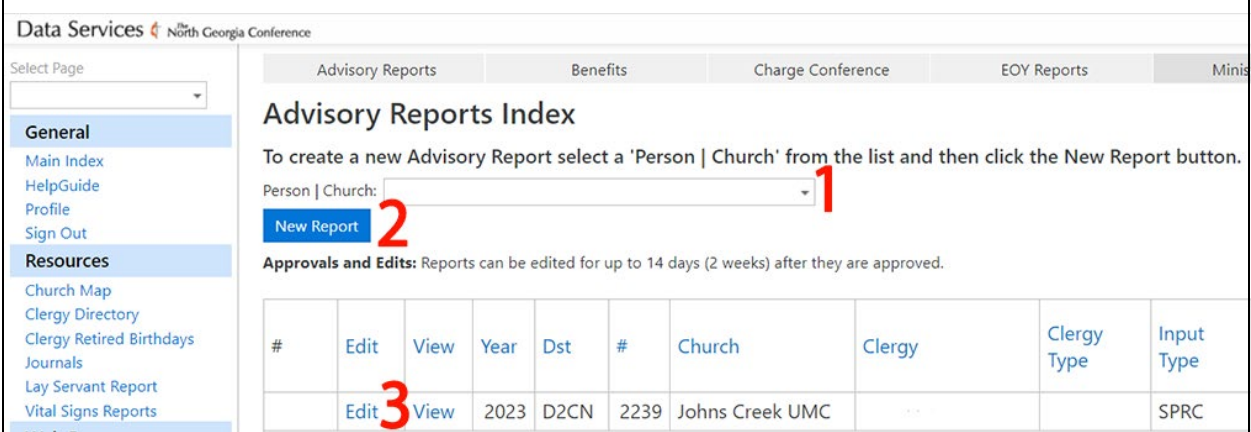
If you don't know your password, please use the blue Password Assistance button on the log in page to reset your password.



On the Main Index click on the blue Advisory Reports button.

The Advisory Reports Index has a few options.

- Create a new report by choosing the 'Person | Church' from the drop-down list (1) and then click on the blue 'New Report' button (2). Then complete the report and click submit.
- You may edit and view existing reports using the grid (3).



The SPRC Advisory Report asks for a choice and other information. Please realize that this report is preliminary to appointment-making. It will be taken seriously, however, some unexpected changes may be required. If you do not anticipate your pastor's appointment changing and it does because of needs in the annual conference, your Superintendent will consult with you as soon as possible

- We request that our pastor return another year.
- We have concerns about our pastoral leadership and desire to talk with our Superintendent.
- Our pastor has indicated that he or she will not be available next year (e.g., retiring, taking another position, etc.) and we wish to meet with our Superintendent.

The Clergy Advisory Report asks for a choice and other information including signed statements indicating that they recognize and understand the appointive process.

- RETURN: I would like to return to my appointment for another year
- MOVE ADVISABLE: I can return but feel a move may be in the best interest of ministry and/or the church
- MOVE: I understand this to mean a definitive move
- UNAVAILABLE: I am requesting special appointment, retirement, sabbatical, leave of absence, location or disability leave