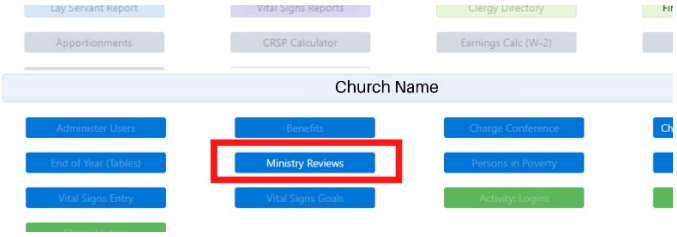
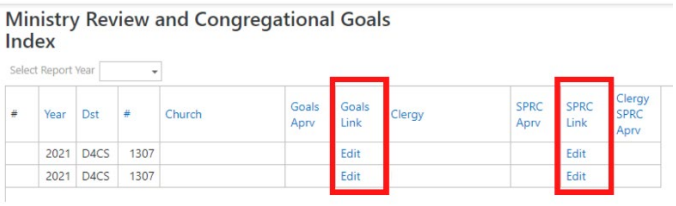
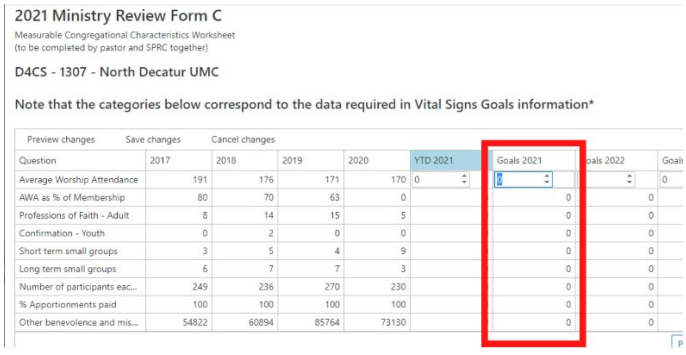
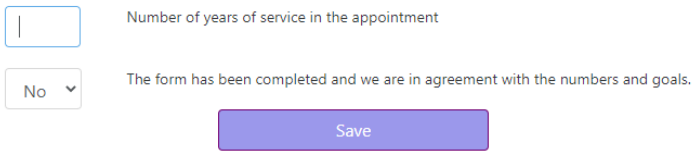
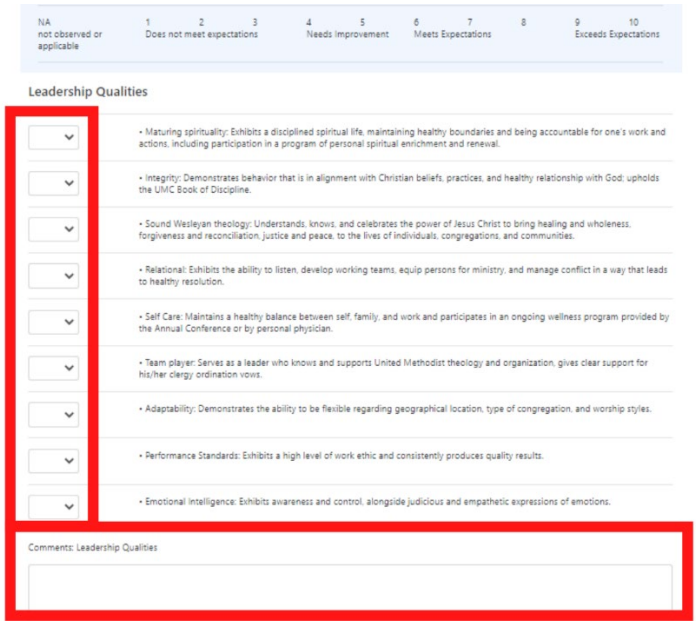
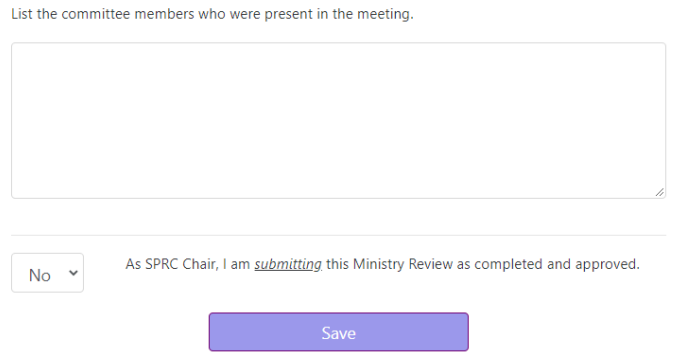
Ministry Review – SPRC Chairperson

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 Ministry Reviews button.	
This shows you a grid that lists all the clergy in the church. To enter Goals, click any of the "Edit" links in the Goals Link column – they all connect to the same Goals Report To enter the SPRC Ministry Review Form, click "Edit" in the SPRC Link column for each clergyperson.	
In the Goals Report, click in the row and column for each goal and each year that you'd like to enter. Be sure to click "Save changes" when you are finished.	

Under the grid, enter the number of years the pastor-in-charge has served in this appointment. Then use the drop-down menu to indicate that the form has been completed. You have up to 10 days to make any changes if necessary.	
In the SPRC Ministry Review Form for each clergyperson, use the drop-down options to indicate their leadership qualities and vocational competencies, and use the comment boxes to provide feedback.	
In the final box you will list the committee members, then use the drop-down menu to indicate that the form has been completed. Be sure to click Save when you are finished. You have up to 10 days to make any changes if necessary.