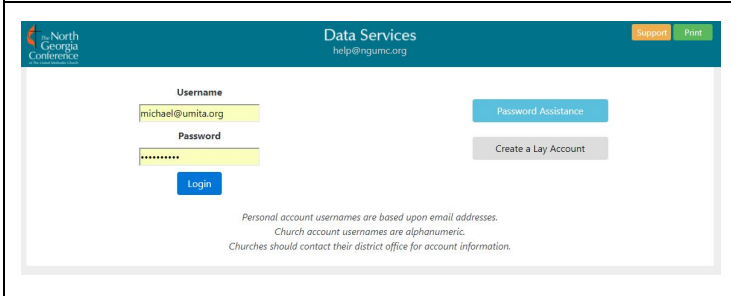


Lay Directions for the paperless Clergy Financial Support Process

Clergy Financial Support Worksheets are to be submitted and approved online through **Data Services**
<https://data.ngumc.org>.

Forms are to be approved by an **authorized lay person** (Chair: SPRC or Finance Committee, or Equivalent) after it is submitted and approved by the clergy person. Both approvals are required.

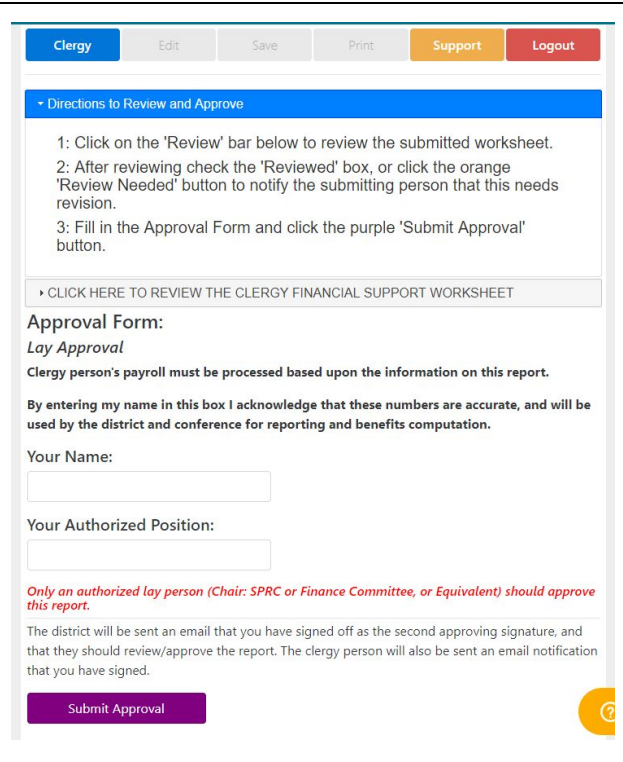
The designated **authorized** lay person will receive an email indicating they need to log in, review, and approve the report.



If the notification email expires, or the lay person does not know their password they can click on the blue Password Assistance button. Please note: they must log in using the same email address submitted by the clergy person as the email of the authorizing lay person.

On the main menu the top section will list any reports that need to be approved.





To get started click the purple Approve button.




Then fill out the form (pictured to the right), and click the purple Submit Approval button.



The District Office is sent an automated notification email once both approvals are submitted.

<p>The District Office (DS or AA) approves the report, or indicates the report needs review. If review is needed the clergy and lay person are both sent a notification email.</p>	 or 
	<p>If review is needed, the clergy person must edit/correct the report and both parties must re-approve the report. The District Office is then notified via email.</p>
<p>The District Office approves the reports.</p>	



Data Services
help@ngumc.org

Index
Profile
Save
Print
Support
Logout

michael@umita.org

Clergy Financial Support

Reports needing approval.

	Name	Church	Begin Date
Approve	Example Clergy	2479	7/1/2017

<div style="text-align: center; font-weight: bold; font-size: 10px;">CLERGY FINANCIAL SUPPORT WORKSHEET</div> <p>Church: <input type="text"/></p> <p>Effective Date: <input type="text"/> (MM/DD/YYYY)</p> <p>Pastor: Example Clergy</p> <p>I. BASE COMPENSATION</p> <p>1. Gross Base salary paid by local church <input style="width: 60px;" type="text" value="\$0"/></p> <p>2. Other cash compensation (e.g. bonus, gifts, SECA, non-cash and indirect, etc.) <input style="width: 60px;" type="text" value="\$0"/></p> <p>3. Amount from equitable compensation or church development supplement <input style="width: 60px;" type="text" value="\$0"/></p> <p>TOTAL I. (Add lines 1-3) <input style="width: 60px;" type="text" value="\$0"/></p> <p>II. UTILITIES AND OTHER PARSONAGE-RELATED ALLOWANCES PAID TO OR FOR THE PASTOR</p> <p>4. Utilities allowance paid to/for the pastor <input style="width: 60px;" type="text" value="\$0"/></p> <p>5. Furnishings and/or Personal Maintenance allowance <input style="width: 60px;" type="text" value="\$0"/></p> <p>TOTAL II. (Add lines 4-5) ** <input style="width: 60px;" type="text" value="\$0"/></p> <p>Compensation Subject to CEC Guidelines - TOTAL I and II (Page 56 Report 202.d, 2016 Annual Conference Handbook) <input style="width: 60px;" type="text" value="\$0"/></p> <p>III. HOUSING ALLOWANCE (excludable income)</p> <p>6. Housing allowance paid to pastor in lieu of parsonage ** <input style="width: 60px;" type="text" value="\$0"/></p> <p>IV. ACCOUNTABLE REIMBURSABLE EXPENSES BUDGETED BY LOCAL CHURCH FOR PASTOR (Paid only upon submission of proper documentation)</p> <p>7. Vouched (Receipt Supported) travel/transportation expenses and other business expenses <input style="width: 60px;" type="text" value="\$0"/></p> <p>8. Continuing education expenses (Not a tuition reimbursement program-see report 202f, page 57, 2016 Annual Conference Handbook, Receipt Supported.) including books & publications (Minimum recommended-\$800) <input style="width: 60px;" type="text" value="\$0"/></p> <p>TOTAL IV. (Add lines 7-8) *** <input style="width: 60px;" type="text" value="\$0"/></p> <p style="text-align: right; font-size: 8px;">DO NOT TOTAL AREAS I-IV</p> <div style="text-align: center; margin-top: 10px;"> <p>Explanatory Notes</p> <p style="font-size: 8px;">Gross Base Salary - excludes Housing Allowance and Furnishings/Utilities/Maintenance Allowance ** Excludable from federal income taxes (subject to provisions of Section 107 - Internal Revenue Code). *** Non-taxable if an accountable reimbursement plan has been properly adopted by the church and pastor satisfies the IRS requirements for substantiating claims.</p> </div> <div style="text-align: center; margin-top: 5px;"> Save </div>	<div style="display: flex; justify-content: space-between; align-items: center; background-color: #00728f; color: white; padding: 5px;"> Clergy Edit Save Print Support Logout </div> <div style="background-color: #00728f; color: white; padding: 5px; margin-top: 5px;"> <p>↳ Directions to Review and Approve</p> <ol style="list-style-type: none"> 1: Click on the 'Review' bar below to review the submitted worksheet. 2: After reviewing check the 'Reviewed' box, or click the orange 'Review Needed' button to notify the submitting person that this needs revision. 3: Fill in the Approval Form and click the purple 'Submit Approval' button. <p style="text-align: center; margin-top: 5px;">↳ CLICK HERE TO REVIEW THE CLERGY FINANCIAL SUPPORT WORKSHEET</p> </div> <div style="margin-top: 10px;"> <p>Approval Form:</p> <p><i>Lay Approval</i></p> <p>Clergy person's payroll must be processed based upon the information on this report.</p> <p>By entering my name in this box I acknowledge that these numbers are accurate, and will be used by the district and conference for reporting and benefits computation.</p> <p>Your Name: <input style="width: 100%;" type="text"/></p> <p>Your Authorized Position: <input style="width: 100%;" type="text"/></p> <p style="font-size: 8px; color: #c0392b; margin-top: 5px;"><i>Only an authorized lay person (Chair: SPRC or Finance Committee, or Equivalent) should approve this report.</i></p> <p style="font-size: 8px; margin-top: 5px;">The district will be sent an email that you have signed off as the second approving signature, and that they should review/approve the report. The clergy person will also be sent an email notification that you have signed.</p> <div style="text-align: center; margin-top: 10px;"> Submit Approval </div> </div>
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