

- **Form 4** is for Conference and District Office needs only. Select only those church leaders that pertain to your church/charge. This form is now completed online so all the data can be imported into the conference database. This will help make sure everything is up to date. Please read everything below for instructions on this form.
 - *If a category is not listed below, it is not needed by the conference or district office.* Those positions are to be included on the report of the Lay Leadership and Development Committee
 - **Form 4** is for each individual church regardless of structure
 - One name per position
 - Discipline does not allow for “co-chair” for Pastor Parish Committee Chair
 - A vice chair can be indicated on the Church Officers and Committees report
 - Position names on the form match our conference data base
 - If your church’s position is named differently, use the name that matches most closely
 - Churches using the **simplified structure** shall indicate the person(s) on the leadership team responsible for
 - S/PPRC, Trustees, Finance
 - Other positions listed on Form 4a that are applicable
 - This may mean listing the same person more than once
 - **Multi-point charges** shall make selections for **each** church.
 - “**Pastor Parish Chair – Charge**” or “**Treasurer – Charge**” only needs to be added to one church in the charge (if applicable)
 - **Zip +4 can be found at this link – fill in address; this is important to include**
<https://www.usps.com/nationalpremieraccounts/findzipcodes.htm>
 - Per Book of Discipline, the S/PPRC CHAIR must be nominated by the committee on lay leadership and elected by the charge/church conference. S/PPRC does not elect their own chair.
 - Per Book of Discipline, the Trustees elect their chair at the first meeting in the new year.

I know this is a new process but this will save the district offices lot of extra time. If you run into any problems, send us an email or give the IT line a call and Nate or Larry can help you with this. Email is the best way to reach us right now but we will get voice mails left at the office as well. The support email is support@susumc.org and our office phone number is 717.766.7054.

Leadership Categories Available for Form 4

Admin. Board or Admin. Council Chair
Camping Coordinator
Children's Coordinator
Choir Director
Church Administrator
Church School Superintendent
Church Sec/Office Manager
Communications Coordinator
Council On Ministries Chair
Education Chair
Evangelism / Nurture / Member Care
Finance Chair
Health Ministries
Historian
Hunger Representative
Lay Leader
Leadership Council Chair
Mission / Outreach Chair
Organist / Pianist
Pastor Parish Chair - Charge
Pastor Parish Chair - Church
Religion & Race Representative
Safe Sanctuaries Coordinator
Small Groups Coordinator
Status & Role of Women Representative
Stewardship Chair
Treasurer - Charge
Treasurer - Church
Trustee Chair
UM Men - President
UM Women - President
UMYF - President
Worship Chair
Young Adult Coordinator
Youth Coordinator

Instructions:

- Follow the link on the Charge Conference forms and login.
 - o The user name is your church number and the password was emailed to you. If you do not know your password or need it reset, call the Conf IT support at 717.766.7054 or your district.
- The first time you log in, you will not see any church officers listed (like below). **We did not carry over any past church officers. This will give us a clean set of data for 2022 church officer positions.**



- To add officers, click on “Add Officer” and fill out the information and then submit.

First Name *
Last Name *
Street Address *
City *
State * Pennsylvania
Zip *
Phone *
Email *
Leadership Role Church School Superintendent
Submit

- To make changes (or to delete an entry) you can select “Details” at the end of an officer entry.

First Name	Last Name	Phone	Email	Leadership	Street Address	City	State	Zip	
John	Doe	1234567890	a@b.com	Finance Chair	123 Test	Test	PA	12345	Details
Jane	Doe	1234567890	jdoe@aol.com	Church School Superintendent	456 Test Rd.	East Berlin	PA	17316	Details

Show per page 25
Records 1-2 of 2

- If you would like, you can select “Update password” at the bottom to change the password.