

# Alabama–West Florida Conference 2021 Charge Conference Form Instructions

The 2021 Charge Conference Form process will continue with the online format used last year. After listening to feedback from last year’s process, changes have been made to the file uploading process. We will continue to adapt and improve. Your patience and feedback is welcomed. **Please note, all completed forms are due by October 4, regardless of the date of your charge conference. Forms will not be accepted through mail.**

Read these instructions carefully and thoroughly.

## Before You Begin

- Make sure you have the most recent version of Adobe Acrobat Reader ([click here to download](#)).
- A scanner may be necessary to upload supplemental documents to the form. If you do not have access to a scanner, there are a number of scanner apps available for smartphones and tablets. Some recommended apps are Scannable by Evernote, Adobe Scan, CamScanner, and Scanner App. These are all available at no cost in the Apple App Store or Google Play Store.
- To upload a combined PDF file, you will need access to a program that can combine PDFs. There are a number of free, online programs that will allow you to do this. The Adobe website offers this free service here: <https://www.adobe.com/acrobat/online/merge-pdf.html>.
- Have your church GCFA and conference numbers handy. Please [review this list](#) to verify that you have the correct numbers. This information is vital to ensure that your information is associated with the correct church.
- You will need your church dashboard username and password. If you have your username but cannot recall your password, there is a link on the church dashboard login page that will allow you to reset your password. If you do not remember any of your login information, please contact your regional administrator. Instructions on accessing and using the church dashboard [may be found here](#).
- **Important Note for Mac/Apple Users:** Fillable PDFs linked within the comprehensive form may not open properly in Safari. We strongly recommend

using an alternate browser such as Google Chrome or FireFox to complete these forms. This applies to Apple tablets and smartphones as well.

## How to Find My Forms

All forms are hosted on the local church dashboard in the black navigation panel on the left side of the screen. [Click here for instructions](#) on accessing and using the church dashboard.

## Filling Out the Forms

There is one main, comprehensive form in the 2021 charge conference packet. This comprehensive form contains fields for information in an effort to reduce the number of file uploads and streamline the reporting process. The clergy compensation form, and signature form are linked as fillable/printable PDFs toward the end of the form. Fields marked with an asterisk (\*) are required. The forms will save, but will not submit, if these fields are left blank. [Click here for an overview of the FormVites system.](#)

## Saving and Submitting

Progress on forms can be saved so that work does not have to be completed in one session. Simply click the blue “save” button at the bottom of the form and come back to them later by using the links in your church dashboard. **In order to return to a saved comprehensive form, the form MUST be accessed through the church dashboard.** Accessing the form by its web address will open a blank form and will create multiple entries for a single church. Once the form has been completed and saved, submit by clicking the green “submit” button. If changes need to be made to a form that has already been submitted, please contact your regional office.

## Clergy Compensation Form(s)

This form is linked as a fillable PDF within the comprehensive form and must be completed for each clergy person under appointment. Forms are to be fully completed; signed by the pastor, SPRC Chair, and treasurer; and then attached to the 2021 comprehensive charge conference packet. If multiple clergy compensation forms are required, please attach all completed forms as one combined PDF.

## Pastor's Annual CEU Report

All appointed clergy shall make a report to the charge conference regarding their continuing education. This report, in narrative form, is submitted in the 2021 comprehensive charge conference form. In addition, all appointed clergy shall submit their CEU certificates directly to the Office of Ministerial Services using this link: <https://awf-reg.brtapp.com/2021CEU>. Please note, CEU certificates are submitted directly to the Office of Ministerial Services, and are not submitted as part of the charge conference report.

## Lay Servant Ministry Forms

Certified Lay Servant, Certified Lay Speaker, and Certified Lay Minister annual reports can be accessed here: <https://www.awfumc.org/layservantministries>. These reports shall be presented to the Church Council/Governing Board for approval and signed by the Lay Servant/Lay Speaker/Lay Minister, the Pastor, and the Church Council/Governing Board Chairperson. Completed and signed forms should be emailed to Judy Reiter, Conference Lay Servant Ministry Chairperson at [crjr04@gmail.com](mailto:crjr04@gmail.com) or mailed to her at 1981 State Hwy 153, Samson, AL 36477 by October 4, 2021.

## Contact Information

*Please note that due to the ongoing COVID-19 pandemic, staff may be working remotely and may not be accessible by office phone. Email is the most reliable form of communication.*

Please direct all questions about charge conference forms to your Regional Administrator.

Regional Administrators:

North Region (Montgomery Districts, Demopolis, and Dothan)  
Charlene Moncrief, [charlene@awfumc.org](mailto:charlene@awfumc.org)  
(334) 239-7329

South Region (Baypines, Marianna/Panama City, Mobile, and Pensacola)  
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(251) 345-3313