

Alabama–West Florida Conference 2020 Charge Conference Form Instructions

The 2020 Charge Conference Form process looks very different this year. All charge conference forms are 100% online. Forms are now available and are **due by October 5 regardless of the date of your charge conference**. Forms will not be accepted through mail. This virtual format streamlines the process and keeps work all in one place.

Please read these instructions carefully and thoroughly. Your regional administrative assistants and conference staff are happy to help. Contact information is listed at the end of this document.

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.
- 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 administrative assistant or Sarah McWilliams in the conference office. Instructions on accessing and using the church dashboard [may be found here](#).
- **Important Note for Mac/Apple Users:** The fillable PDFs linked within the forms 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. Use the link above for instructions on accessing and using the church dashboard.

Filling Out the Forms

There are three forms available in the 2020 charge conference packet:

1. 2020 Charge Conference Comprehensive Form
2. 2020 Clergy Compensation Recommendation Form
3. 2020 Pastor's Annual Continuing Education Unit (CEU) Report.

The forms were created through the conference database system, so they will look familiar to anyone who has filled out a conference registration 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.

Once forms have been completed and saved, submit your forms by clicking the green "submit" button.

If changes need to be made to forms that have already been submitted, please contact your regional office.

Clergy Compensation Form(s)

This form must be filled out for each clergy person under appointment. If you have questions about this form, please contact the Conference Pension and Health Benefits Office.

Pastor's Annual CEU Report

The pastor's annual CEU report is classified as a "multi-fill" form in the FormVites system. This means that the form can be filled out more than once. The form should be filled out for each pastor under appointment. Once the forms have been submitted, the Office of Ministerial Services will automatically receive a copy of the form.

Contact Information

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

Regional Administrative Assistants:

North Region (Montgomery Districts, Demopolis, and Dothan)

Charlene Moncrief, charlene@awfumc.org

(334) 239-7329

South Region (Baypines, Marianna/Panama City, Mobile, and Pensacola)

Kim Doss, kim@awfumc.org

(251) 345-3313

Conference Staff:

Main Office Number: (334) 356-8014

Conference Operations Coordinator

Sarah McWilliams, sarah@awfumc.org

Conference Treasurer/Director of Administration

Suzanne Krejcar, suzanne@awfumc.org

Direct Line: (334) 356-1034

Conference Benefits Officer

BeLinda Carnegie, belinda@awfumc.org

Director of Ministerial Services and Assistant to the Bishop

Rev. June Jernigan, june@awfumc.org