

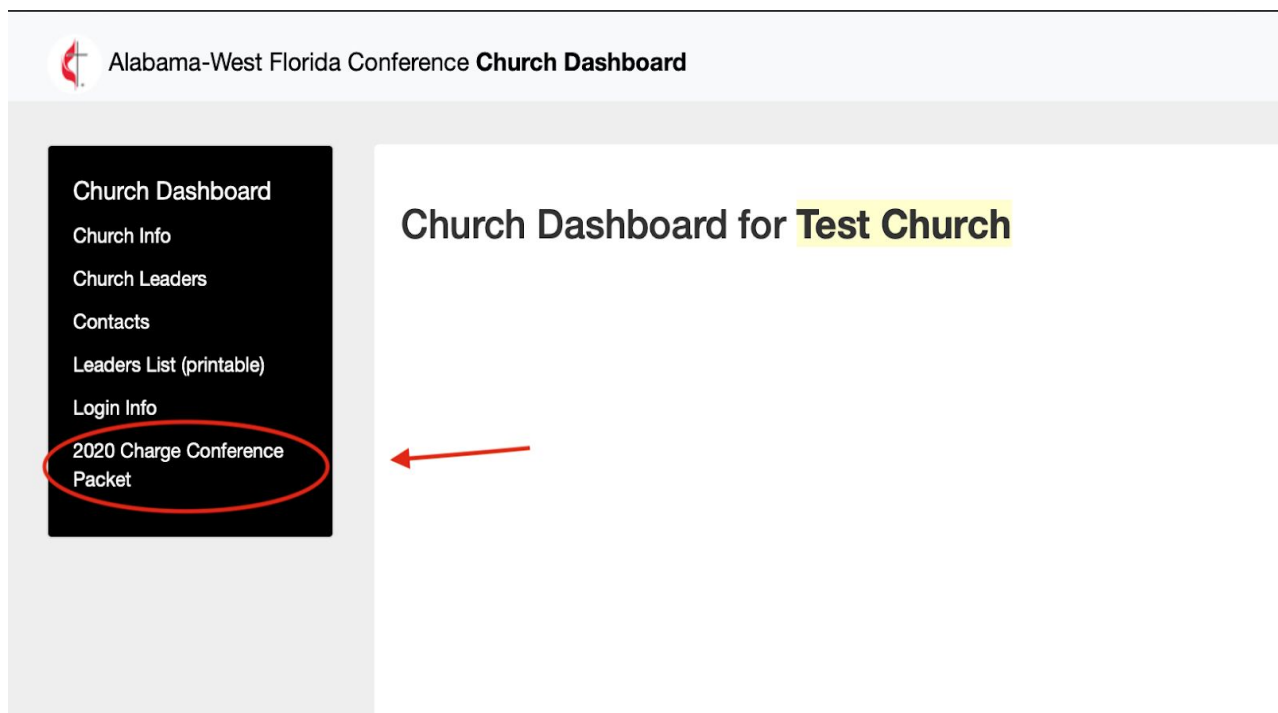
Navigating FormVites

The 2020 Charge Conference Packet is accessed through the church dashboard. [Click here](#) for more information on how to access the church dashboard. If you do not have your dashboard login information, contact your regional administrative assistant or Sarah McWilliams for assistance. Contact information for staff is listed at the end of this document.

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.

Filling Out Your Forms

After logging into your church dashboard, the link to charge conference forms will be at the bottom of the left navigation panel. The navigation panel is also where you will find the links to update your church's lay leadership ([click here](#) for more instructions on how to do this). Please remember that updating the church leadership is separate from completing the charge conference forms, but it is an important step to ensure that the conference and districts have the correct information.



Click this link to view your church's charge conference packet. Your FormVites home screen will look like the picture below. Please note that the "2020 Charge Conference Packet 10/06/2020" refers to the date the forms will close. Forms will remain available through October 5.

The Alabama-West Florida Conference
United Methodist Church

2020 Charge Conference Packet 10/06/2020

Forms for Test Church These are the forms you need to complete

2020 Charge Conference Comprehensive Form	Required	Edit this form Review/Print
2020 Clergy Compensation Recommendation Form(s)	Required	Start this form
2020 Pastor's Annual Continuing Education Unit (CEU) Report	Optional Form (multi)	Start new form

Your progress: **NOT STARTED**

Have questions? Email [Sarah McWilliams](#)

Click on "Start this form" to begin work. If you wish to work on your form and then come back later, scroll to the bottom of the form and click the blue "Save" button. This will save your progress so that you can return to it later.

To return to your forms, click the link again on the church dashboard and then click "Edit this form" as shown in the picture above. You may also print from this screen or at any time from the FormVites dashboard. Please note that the print option will not print attachments. It simply prints the form and the information you have entered into the fields.

 [Edit my form](#)  [Print full size](#)  [Print condensed](#)

Sarah McWilliams

[Click here to continue work on a form.](#)

These links give two different print options.
This will not print copies of your attachments.

Please contact your district office or sarah@awfumc.org with questions.

Date created: 8/3/2020 Last updated: 8/3/2020




2020 Charge Conference Comprehensive Form

This form must be filled out for EACH church on a charge.

Remember, all information does **NOT** have to be entered in a single session. Work can be saved by clicking the blue "**Save**" button at the bottom of this page. You may come back later using the link in your church dashboard.

After saving your progress, the FormVites home screen will show a summary of the fields that are missing answers (if there are any). Open this summary by clicking the arrow beside "Required questions are missing answers."

Once all forms are completed, you are ready to submit the forms. Enter the name of the person preparing the forms in the available space and submit.



2020 Charge Conference Packet 10/06/2020

Forms for Test Church

These are the forms you need to complete

2020 Charge Conference Comprehensive Form	Required	<input type="checkbox"/> Edit this form <input type="button" value="Review/Print"/>
2020 Clergy Compensation Recommendation Form(s)	Required	<input type="checkbox"/> Edit this form <input type="button" value="Review/Print"/>
2020 Pastor's Annual Continuing Education Unit (CEU) Report	Optional Form (multi)	<input type="button" value="Start new form"/> 1. <input type="checkbox"/> Edit this form <input type="button" value="Review/Print"/>

Once all required fields have been filled, FormVites will allow you to submit your package. Please double check to ensure that all supplemental reports you wish to submit have been appropriately attached.

Your progress: *READY FOR SUBMISSION*

Ready to submit your forms? If you have completed all your forms and are ready to submit them, enter your name and press Officially Submit My Form(s).

Submitted By

Type the name of the person who prepared the online forms and click submit.

Once submitted, your forms will be reviewed. If a problem is found, you will be contacted by conference or regional personnel. Otherwise, the forms will be approved as submitted. If you need to alter your forms after you have submitted them, please contact your regional administrative assistant for help.

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