

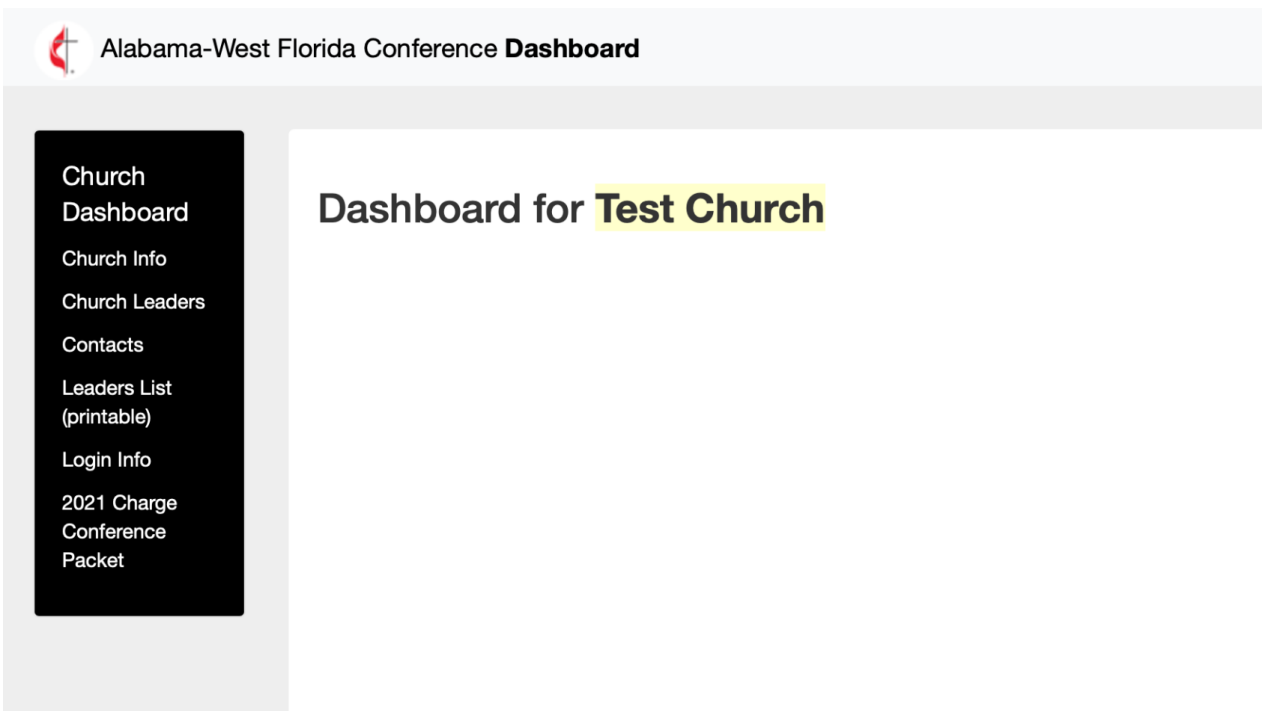
Navigating FormVites

The 2021 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 the Forms

After logging into the 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 a vital and 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 "2021 Charge Conference Packet 8/16/2021-10/04/2020" refers to the date the forms will close. Forms will remain available through October 4.



2021 Charge Conference Packet 08/16/2021 - 10/04/2021

If you have any questions about charge conference forms, please contact your regional administrator.

North Region (Demopolis, Dothan, and Montgomery Districts)- Charlene Moncrief, charlene@awfumc.org, (334) 239-7329
South Region (Baypines, Marianna/Panama City, Mobile, and Pensacola Districts)- Kim Doss, kim@awfumc.org, (251) 345-3313

Forms for Test Church

These are the forms you need to complete

Your progress: *STARTED*

Have questions? Email [North Region \(Demopolis, Dothan, and Montgomery Districts\)- Charlene Moncrief, charlene@awfumc.org](mailto:charlene@awfumc.org); [South Region \(Baypines, Marianna/Panama City, Mobile, and Pensacola Districts\)- Kim Doss, kim@awfumc.org](mailto:kim@awfumc.org)

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.

 Print full size  Print condensed

Sarah McWilliams

Thank you for submitting your 2021 Charge Conference Comprehensive Form. Your form will be reviewed by the district office for approval. Please contact your regional administrator with any questions.

Date created: 8/12/2021 Last updated: 8/12/2021



2021 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 form. **You may come back later using the link in your church dashboard.**

Do NOT bookmark this form or copy and save the link. Only the link in your church dashboard will tether your information to your church and allow you to return and make changes or updates. Copy and pasting the link or using a bookmarked link may not retain previously entered information and will not tether it to your church's record.

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."




2021 Charge Conference Packet 08/16/2021 - 10/04/2021

If you have any questions about charge conference forms, please contact your regional administrator.

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

2021 Charge Conference Comprehensive Form	Required	Edit / Review this form Review/Print	Required questions are missing answers 
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Your progress: *STARTED*

Have questions? Email North Region (Demopolis, Dothan, and Montgomery Districts)- Charlene Moncrief, charlene@awfumc.org; South Region (Baypines, Marianna/Panama City, Mobile, and Pensacola Districts)- Kim Doss, kim@awfumc.org

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 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 administrator for help.

Contact Information

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

Regional Administrators:

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