



NORTH TEXAS

CONFERENCE OF THE UNITED METHODIST CHURCH



Connections

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Agenda

- What is Connections?
- Why Connections?
- Logging in and Navigating Connections
- Completing and Submitting Year-End Forms

Clergy Year-End Forms	SPRC Year-End Forms
Clergy Review (Clergy)	Clergy Review (SPRC)
Marks of Fruitfulness (Clergy)	Marks of Fruitfulness (SPRC)
Personnel Form	Charge Profile

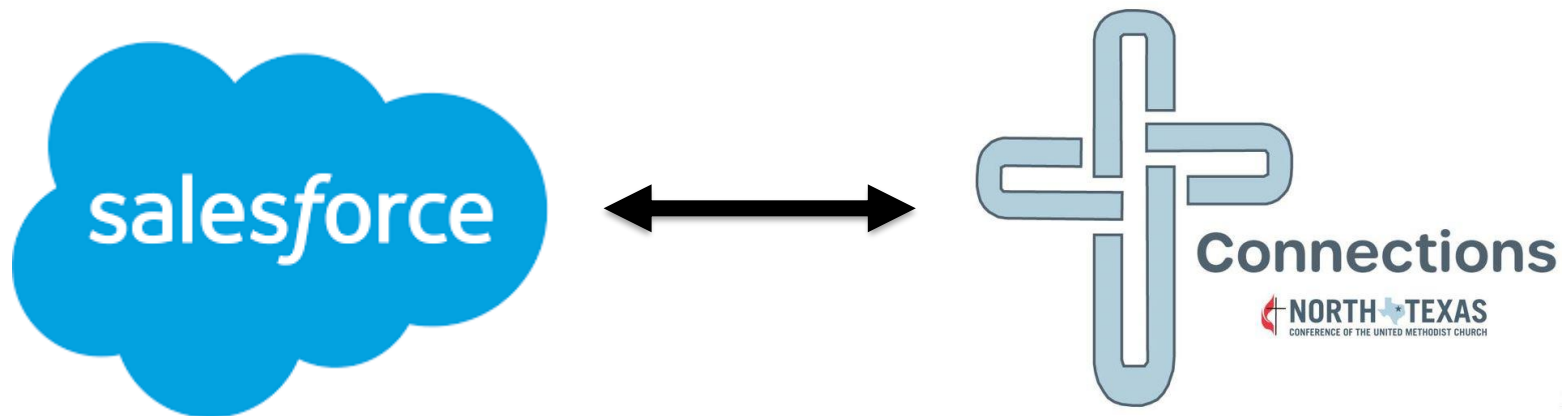
What is Connections?

- Online web portal for the local church
- Replaces *umconline* for submitting Compensation Reports, the church Roster, and Year-end forms (Charge Profile, Clergy Review, Personnel Form, and Marks of Fruitfulness)
- Connections is built on NTC's master Salesforce database



Why Connections?

- Replaces old technology
- One connected system
- Provides new functionality
- Foundation for future enhancements



What about the data in umconline?

- The Clergy Review, Charge Profile, Personnel Form, and Marks of Fruitfulness data from the last 5-10 years is in Connections.
 - **New:** You can see all the reports and forms at one login rather than having to logout and log back in for different years.
-

Logging in to Connections

Connections Usernames

- The Connections Username is in the form of an email address but is **not** a working email. You will only use this Username to login to Connections.
 - The Connections Username is linked to your real email address.
 - **All usernames end with @ntconnections.org**
 - An **SPRC Chair's** Username begins with the church's 6-digit GCFA number.
 - example: **s123456@ntconnections.org**
 - A **clergy's** Username begins with the clergy's preferred first name, last name and birth year.
 - example: **bobbyjones1974@ntconnections.org**
-

Logging in to Connections

Managing your password

- The first time you login, use the link from the Welcome Email.
- You will be prompted to create your password.
- The “Forgot your password?” link will only work if you have already created a password and logged in to Connections.



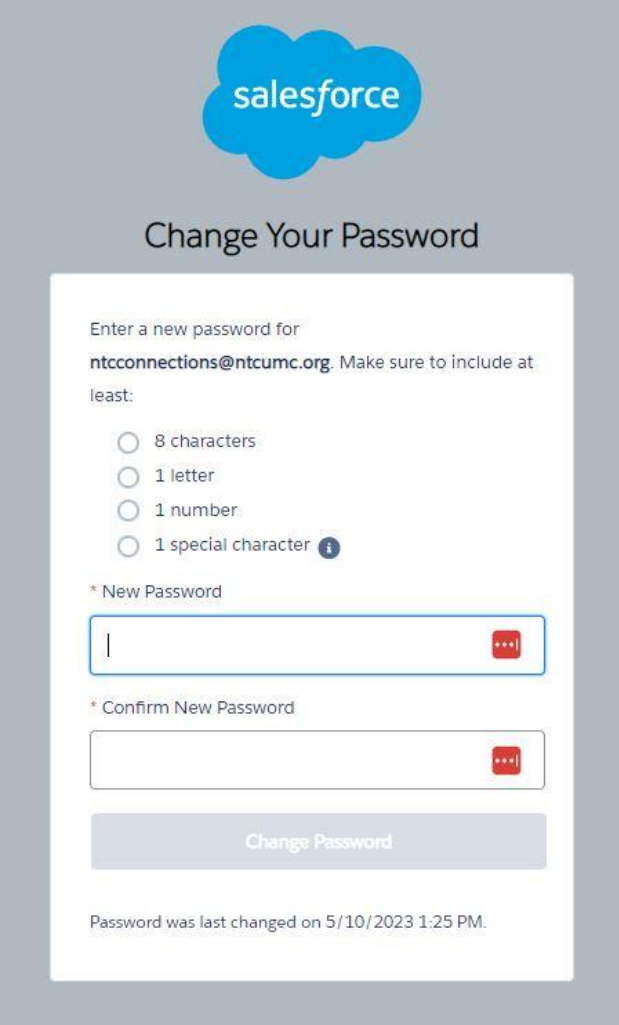
[Forgot your password?](#)



Logging in to Connections

Changing your Password

- The “Change Your Password” screen will prompt you to enter and confirm a new password. When you have entered that information, click “Change Password”.
- **The link to change your password expires in 24 hours.**
- Please keep your Username and Password in a safe place for reference.



salesforce

Change Your Password

Enter a new password for
ntconnections@ntcumc.org. Make sure to include at
least:

- 8 characters
- 1 letter
- 1 number
- 1 special character ⓘ

* New Password

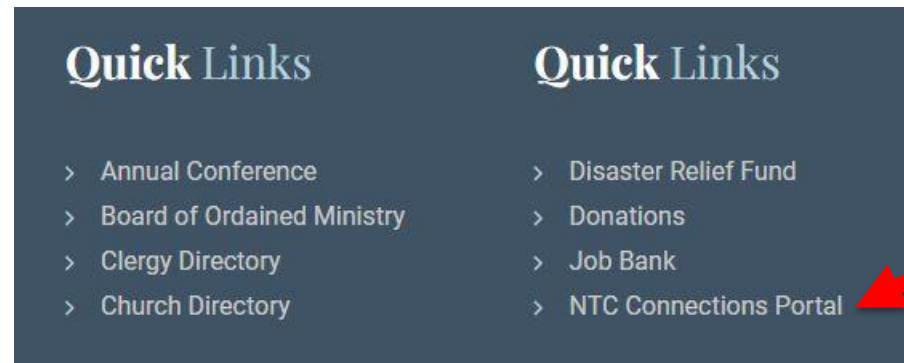
* Confirm New Password

Change Password

Password was last changed on 5/10/2023 1:25 PM.

Logging in to Connections

- All correspondence from the Connections system will be emailed to the email address associated with your Username.
- You can find the login link on the Conference website by using the “NTC Connections Portal” link under “Quick Links”



Logging in to Connections

If you need to change your email address (SPRC Chair)

- Change the email address of the “**Staff Parish Relations Chair**” position on this year’s Leadership Roster and Connections will send an email to the Conference office. Once the Conference office changes the email address associated with your Connections Username, you will get an email at the new email address with a link to reset your password.

If you need to change your email address (Clergy)

- If you notify the Conference office of a new primary email address, the email address linked to your Connections Username will be changed automatically and you will get an email at the new email address with a link to reset your password.
-

Navigating Connections

- Landing Page
 - Important Notifications
 - Menu bar
 - Helpful Links
 - Additional Resources
-

Navigating Connections

Clergy Landing Page

[Home](#)

[Compensation Reports](#)

[Church Rosters](#)

[Personnel Forms](#)

[Marks of Fruitfulness Forms](#)

[Clergy Review Forms](#)

[More](#) ▾



Welcome to NTC Connections, the local church web portal for the North Texas Conference of the United Methodist Church.

Use the menu bar above to navigate the site.

[Helpful Links](#)

[Printable Charge Conference Forms](#)

[Clergy Year-End Reports: Supporting Documentation](#)

[Best Practices](#)

Saving your data: Timeout issues can be caused by a variety of situations, including browser settings, other running applications, etc.

Best practice is to click "Save" at the bottom of the form if you need to navigate away from the page or need to stop actively working on the form. If you click on a menu option from the Connections menu bar or close the Connections browser tab without saving, any information you entered on that form since the last save will be lost.

If you need technical assistance, please email ntconnections@ntcumc.org or call the Conference office at 972-526-5000.

Confidentiality Notice:

This website is intended for the sole use of the individual(s) of the North Texas Annual Conference to whom have been given the right of access, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. You are hereby notified that any dissemination, duplication, or distribution of the information contained herein by someone other than the intended individual(s) or their designated agent is strictly prohibited.

This agreement will be governed by and construed in accordance with the laws of the State of Texas, without regard to your actual state or country of residence. If for any reason a court of competent jurisdiction finds any provision or portion of this Agreement to be unenforceable, the remainder of this Agreement will continue in full force and effect. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes and replaces all prior or contemporaneous understandings or agreements, written or oral regarding such subject matter.

PLEASE REVIEW THE CONTENT BELOW PRIOR TO SUBMITTING FORMS:

Showing 2 of 2 items

Resources ▾

[NTC Clergy Appointment Process](#)

[When and What is "Consultation" in Appointment-Making?](#)

Navigating Connections

SPRC Landing Page



- Home
- Charge Profile Forms
- Marks of Fruitfulness Forms
- Clergy Review Forms
- My Contact Information



Welcome to NTC Connections, the local church web portal for the North Texas Conference of the United Methodist Church.

Use the menu bar above to navigate the site.

Helpful Links

[Printable Charge Conference Forms](#)

[Clergy Year-End Reports: Supporting Documentation](#)

[Connections Training Material](#)

Best Practices

Saving your data: Timeout issues can be caused by a variety of situations, including browser settings, other running applications, etc. Best practice is to click "Save" at the bottom of the form if you need to navigate away from the page or need to stop actively working on the form. If you click on a menu option from the Connections menu bar or close the Connections browser tab without saving, any information you entered on that form since the last save will be lost.

If you need technical assistance, please email ntcconnections@ntcumc.org or call the Conference office at 972-526-5000.

PLEASE REVIEW THE CONTENT BELOW PRIOR TO SUBMITTING FORMS:

Showing 3 of 3 items

Resources

NTC Clergy Appointment Process

When and What is "Consultation" in Appointment-Making?

2024 Compensation Instructions



D **E** **M** **O**

Navigating Connections

Navigation Screen



The screenshot shows a navigation bar with the following tabs: Home, Compensation Reports, Church Rosters, Personnel Forms (underlined), Marks of Fruitfulness Forms, Clergy Review Forms, and More. Below the navigation bar, there are two sub-tabs: Current Personnel Form(s) and Historical Personnel Forms. A red arrow points to the Historical Personnel Forms tab. Below the sub-tabs, there is a message: "Your Personnel Form is ready for you to complete and submit. This form will remain accessible for you to update until the Due Date at which point you will find it under Historical Personnel Forms." Below the message, there is a section titled "This Year's Personnel Form" showing 1 of 1 item. Below this, there is a table with the following columns: Select Link to Access Personnel Form, Appointment, Form Status, and Form Due Date.

Select Link to Access Personnel Form	Appointment	Form Status	Form Due Date
NTCConnections Test Clergy Personnel - 2024	Test Church	Incomplete	12/31/2023

- The navigation tabs are the same for Clergy and SPRC
- Current Forms – This year's forms
- Historical Forms – Previous years' forms – can only be viewed
- Form Status – Complete/Incomplete. The status is determined by several factors unique to each form
- Click on the link in the first column to access the form

Navigating Connections

Clergy: Personnel Form

- The Personnel Form data is copied from the previous year
- Change only the information that needs changing
- This form will be marked Complete when it is signed.

Personnel Form

This form was pre-populated with last year's entries. Please verify all entries and update as needed.

Full Name

NTCConnections Test Clergy

Appointment

Test Church

Years at this Appointment

6

Year

2024

District

East District

Education Information

College Undergraduate

TEST Univ.

College Post-Graduate Degree 1

Test 1

Seminary

Testing

College Post-Graduate Degree 2

Test 2

Spouse's Information

Date Married

11/06/1993

Full Name

Robert Johnson



Navigating Connections

Clergy: Marks of Fruitfulness

- When you select a rating for a question, the field for the comments appears below it.
- This form will be marked Complete when all fields (all ratings and comments) are filled in and the form is signed.

Marks of Fruitfulness Self-Evaluation

Clergy	Year
<input type="text" value="NTCConnections Test Clergy"/>	<input type="text" value="2024"/>
Appointment	<input type="text" value="Test Church"/>

You will be able to enter comments for each mark of fruitfulness after selecting the rating.

Part 1: Living Discipleship Fruitfulness - Pastors are accountable by proclaiming Jesus is Lord and Savior with heart, mind, soul and body.

Spiritual Health prays; fasts; reads and meditates on the Scriptures; attends to the ordinance of God; participates in an ongoing accountability group; observes Sabbath; pursues opportunities to deepen spirituality

Professional Health seeks opportunities for learning, growing and developing as a disciple and pastor

Physical Health balances nutrition, exercise, work and play; is aware and addresses health needs; observes day off and vacation

Emotional/Mental Health experiences a high level of life satisfaction and optimism; is self-aware and maintains a sense of well-being in times of conflict; handles feedback constructively

Navigating Connections

Clergy: Marks of Fruitfulness Self & Team Evaluation

Marks of Fruitfulness Self & Team Evaluation

Clergy	Year
NTCConnections Test Clergy	2022
Appointment	Test Church

Self-Evaluation

Team-Evaluation

Part 1: Living Discipleship Fruitfulness - Pastors are accountable by proclaiming Jesus is Lord and Savior with heart, mind, soul and body.

Spiritual Health prays; fasts; reads and meditates on the Scriptures; attends to the ordinance of God; participates in an ongoing accountability group; observes Sabbath; pursues opportunities to deepen spirituality

Meets expectations ▼

Spiritual Health Comments

Spiritual Health Comments

Spiritual Health prays; fasts; reads and meditates on the Scriptures; attends to the ordinance of God; participates in an ongoing accountability group; observes Sabbath; pursues opportunities to deepen spirituality

Exceeds expectations ▼

Spiritual Health Comments

SPRC comments

- When both Clergy and SPRC evaluations are Complete, the Clergy will see both evaluations side-by-side. No changes can be made to either evaluation once they are marked Complete.
- **SPRC does not have access to the Clergy's self-evaluation.**

Navigating Connections

SPRC: Marks of Fruitfulness

Marks of Fruitfulness Team-Evaluation

Clergy Year

Appointment

You will be able to enter comments for each mark of fruitfulness after selecting the rating.

Part 1: Living Discipleship Fruitfulness - Pastors are accountable by proclaiming Jesus is Lord and Savior with heart, mind, soul and body.

Spiritual Health prays; fasts; reads and meditates on the Scriptures; attends to the ordinance of God; participates in an ongoing accountability group; observes Sabbath; pursues opportunities to deepen spirituality

Professional Health seeks opportunities for learning, growing and developing as a disciple and pastor

Physical Health balances nutrition, exercise, work and play; is aware and addresses health needs; observes day off and vacation

- When you select a rating for a question, the field for the comments appears below it.
 - This form will be marked Complete when all fields (all ratings and comments) are filled in and the form is signed.
-

Navigating Connections

Clergy: Clergy Review

- **New:** The Limited Itinerary Form is part of the Clergy Review form completed by the Clergy
- This form will be marked Complete when all fields are filled in and the form is signed
- **SPRC can not see the Clergy's Review & Limited Itinerary Form.**

Review & Limited Itinerary Form (Clergy)

Pastor: NTCConnections Test Clergy Year 2024

Appointment Test Church

Review

I offer the following information for your consideration as it relates to my pastoral appointment(s) for the coming year.

I acknowledge and embrace these two (or more) specific areas of strength in my ministry:

I acknowledge these two (or more) specific areas where I believe growth will lead to greater effectiveness, and commit to working towards growth in these areas

Consultation Form for Limited Itinerary (Available online beginning in 2024)

In The United Methodist Church ordained elders, provisional elders and associate members are part of an itinerant system in which clergy are appointed annually to various mission fields by the Bishop. These clergy have agreed to accept itineracy as part of their covenant.

Navigating Connections

SPRC: Clergy Review

- The Limited Itinerary Form is not included with the SPRC version of the Clergy Review form
- This form will be marked Complete when all fields are filled in and the form is signed.
- **SPRC can not see the Clergy's Review & Limited Itinerary Form.**

Clergy Review Form (SPRC)

Pastor: Year

Appointment

We offer the following information for your consideration as it relates to our pastoral appointment(s) for the coming year.

We celebrate these two (or more) specific areas of strength demonstrated by the above named pastor.

Navigating Connections

SPRC: Charge Profile

Charge Profile

Church

Test Church

Year

2024

Section I

The 2016 Book of Discipline (¶1427.1) The District Superintendent shall develop with the Pastor and the Committee on Staff/Pastor-Parish Relations of all churches profiles that reflect the needs, characteristics, and opportunities for mission of the charge consistent with the Church's statement of purpose. These profiles shall be reviewed annually and updated when appropriate to include:

A. The general situation in which a congregation finds itself in a particular setting: size, financial condition, quality of lay leadership, and history.

B. The convictional stance of the congregation (or general situation in which a congregation finds itself in regard to): theology; prejudices, if any; spiritual life.

- This form is marked Complete when all fields are filled in and the form is signed.

Navigating Connections

Text Field Expansion

Review

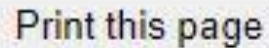
I offer the following information for your consideration as it relates to my pastoral appointment(s) for the coming year.




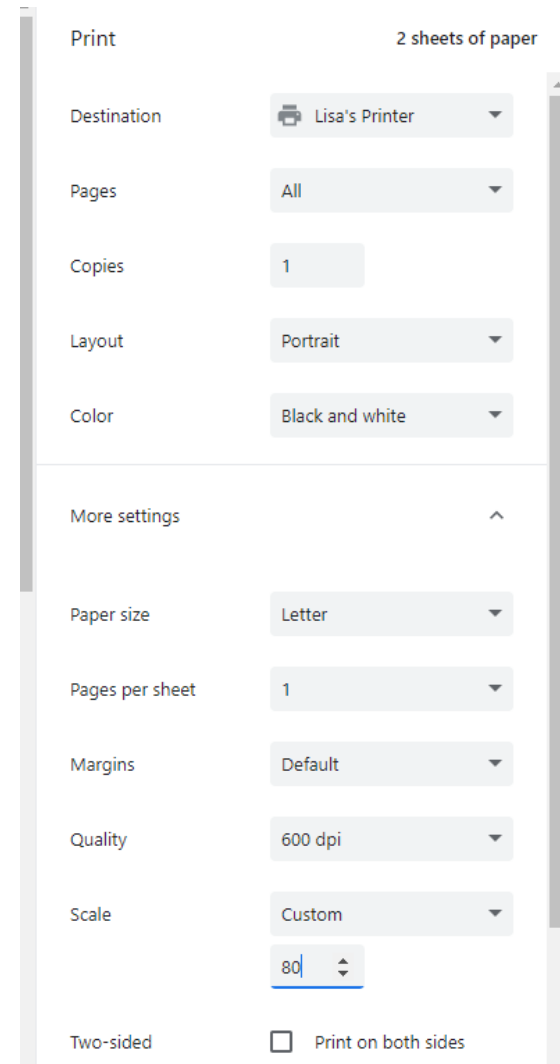
- Click and drag from the lower right-hand corner of a text field to make it bigger. This will allow you to increase the size of the viewable space so you can see all the text entered in that field

Navigating Connections

Printing Forms

A rectangular button with a thin border and a light gray background, containing the text "Print this page" in a dark gray sans-serif font.

- The “Print this page” button is in the upper left-hand corner of each form screen.
- If you have text that is not visible in any of the form fields, be sure to click and drag the field until you can see all the text. Printing only captures what you can see on the screen
- The “Print this page” button opens your printer’s dialogue box. 
- Settings like **Layout** (Portrait or Landscape) and **Scale** (Default or Custom) can help you get more or less of the form printing on each page.

A vertical printer settings dialog box with a light gray background. At the top right, it says "2 sheets of paper". The settings are organized into sections: "Print" (Destination: Lisa's Printer, Pages: All, Copies: 1, Layout: Portrait, Color: Black and white), "More settings" (Paper size: Letter, Pages per sheet: 1, Margins: Default, Quality: 600 dpi, Scale: Custom with a dropdown set to 80), and "Two-sided" (Print on both sides checkbox).

Print	2 sheets of paper
Destination	Lisa's Printer
Pages	All
Copies	1
Layout	Portrait
Color	Black and white
More settings ^	
Paper size	Letter
Pages per sheet	1
Margins	Default
Quality	600 dpi
Scale	Custom 80
Two-sided	<input type="checkbox"/> Print on both sides

My Contact Information

Clergy

∨ Contact Info

Name: NTCCConnections TestUser

Connections Email: ntconnections@ntcumc.org

Preferred Phone: Work

Mobile:

Work Phone: (972) 526-5000

Home Phone:

Address: 15220 Poplar Street
Plano, TX 75602

Preferred Email: Work

Personal Email:

Work Email: ntconnections@ntcumc.org

Alternate Email:

∨ Education Info

College Undergraduate: TEST Univ.

Seminary: Testing

College Post-Graduate Degree 1: Test 1

College Post-Graduate Degree 2: Test 2

The above information is what we have on file for you. Please email corrections to update@ntcumc.org.

My Contact Information

SPRC Chair

▼ Contact Info

Name: Test Church SPRC Chair

Email: putnam@ntcumc.org

- If the email address for the SPRC Chair login needs to change, ask your church Roster administrator to update the “**Staff Parish Relations Chair**” position on the Connections Leadership Roster.
 - When that position is updated for the current year, Connections will notify the Conference office to update the email address for that roster position.
 - A password reset email will be sent to the new email address.
-

What happens now?

- You should have already received your Welcome email.
- Use the link in the Welcome email to create your password and log in to Connections.
- The link to Log in to Connections (after you have created your password), the training videos, and the training slides will be available on the Conference website, under “Quick Links”



- Bookmark the Connections link in your web browser: <https://ntcumc.my.site.com>
 - Please keep your Username and Password in a safe place.
-

Questions?

For questions about filling out the Year-end Forms, please contact your District office, or the Conference office if the district is unavailable.

East District	Jan Chapman	chapman@ntcumc.org
Metro District	Liz Lancaster	lancaster@ntcumc.org
North Central District	Martha Holcomb	holcomb@ntcumc.org
Northwest District	Brady Cleveland	cleveland@ntcumc.org
Center for Leadership Development		cldadmin@ntcumc.org

If you have **technical questions or can't login** to Connections, please email ntconnections@ntcumc.org or contact the Conference office at 972-526-5000.

