



# **NORTH TEXAS**

**CONFERENCE OF THE UNITED METHODIST CHURCH**



# Connections

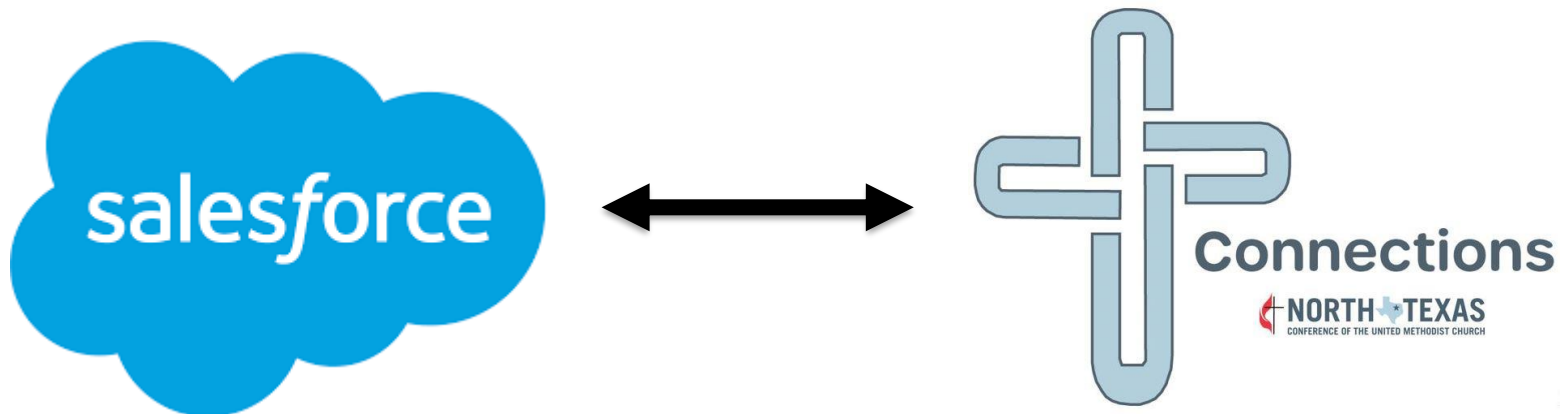
 **NORTH TEXAS**  
CONFERENCE OF THE UNITED METHODIST CHURCH

# Agenda

- What is NTC Connections?
  - Why NTC Connections?
  - Logging in and Navigating Connections
  - Completing the Ministerial Compensation Report
  - Updating the church Leadership Roster
-

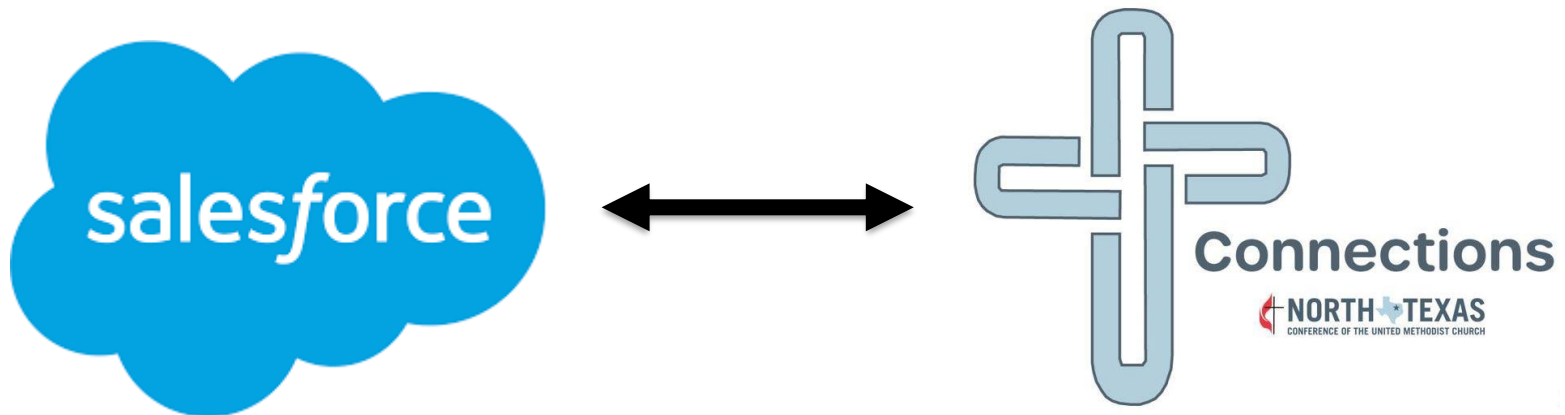
# What is NTC Connections?

- Online web portal for the local church
- Replaces umconline for submitting Compensation Reports, the church Roster, and Year-end forms
- Connections is built on NTC's master Salesforce database



# Why NTC Connections?

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



# What about the data in umconline?

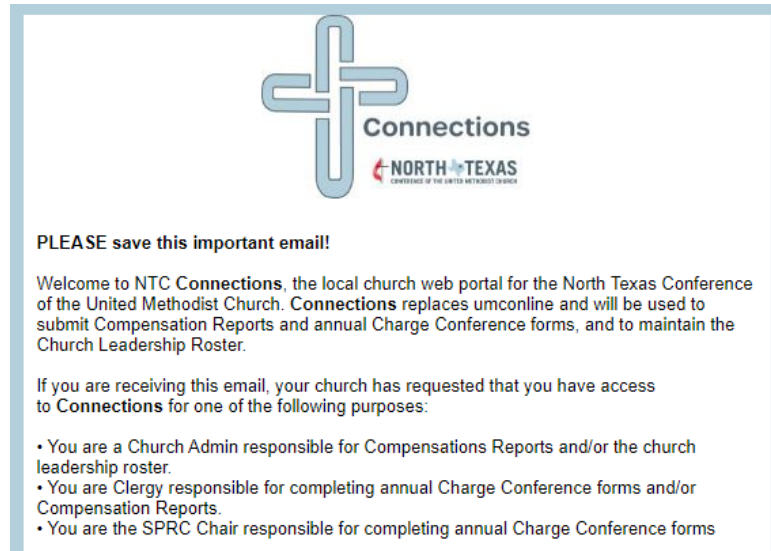
- The Rosters from the last 3 years are in Connections
  - The Clergy Review, Charge Profile, Personnel Form, and Marks of Fruitfulness data from the last 5-10 years is in Connections.
  - **New:** You can see all the reports and forms at one login rather than having to logout and log back in for different years.
-

# What about Compensation Reports in umconline?

- Prior to Connections, every Compensation Report was entered manually into Salesforce using the approved Compensation Reports from umconline.
  - You will have access to the last 2-3 years of Compensation Reports in Connections.
-

# Logging in to Connections

The Welcome Email from [ntconnections@ntcumc.org](mailto:ntconnections@ntcumc.org)



- **The link in the Welcome Email expires in 180 days.** Please log in and create your password when you get the Welcome email to avoid link expiration.
-



# 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**
  - A **local church admin's** Username begins with the church's 6-digit GCFA number.
    - example: [123456@ntconnections.org](mailto:123456@ntconnections.org)
  - A **clergy's** Username begins with the clergy's preferred first name, last name and birth year.
    - example: [bobbyjones1974@ntconnections.org](mailto: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.

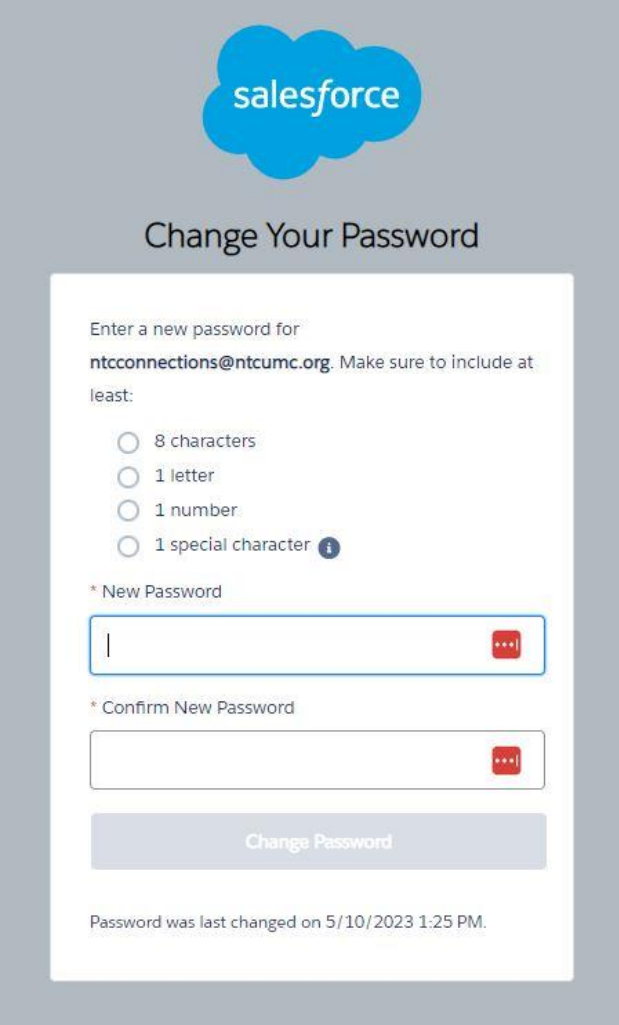
[Forgot your password?](#)



# Logging in to Connections

## Forgot 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

If you need to change your email address (Church Admin)

- Change the email address of the “NTC Connections Church Admin” position on the Leadership Roster and Connections will send an email to the Conference office. Once the Conference office changes the email address, you will get an email at the new email address with a link to reset your password.
- If more than one church admin is using Connections, the email address associated with the Username is the primary user’s email address.

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.
-

# Logging in to Connections

- All correspondence from the Connections system will be emailed to the email address associated with your Username.
- After you have logged in successfully, you can use this link to access Connections.  
<https://ntcumc.my.site.com>
- You can also find the login link on the Conference website by using the “NTC Connections Portal” link under “Quick Links”



# Navigating Connections

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

# Navigating Connections

## Church Admin Landing Page

[Home](#)

[Compensation Reports](#)

[Church Rosters](#)

[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](#)

### [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](mailto: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

## Clergy Landing Page



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.

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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

## Church Login - Compensation Reports Tab

Active Comp Report   Create/Manage New Comp Report   View Historical Comp Reports

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- You will first select a church and a pastor, then you will see the above tabs
  - **Active Comp Report** – This is the currently active compensation report
  - **Create/Manage New Comp Report** – edit a submitted by not yet active compensation report or create a new compensation report
  - **View Historical Comp Reports** – view previous compensation reports
-

# Navigating Connections

## Clergy Login - Compensation Reports Tab

USE THE LINKS BELOW TO ACCESS/MANAGE COMPENSATION REPORTS.

- MY ACTIVE AND DISTRICT APPROVED COMP REPORTS
  - MY HISTORICAL COMP REPORTS
  - SUBMIT/MANAGE NEW COMP REPORT
-



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

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# Navigating Connections

## Church & Clergy Login – Active Comp Report tab

NTCCconnections TestUser - Test Church

Active Comp Report   Create/Manage New Comp Report   View Historical Comp Reports

These are the Clergy's Active and District Approved Comp Reports. To make changes to these reports, please contact your District Office.

Select Link to access Comp Re... ▾	Church ▾	Effective Date ▾	End Date ▾	Active Comp Report	Salary Type ▾
NTCCconnections TestUser - SI-01917	Test Church	5/1/2023	6/30/2023	✓	Single

### Salary Type

Salary Type will be visible when the District approves the Compensation Report

- **Single:** This Compensation Report is related to a Single point charge and is used for Conference and general church records.
- **Multi-Point:** This Compensation Report is related to a Multi-Point Charge.
- **Multi-Point Combined:** This Compensation Report is the combined report for a Multi-Point Charge and is used for Conference and general church records.
- **Concurrent:** This Compensation Report is related to a Concurrent Appointment.
- **Concurrent Combined:** This Compensation Report is the combined report for a Concurrent Appointment and is used for Conference and general church records. This combined report can only be viewed by the clergy.

- Active compensation reports can be viewed, but not changed.
- Only one compensation report can be active at a time.
- Take note of the Salary Types.

# Navigating Connections

## Church & Clergy Login – View Historical Comp Reports tab

NTConnections TestUser - Test Church

Active Comp Report   Create/Manage New Comp Report   View Historical Comp Reports

Select Link to Access Comp R... ▾	Church ▾	Effective Date ▾	End Date ▾	District Approved	Salary Type ▾
NTConnections TestUser - SI-01919	Test Church	1/1/2023	4/30/2023	✓	Single

### Salary Type

Salary Type will be visible when the District approves the Compensation Report

- **Single:** This Compensation Report is related to a Single point charge and is used for Conference and general church records.
- **Multi-Point:** This Compensation Report is related to a Multi-Point Charge.
- **Multi-Point Combined:** This Compensation Report is the combined report for a Multi-Point Charge and is used for Conference and general church records.
- **Concurrent:** This Compensation Report is related to a Concurrent Appointment.
- **Concurrent Combined:** This Compensation Report is the combined report for a Concurrent Appointment and is used for Conference and general church records. This combined report can only be viewed by the clergy.

- Historical compensation reports can be viewed but not changed.
  - In most cases, we have historical compensation reports as far back as 2021.
  - For older compensation reports, please refer to your own records.
-

# Navigating Connections

## Church & Clergy Login – Create/Manage New Comp Report tab

NTConnections TestUser - Test Church

Active Comp Report Create/Manage New Comp Report View Historical Comp Reports

**This comp report is not Active. You may continue making edits to it until the District approves it.**

Select Link to access Comp Re... ▾	Church ▾	Effective Date ▾	End Date ▾	District Approved	Salary Type
NTConnections TestUser - SI-01918	Test Church	7/1/2023		✓	Single

### Salary Type

Salary Type will be visible when the District approves the Compensation Report

- **Single:** This Compensation Report is related to a Single point charge and is used for Conference and general church records.
- **Multi-Point:** This Compensation Report is related to a Multi-Point Charge.
- **Multi-Point Combined:** This Compensation Report is the combined report for a Multi-Point Charge and is used for Conference and general church records.
- **Concurrent:** This Compensation Report is related to a Concurrent Appointment.
- **Concurrent Combined:** This Compensation Report is the combined report for a Concurrent Appointment and is used for Conference and general church records. This combined report can only be viewed by the clergy.

- This compensation report has been submitted, but is not active
- Only one compensation report can be submitted but not active
- If it is approved by the District and a change is needed, contact the District office
- The Salary Type will remain empty until the District assigns it

# Navigating Connections

## Church & Clergy Login – Create/Manage New Comp Report tab

NTCConnections TestUser - Test Church

Active Comp Report Create/Manage New Comp Report View Historical Comp Reports

You can start a new compensation report by selecting the Start a New Comp Report button.

Start a New Comp Report

### Salary Type

Salary Type will be visible when the District approves the Compensation Report

- **Single:** This Compensation Report is related to a Single point charge and is used for Conference and general church records.
- **Multi-Point:** This Compensation Report is related to a Multi-Point Charge.
- **Multi-Point Combined:** This Compensation Report is the combined report for a Multi-Point Charge and is used for Conference and general church records.
- **Concurrent:** This Compensation Report is related to a Concurrent Appointment.
- **Concurrent Combined:** This Compensation Report is the combined report for a Concurrent Appointment and is used for Conference and general church records. This combined report can only be viewed by the clergy.

- If there are no comp reports that have been submitted, you can start a new comp report.
-

# Navigating Connections

## Submitting a new Compensation Report

You are creating a new compensation report for:

NTCConnections TestUser  
Saint Jo

\* Effective Date

Complete this field.

\* Clergy Role  
--None--

\* Percent of Appointment  
--None--

Next

- **New:** Effective Date is the complete date, not just the month.
- If the Percent of Appointment allows for waiving pension, the “Waive Pension” field will be displayed.
- **New:** When “Next” is clicked, a new Compensation Report is created and any changes to Effective Date, Clergy Role, Percent of Appointment, or pension waiver must be made by the District or Conference office.



# Ministerial Compensation Report – Part 1

## Part 1 - General Information.

Please complete a report for each Clergy person under episcopal appointment to the church or charge. All figures should be on an annual basis. Do not report cents - round figures to the nearest dollar.

Clergy person Receiving Compensation

Church

Clergy Role

Church District

Date Compensation Effective

- All values in Part 1 are prefilled based on the information you provided in the previous steps.
- **New:** Any changes to these values must be made by the District or Conference Office.

# Ministerial Compensation Report – Part 2A

**Part 2 - Compensation Information** (See Journal for Minimum Compensation)

**A. Clergy Compensation Items**

1. Cash Salary before reductions	<input type="text"/>
2. Salary Support (Equitable compensation, New Church, or other annual conference funds)	<input type="text"/>
3. Non Accountable Business Allowance (IRS Form 2016 or Expenses Pastor declared for travel, continuing education, etc.)	<input type="text"/>
4. Total Base Compensation (Add lines 1-3)	<input type="text" value="0"/>

- Line 4 automatically calculates as you add values into lines 1-3

# Ministerial Compensation Report – Part 2B

**B. Housing** (Not included on Box 1 on W-2. Include on Box 14 of W-2 and note as Clergy Housing.)

5. Parsonage:       Yes       No

6. Additional Housing Exclusion paid to pastor (Utilities, other allowable housing expenses) UM parsonage or not

8. Total Housing (Add lines 5-7)

**9. TOTAL COMPENSATION (Total of lines 4 and 8)**

- If there is a parsonage, click “Yes”
- If there is not a parsonage, click “No” and you will be prompted to enter Housing Allowance if applicable.
- Lines 6 and 7 are related to utilities. Line 7 is for parsonage utilities paid directly by the church.
- Lines 8 and 9 automatically calculate

# UMPIP Calculation Worksheet

(United Methodist Personal Investment Plan)

- This worksheet is designed to help the pastor determine the required 1% salary reduction, how much to contribute to the UMPIP pension fund, and whether it will be contributed pre-tax, after-tax, or after-tax Roth.
  - **New:** The UMPIP Calculation Worksheet is now part of the Compensation Report and is automatically calculated for all clergy, whether you are contributing or not.
-

# Ministerial Compensation Report - UMPIP Calculation Worksheet

## UMPIP Calculation Worksheet

The computations below will help you determine the minimum contribution to UMPIP needed to receive the 1% match by the church. (See below for explanation and list of acronyms.)

**Compensation** - (line 4 above)

**Housing Allowance** - housing allowance is paid to pastor in lieu of providing a parsonage.(line 5 above)

**Housing Exclusion** - monies set aside to pay for housing related expenses paid by the pastor when living in a parsonage or items not covered by Housing above (line 6 above)

**Parsonage Value** - compensation plus housing exclusion time 1.25 will create the PPC for those living in a parsonage.

1. Parsonage:	<input type="text" value="0"/>
2. Compensation	<input type="text" value="0"/>
3. Housing Exclusion	<input type="text" value="0"/> For parsonage = Yes, this is Line 6 and/or utilities paid by the church Line 7.
4. Housing Allowance	<input type="text" value="0"/> Only available when parsonage = No.
Subtotal	<input type="text" value="0"/>
5. Total = PPC	<input type="text" value="0"/> For parsonage = Yes, this is Subtotal x 1.25.
6. PPC x 0.01 This is the minimum UMPIP	<input type="text" value="0.00"/>

- For all eligible clergy: Lines 1-6 automatically calculate based on the values entered above.
- **If you are not participating in UMPIP**, simply ignore the rest of the UMPIP Worksheet and continue the Compensation Report beginning on Line 11.

# Ministerial Compensation Report - UMPIP Calculation Worksheet

If you are not participating in UMPIP, please skip UMPIP questions 7 through 7c below.

UMPIP contributions will be billed to the local church each month by the General Board of Pension (GBOP). The local church should deduct this amount from the clergy paycheck. The GBOP needs to be informed of the monthly amount of UMPIP contribution. If you want the conference office to inform the GBOP please indicate so below.

7. Who do you want to inform GBOP of your UMPIP contributions:

7a I choose a **before-tax contribution** and wish to be billed **monthly** for

7b I choose an **after-tax contribution** and wish to be billed **monthly** for

7c I choose an **after-tax Roth contribution** and wish to be billed **monthly** for

## If you are participating in UMPIP:

- Complete Line 7
- For Lines 7a – 7c, check the box next to the appropriate contribution option(s)
- When the box is checked you will be prompted to enter Dollars or Percentage.
- **New:** The values from Lines 7a – 7c are automatically **annualized** and added to the corresponding Lines in the Compensation Report (Lines 10, 17, and/or 18).

# Ministerial Compensation Report - Before-Tax Salary Reductions

## Before-Tax Salary Reductions (Not included in Box 1 on W-2)

10. Wespeth UM Personal Investment Plan (UMPIP) before-tax contribution (Include in Box 12 on W-2 code E.)

0

11. Participant HealthFlex premium (includes participant contribution on premium, elective vision and dental)

12. Conference Spouse/Family HealthFlex premiums\*

\*Effective 1/1/2014, reimbursements for insurance plans other than HealthFlex are taxable income and should be included in box 1 of W-2.

13. Health Flexible Spending Accounts (See instructions.)

14. Dependent Care Flexible Spending Account (See instructions.)

15. Health Savings Accounts (See instructions.)

16. Total Before-tax Salary reductions (Add lines 10-15.)

0

- Line 10 is the **annualized** amount (if applicable) based on the monthly amount from Line 7a
  - Lines 11-15 are **annualized** amounts based on the clergy's health insurance overages.
  - Line 16 is automatically calculated
-

# Ministerial Compensation Report - After-Tax Salary Reductions

## **After-Tax Salary Reductions** (Include in Box on W-2)

17. Roth Wespath UM Personal Investment Plan (UMPIP) contribution. 0

18. After-tax Wespath UM Personal Investment Plan (UMPIP) contribution. 0

19. Total After-tax Salary reductions (Lines 17 and 18.) 0

**20. CASH SALARY AFTER REDUCTIONS (Line 4 minus line 16 and 19)** 0

- **New:** Lines 17 and 18 are the **annualized** amounts (if applicable) based on the monthly amounts from Lines 7b and 7c
  - Line 19 and 20 are automatically calculated
-



# Ministerial Compensation Report

## Part 3 – Required Benefits

**Part 3 - Required Benefits**

	Full-time	3/4	1/2	1/4	Less than 1/4* For District and Conference Use Only	Retired	TBS	FT Retired
% of Appointment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waive pension?	<input checked="" type="radio"/> Yes		<input type="radio"/> No					
C1. Defined Benefits (DB)						<input type="text" value="0"/>		
C2. Defined Contribution (DC) at 3% rate						<input type="text" value="0"/>		
C. Total Pension (CRSP paid by local church)						<input type="text" value="0"/>		
D. Appointee's health insurance paid by church						<input type="text" value="0"/>		

- Lines C1, C2, C, and D are automatically prefilled based on the Percentage of Appointment and Waive Pension (if applicable).
- “Waive Pension” will only be visible if the clergy is eligible to waive pension.
- Less than ¼ time is reserved for District and Conference use when needed.

# Ministerial Compensation Report

## Part 4 – Employer Reimbursable Expense Limit

## Part 5 – Optional Church Benefits

### Part 4 - Employer Reimbursable Expense Limit

21. If reimbursable expenses are applicable, this plan must be adopted annually (Do not include on W-2)

(BUDGETED BY LOCAL CHURCH FOR PASTOR and paid only upon submission of proper documentation within 60 days of expense.) There is no need to designate the categories of how the reimbursements are used. Using one figure gives the pastor and the congregation some flexibility in how the money is used. The total is not to be exceeded without additional approval by the church council, and if there is money left at the end of the year, it is not to be paid to the pastor.

### Part 5 - Optional Church Benefits

22. Automobile provided by church including insurance and maintenance

23. Dependents HealthFlex premiums paid by local church

# Ministerial Compensation Report Acknowledgement & Signature

## Acknowledgement & Signature

My signature acknowledges that this Compensation Report has been approved by the Clergy person, SPRC chair, and the Church Treasurer. Once the District approves this report, any changes must be authorized by the District Office.

Signature

Form Submitted By

Form Submitted Date/Time

District Approved By

Conference Approved By

- **New:** Only one signature is needed and acknowledges that the Clergy person, SPRC chair, and Church Treasurer have approved the Compensation Report.
  - The Submission and Approval fields are automatically populated with the name and date/time of the position submitting the report.
  - The District and Conference approval fields will be populated when the Compensation Reports have been reviewed and approved.
-

# Ministerial Compensation Report District & Conference

## District & Conference Notes

## For District & Conference Office Use

VI. Conference Relationship

VII. Total Base Compensation

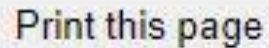
VIII. Pension Plan Compensation (PPC)/Insurance Supplement Eligibility


X. Total Pastoral Cost to Church (salary plus benefits)

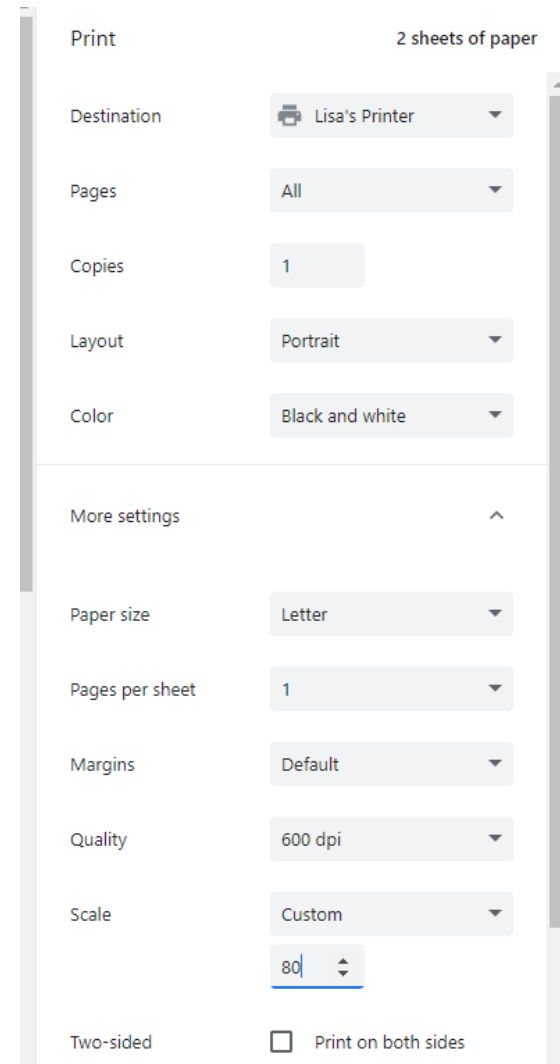
- **New:** The District or Conference can add notes if applicable.
  - The values in “For District & Conference Office Use” are used by the District and Conference offices to verify and approve the Compensation report.
-

# 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 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

# Leadership Roster

## The Importance of the Roster

- The Conference office and the District offices use the Roster to communicate important information to the local church.
  - Please keep this information up-to-date throughout the year with the correct names, email addresses, phone numbers, and mailing addresses.
-

# Leadership Roster

Below are the roster positions that can be assigned for your church. **Please keep this roster updated** with all position changes as they are made during the year. The North Texas Conference and District offices use the roster contact information to communicate with local church leaders. Please leave positions **blank** if you do not have someone serving in that position. Entries that are "**Added by Request**" can only be updated by the Conference office.

## Administrative Positions

- Church Council/Admin Board Chair (Replaces Church Council, Administrative Council Chair, Administrative Board Chair, and Council on Ministries Chair)
- Church Admin
- Finance Chair
- Lay Leader
- Nominations Committee
- **NTC Connections Church Admin**
- **Staff Parish Relations Chair**
- Treasurer
- Trustees Chair

## Age-level Ministries

- Adult Ministries
- Children's Ministries (Replaces Children's Director and Children's Ministries)
- Family Ministries
- Older Adult Ministries
- Singles Ministries
- United Methodist Youth President
- Young Adult Ministries
- Youth Ministries (Replaces Youth Director and Youth Ministries)

## Annual Conference Lay Members

- Alternate Lay Member to AC
- Lay Member to AC (Annual Conference Lay Members)

## Billing and Audit Positions

- Apportionments Billing
- Health Insurance/Pension Billing
- Workers' Compensation Billing (formerly Property Insurance Billing)
- Workers' Compensation Audit (available beginning 2023)

## Music Ministries

- Contemporary Music Director (available beginning 2023)
- Traditional Music Director (Replaces Choir or Music Director)

## Nurture Ministries

- Church Historian
- Education Chair
- Membership Chair
- Small Group Chair
- Stewardship Chair
- Sunday School Superintendent
- Worship Chair

## Outreach Ministries

- Church and Society
- Christian Unity and Interreligious Concerns
- Disaster Response Liaison
- Global Ministries
- Health and Welfare
- Missions Chair
- Religion and Race
- Scouting Coordinator (available beginning 2023)
- Status and Role of Women
- United Methodist Men (Replaces UMM President)
- United Women in Faith (Replaces UMW President)

## Witness Ministries

- Communications Coordinator
- Evangelism

- **New:** Some new positions have been added, and some have been combined. You will notice details in parentheses after the position name.
  - The **Billing and Audit positions** are used routinely by the Conference Office
  - **Please Note:** The email address for **NTC Connections Church Admin** and **Staff Parish Relations Chair** positions will be assigned to the corresponding Connections users.
-

# Leadership Roster

## Manage Roster

[Manage Roster](#) [View Filled Positions](#) [View All Positions](#)

• Select the radio button next to an entry if updates are needed. Press Ctrl-P to print this page.

Title	First Name	Last Name	Email	Home Phone	Work Phone	Cell Phone	Added by Requ
<input type="radio"/> Adult Ministries	John	Smith	✉ john.smith@anynet.com	214-555-1212			
<input type="radio"/> Alternate Lay Member to AC							
<input type="radio"/> Alternate Lay Member to AC							
<input type="radio"/> Alternate Lay Member to AC							
<input type="radio"/> Apportionments Billing	Heather	Hopkins	✉ heather@mychurch.org			469-554-9801	
<input type="radio"/> Apportionments Billing							
<input type="radio"/> Children's Ministries	Kyle	Cooper	✉ kyle@cooper.com	972-655-7811			
<input type="radio"/> Christian Unity and Interreligious Concerns							
<input type="radio"/> Church Admin	Mary	Jones	✉ maryjones@maryjones...			214-876-1524	
<input type="radio"/> Church and Society							

- All positions are listed in alphabetical order
- Each row is a snapshot of the position's contact information
- Click the radio button to the left of the position you would like to view or edit
- Scroll to the bottom of the page and click "View/Update Selected Position"
- Print the page by pressing **Ctrl-P** to bring up your printer's dialogue box



# Leadership Roster

## View Filled Positions

Manage Roster View Filled Positions View All Positions

Press Ctrl-P to Print this Page

Title	Name	Email	Address	Phone Numbers	Added by Request
Adult Ministries	John Smith	✉ john.smith@anynet.com	Street: 100 Main Street City: Plano State: TX Zip Code: 76123	Home Phone: 214-555-1212 Work Phone: Cell Phone:	
Apportionments Billing	Heather Hopkins	✉ heather@mychurch.org	Street: City: State: Zip Code:	Home Phone: Work Phone: Cell Phone: 469-554-9801	
Children's Ministries	Kyle Cooper	✉ kyle@cooper.com	Street: City: State: Zip Code:	Home Phone: 972-655-7811 Work Phone: Cell Phone:	
Church Admin	Mary Jones	✉ maryjones@maryjones.com	Street: 114 Maple City: Sulphur Springs State: TX Zip Code: 74112	Home Phone: Work Phone: Cell Phone: 214-876-1524	

- Displays only those positions that are filled
- Print the page by pressing **Ctrl-P** to bring up your printer's dialogue box

# Leadership Roster

## View All Positions

Manage Roster   View Filled Positions   View All Positions

Press Ctrl-P to Print this Page.

Title	Name	Email	Address	Phone Numbers	Added by Req
Adult Ministries	John Smith	✉ john.smith@anynet.com	Street: 100 Main Street City: Plano State: TX Zip Code: 76123	Home Phone: 214-555-1212 Work Phone: Cell Phone:	
Alternate Lay Member to AC			Street: City: State: Zip Code:	Home Phone: Work Phone: Cell Phone:	
Alternate Lay Member to AC			Street: City: State: Zip Code:	Home Phone: Work Phone: Cell Phone:	
Alternate Lay Member to AC			Street: City: State: Zip Code:	Home Phone: Work Phone: Cell Phone:	
Apportionments Billing	Heather Hopkins	✉ heather@mychurch.org	Street: City: State: Zip Code:	Home Phone: Work Phone: Cell Phone: 469-554-9801	

- Displays all positions whether they are filled or not
- Print the page by pressing **Ctrl-P** to bring up your printer's dialogue box

# Leadership Roster

Manage Roster   View Filled Positions   View All Positions

Select the View/Update option below:

\* Select One

- I need to **VIEW** the contact information for the person who is currently in this position
- I need to **REPLACE** the person who is currently listed in this position
- I need to **ADD/UPDATE** the contact information for this position
- I need to **REMOVE** without replacing the person who is currently listed in this position
- I need to **DUPLICATE** this position

Next

- Select the desired option and click “Next”
- Please enter the contact information using actual names, not “Treasurer”, etc.
- If you choose to Remove someone from a position, you will not be prompted to confirm. As soon as you click “Next”, that person will be removed from the position.
- **New Instructions:** If you don’t have someone in a position, please leave the contact information blank.

# Leadership Roster

Make an update to Adult Ministries

First Name	<input type="text" value="John"/>	Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="john.smith@anynet.com"/>		
Address	<input type="text" value="100 Main Street"/>	City	<input type="text" value="Plano"/>
State	<input type="text" value="TX"/>	Zip	<input type="text" value="76123"/>
Home Phone	<input type="text" value="214-555-1212"/>	Work Phone	<input type="text"/>
Cell Phone	<input type="text"/>		

- When you choose to Replace, Update, or Duplicate a position, make the necessary changes and click “Submit”

# My Contact Information

## Church Admin

∨ Contact Info

**Name:** NTCCConnections ChurchAdmin

**Email:** testemailaddress@ntcconnections.org

If this information is incorrect, contact your church Roster administrator.

- If the email address for the Church Admin login needs to change, ask your church Roster administrator to update the “NTC Connections Church Admin” position on the Connections Leadership Roster.
  - When that position is updated, Connections will notify the Conference office to update the email address for that roster position.
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# 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](mailto:update@ntcumc.org).

# What happens now?

- If you have not already received your Connections Welcome email, you should receive it within 24-48 hours of your training.
- Use the link in the Welcome email to create your password and log in to Connections.
- Once you have logged in for the first time, use the following link to log in to Connections. **This link only works after you have already created your password.**

<https://ntcumc.my.site.com>

- Bookmark this link in your web browser for future reference
  - This link is also be available on the Conference website, under “Quick Links”
  - **Please keep your Username and Password in a safe place.**
-

# Questions?

For questions about filling out the Compensation Report or the Roster, please contact your District office, or the Conference office if the district is unavailable.

East District	Jan Chapman	<a href="mailto:chapman@ntcumc.org">chapman@ntcumc.org</a>
Metro District	Liz Lancaster	<a href="mailto:lancaster@ntcumc.org">lancaster@ntcumc.org</a>
North Central District	Martha Holcomb	<a href="mailto:holcomb@ntcumc.org">holcomb@ntcumc.org</a>
Northwest District	Brady Cleveland	<a href="mailto:cleveland@ntcumc.org">cleveland@ntcumc.org</a>
Conference Office	Shirley Miller	<a href="mailto:miller@ntcumc.org">miller@ntcumc.org</a>

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

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