

Clergy/Church Review Forms Training

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Training Agenda

- What is Connections?
 - How to complete Clergy/Church Review Forms
 - Logging in and navigating Connections
-

What is Connections?

- Online web portal for the local church
- Currently used for submitting Compensation Reports, Church Leadership Rosters, and Clergy/Church Review forms
- Connections is built on HTC's Salesforce database
 - one location for all data



2025 Clergy/Church Review Forms

Connections Clergy Menu

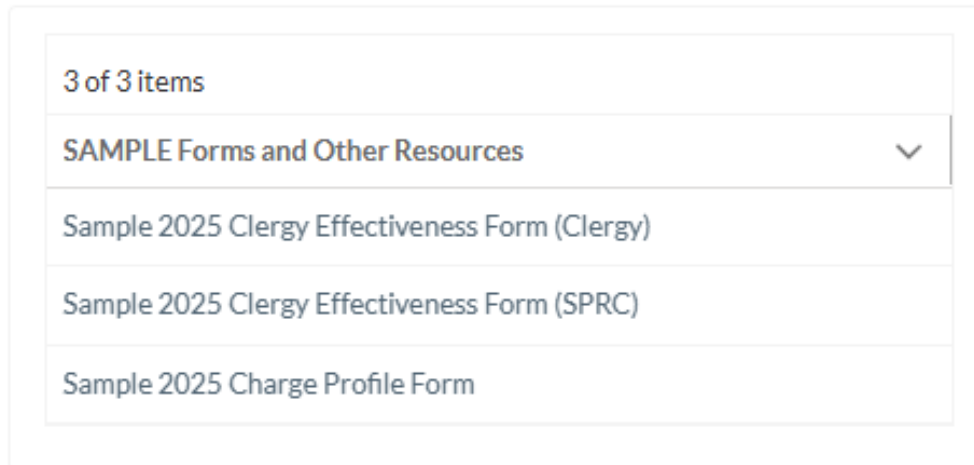
- * Clergy Effectiveness (Clergy)
- Request for Limited Itineracy

Connections SPRC Menu

- * Charge Profile
 - * Clergy Effectiveness (SPRC)
 - * Required Forms
-

2025 Clergy/Church Review Forms

Sample Forms



A screenshot of a web interface showing a list of sample forms. The interface has a light gray background. At the top, there is a header bar with the text "3 of 3 items". Below this, there is a section titled "SAMPLE Forms and Other Resources" with a downward arrow icon. Under this section, there are three items listed: "Sample 2025 Clergy Effectiveness Form (Clergy)", "Sample 2025 Clergy Effectiveness Form (SPRC)", and "Sample 2025 Charge Profile Form".

3 of 3 items	
SAMPLE Forms and Other Resources ▼	
Sample 2025 Clergy Effectiveness Form (Clergy)	
Sample 2025 Clergy Effectiveness Form (SPRC)	
Sample 2025 Charge Profile Form	

The Connections home page has Sample forms

* You can download the sample forms as a guide, but the forms must be completed electronically in Connections

Clergy/Church Review Forms Request for Limited Itinerary

Clergy, only complete this form if you are requesting limited itinerary for 2026.

Contact your District office if you have questions about this form.

Requests for Limited Itinerary must be submitted no later than **November 21, 2025.**

Clergy/Church Review Forms

Request for Limited Itinerary

Review and Signature

☐ Check here when this Request for Limited Itinerary form is complete and ready for District review

Clergy Signature

Print / Email Option

To print this form, either press Ctrl-P or click the "Print this page" button at the top left of your screen. Please remember to return to the bottom of this form and click "Save" when you are done printing.

Enter your email address if you'd like this Request for Limited Itinerary report emailed to you

Clergy/Church Review Forms

Clergy Effectiveness

There is one Clergy Effectiveness form for Clergy to complete, and one for SPRC to complete.

Contact your District office if you have questions about this form.

Clergy Effectiveness forms are required and must be submitted no later than **November 21, 2025**.

Clergy/Church Review Forms

Clergy Effectiveness (Clergy)

Request and Review

- ☐ Check here if you wish to schedule a conversation with your District Superintendent concerning the appointment. When this box is checked, you will be asked to provide your email address and phone number.
- ☐ Check here when this Clergy Effectiveness form is complete and ready for District review

Clergy Signature

Print / Email Option

To print this form, either press Ctrl-P or click the "Print this page" button at the top left of your screen. Please remember to return to the bottom of this form and click "Save" when you are done printing.

Enter your email address if you'd like this Clergy Effectiveness report emailed to you

Clergy/Church Review Forms

Clergy Effectiveness (SPRC)

Request and Review

- ☐ Check here if you wish to schedule a conversation with your District Superintendent. When this box is checked, you will be asked to provide your email address and phone number.
- ☐ Check here when this Clergy Effectiveness form is complete and ready for District review

SPRC Signature

Print / Email Option

To print this form, either press Ctrl-P or click the "Print this page" button at the top left of your screen. Please remember to return to the bottom of this form and click "Save" when you are done printing.

Enter your email address if you'd like this Clergy Effectiveness report emailed to you

Clergy/Church Review Forms

Charge Profile

This report is only available to users with an SPRC Connections login.

Contact your District office if you have questions about this form.

Charge Profile forms are required and must be submitted no later than **November 21, 2025**.

Clergy/Church Review Forms

Charge Profile

Names & Signature

Enter Clergy Name Here *

If you desire a conversation with your District Superintendent, please contact the District Office.

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

Enter SPRC Chair Name Here

Submitted by Signature

Print / Email Option

To print this form, either press Ctrl-P or click the "Print this page" button at the top left of your screen. PLEASE REMEMBER to return to the bottom of this form and click "Save" when you are done printing.

Enter your email address if you'd like this Charge Profile report emailed to you

What if I have questions?

- If you get an error when completing or saving a form, email ntconnections@ntcumc.org. Provide as much detail as possible so we can help you more quickly. If it is imperative to address immediately, call the Conference office at 972-526-5000.
 - If you have questions about the forms themselves, including form content or requirements, please contact your District office.
 - If possible, please review the slide deck and the video to see if your questions are answered there before contacting your District office.
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Where can I find slides and videos?

Go to the HTC website: <https://www.htcumc.org>

- Scroll to the bottom of any page on the website.
 - Under “Quick Links”, click “Connections Web Portal”. You will be redirected to the page on the NTC website.
 - Slides and videos for this presentation should be available on that page by Tuesday, October 21
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DEMO

The word 'DEMO' is displayed using four square tiles hanging from thin grey strings. The tiles are colored red, orange, blue, and green from left to right, each featuring a large white letter. The background is white with a horizontal gradient bar at the top transitioning from red to orange.

Thoughts? Questions?



Connections Training

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Types of Connections Usernames

- Church Admin
- Clergy
- SPRC



Do I already have a Username? Church Admin and SPRC Chairs

Legacy CTC and NWTX - Senior Pastors were emailed a link last month to request access for church admins and SPRC chairs. If the pastor did not submit that access request, please contact your District Office to have the link resent.

Legacy NTC – Have your church admin or clergy check the 2025 Roster in Connections to verify the correct email addresses are listed for each position. If not, make the appropriate changes to the Roster.

Do I already have a Username? Clergy

All appointed Clergy have a Username assigned and received an email at the time the Username was created.

Connections Usernames

- Usernames are unique to Connections
 - Usernames are in the form of an email address
 - Usernames are **not** your email address
-

Church Admin Usernames

- To ensure all Connections Usernames are unique, church admin Usernames begin with the church's unique GCFA number
 - ALL Connections Usernames end in **@ntcconnections.org**
 - Example: 123456@ntcconnections.org
-

Clergy Usernames

- Begin with preferred first name, last name, and birth year
 - ALL Connections Usernames end in **@ntcconnections.org**
 - Example: bobjones1975@ntcconnections.org
-

SPRC Usernames

- To ensure all Connections Usernames are unique, SPRC Usernames begin with an “s” followed by the church’s unique GCFA number
 - ALL Connections Usernames end in **@ntconnections.org**
 - Example: s123456@ntconnections.org
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What about my email address?

- Your email address is associated with the Username
 - All password reset emails will be sent to the email address associated with the Username
 - All communication to church admin users will be sent to the email address associated with the Username
-

What if I change my email address?

- **Church Amin** – either you or the Clergy updates the “NTC Connections Church Admin” position on the Church Leadership Roster in Connections.
 - **SPRC** – Have your church admin or Clergy update the “Staff Parish Relations Chair” position on the Church Leadership Roster in Connections.
 - **Clergy** – Notify the Conference office of a new primary email address
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Connections Passwords

- Please do not reuse passwords from other systems
- Please keep your passwords in a safe place for reference
- Passwords are case-sensitive

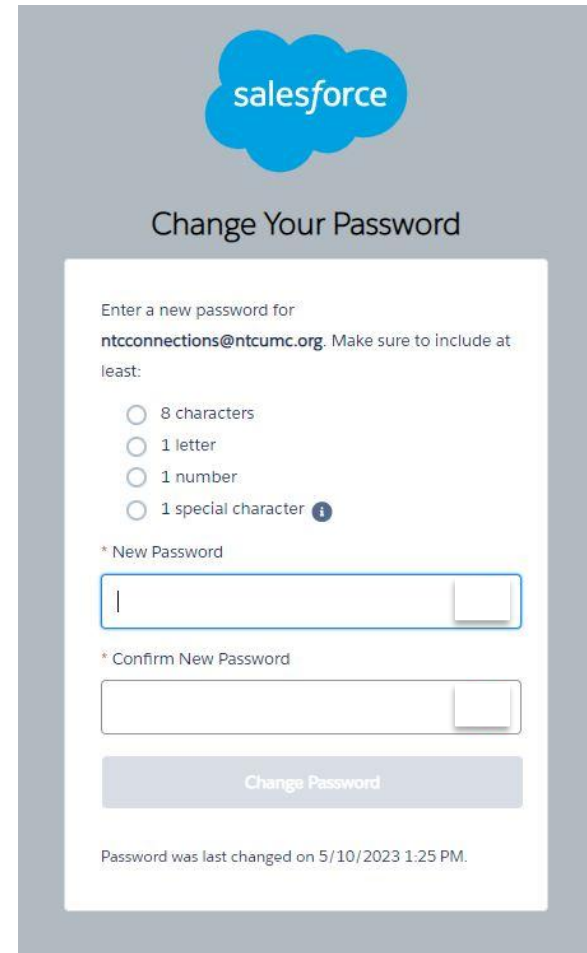


Connections Passwords

Include at least

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

Type the password, confirm the password, and click “Change Password”



The image shows a screenshot of the Salesforce 'Change Your Password' interface. At the top is the Salesforce logo. Below it, the title 'Change Your Password' is centered. The main form area contains the following elements:

- A prompt: 'Enter a new password for **ntconnections@ntcumc.org**. Make sure to include at least:'
- Four radio button options for password requirements:
 - ☐ 8 characters
 - ☐ 1 letter
 - ☐ 1 number
 - ☐ 1 special character ?
- A label '* New Password' above a text input field.
- A label '* Confirm New Password' above another text input field.
- A 'Change Password' button.
- A footer note: 'Password was last changed on 5/10/2023 1:25 PM.'

Logging in to Connections

- Go to <https://ntcumc.my.site.com>
- Enter your Username
- Enter your password
- Click “Log in”



Connections

** All Usernames end in @ntccconnections.org

	Username	
	Password	
Log in		

[Click here to set or reset your password](#)

What if I forget my password?



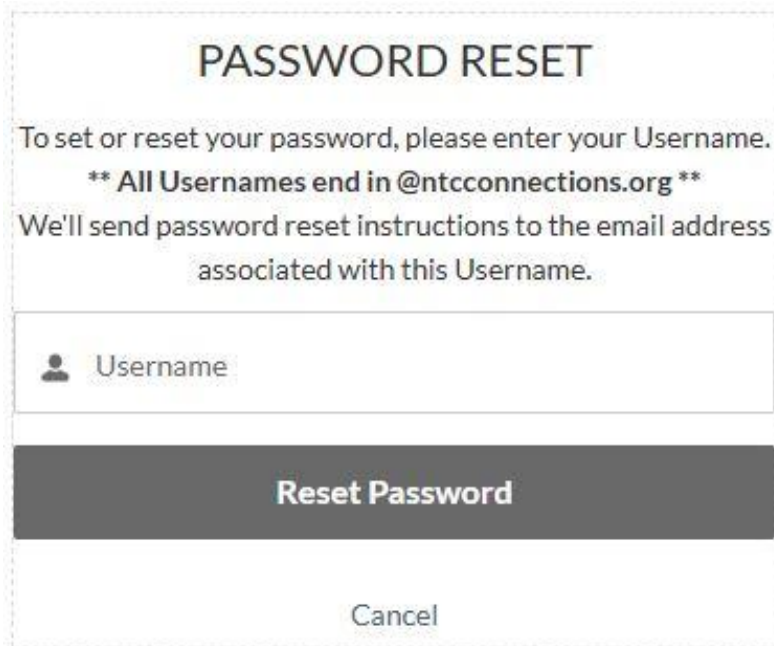
Connections

**** All Usernames end in @ntccconnections.org**



[Click here to set or reset your password](#)

What if I forget my password?



The screenshot shows a 'PASSWORD RESET' form. At the top, it says 'PASSWORD RESET' in bold. Below that, it says 'To set or reset your password, please enter your Username.' followed by a note: '** All Usernames end in @ntconnections.org **'. Then it says 'We'll send password reset instructions to the email address associated with this Username.' There is a text input field with a user icon and the placeholder text 'Username'. Below the input field is a dark grey button labeled 'Reset Password'. At the bottom of the form is a 'Cancel' link.

- Enter your Username and click “Reset Password”
- Connections will send an email with a password reset link to the email address associated with your Username
- The password reset link expires in 24 hours. Follow the instructions in the email if it's after 24 hours.

What if I forget my password?

- Click or Ctrl-click the entire link between the lines of stars to go to the Reset Password screen

- OR -

- Copy and paste the entire link into your browser search bar.

The password for the following Connections Username has been reset. This is

Username: 733802@ntcconnections.org

The link below expires in 24 hours. Please click (or Ctrl+click) the li

[https://ntcumc.my.site.com/login?
c=n.FVL3wntPcXacyhNArDCtyJ1AYz6JF_FfjsFYhvXgRzfbv3A8qU9q2dx_DX
3D%3D](https://ntcumc.my.site.com/login?c=n.FVL3wntPcXacyhNArDCtyJ1AYz6JF_FfjsFYhvXgRzfbv3A8qU9q2dx_DX3D%3D)

Please do not reuse passwords and be sure to keep the Username

If it is past 24 hours, please go to <https://ntcumc.my.site.com> , click

If you have any questions or need assistance, please reply to this email (ntcc

Thank you!

The Horizon Texas Conference of the United Methodist Church

What if I have questions?

- If you get an error logging in or while you are logged in to Connections – email ntconnections@ntcumc.org with as many details as possible. If it is imperative to address immediately, call the Conference office at 972-526-5000.
 - If you need help logging in to Connections or have questions about the forms, contact your District office.
 - If possible, please review the slide deck and the video to see if your questions are answered there before contacting your District office.
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Where can I find the link to Connections?

Here is the link:

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

You can also go to the HTC website: <https://www.htcumc.org>

- Scroll to the bottom of the home page
 - Under “Quick Links”, click “Connections Web Portal”. You will be redirected to the page on the NTC site.
 - Click “Log in to Connections”
-

Final thoughts? Questions?







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