INSTRUCTIONS FOR ALL ONLINE REPORTS:
Compensation Report, UMPIP Worksheet
Leadership Roster

Printable/Fillable Charge conference forms will be available August 21, 2021 online at www.ntcumc.org.

- On the top of North Texas Conference website home page select "NTC Centers" and then select "Connectional Resources."
- On the right side of the Connectional Resources page under "Forms", select "Charge Conference" to bring up a new webpage with all the materials needed. The list of online forms includes the Ministerial Compensation Report and Leadership Roster which are to be completed online.
- Choose "Ministerial Compensation Forms and Leadership Roster" and a login screen will appear on the website https://ntc.ntcumconline.org/index.php.

MINISTERIAL COMPENSATION REPORT
(You are filling out two (2) forms: Compensation Report and UMPIP.)

Your login and PASSWORD have been reset to the permanent church GCFA number.

- It is the 6-digit number beginning with a 7 or 9 that you also use to obtain your monthly apportionment report.
- If you do not know your GCFA number, contact your district office or Shirley Miller at the conference office.
- The default year is 2022, though you can choose 2021 or 2020 from the drop-down box to look at previous year's reports.
- You will be prompted to change your password the first time you enter the site because it has been reset to the 7-digit GCFA number for the local church.

Before completing any forms, enter the clergyperson's name in the Ministerial Compensation Report and enter names or "x" in the signature lines. this way the pastor's name appears on the UMPIP worksheet.

COMPENSATION REPORT

(IF YOU ARE FULLTIME OR PART-TIME **AND** PARTICIPATING IN THE PENSION PROGRAM you will be able to finalize this Ministerial Compensation Report once you complete the UMPIP Worksheet.)

Totals are calculated automatically.

- Manually enter all the appropriate figures. **See "Clergy Compensation Package Instructions" for detailed instructions on each line item.**
- Use the "tab" button to move through the page.
- Select the appropriate box for parsonage or housing. This automatically calculates your housing portion of the CRSP Defined Contribution.
- In Part 3, be sure to select the correct appointment percentage, retired or TBS. If pastor is waiving pension, first click on percentage of appointment, then click on waive pension.
- Part 4 is a single amount. See instructions.
- Part 5 is optional.
- **It is required to enter the names of the clergyperson, the SPR Chair and the treasurer at the bottom of the report for it to be saved.**

Line "X" Total Pastoral Cost to Church is the total of all compensation plus benefits the church will pay on behalf of their clergy.

You must select the save button at the bottom of the compensation report. You are also able to print the report for your records if you so choose.

Use the back arrow key to return to the home page to repeat this process for additional pastors' compensation.

For those churches that are part of a multi-point charge, the District Office will compile the individual church reports to create a combined report.

Be sure your data is correct. Once the District Superintendent has signed the report, only the District Office can make changes.

UMPIP WORKSHEET

If you are less than fulltime and waiving pension benefits,
SKIP this worksheet.

These worksheet figures will not transfer to the Compensation Report. However, they will help you determine the personal UMPIP contribution required for the additional 1% church matching contribution to CRSP.
You will need to know your salary and housing package. The referenced lines are below.

- Enter on "Line 2 Compensation" your total salary prior to any salary reductions. This is Line 4 on the Compensation Report. This is your total salary BEFORE you take any deductions.
- Enter the appropriate housing exclusion and/or allowance amounts OR select parsonage in the drop-down box. Lines 5 and/or 6 only.
- You must complete lines 7-9 to save the UMPIP form.
- The UMPIP contribution amount you plan to make will be entered on Line 10 of the Compensation Report if it is before-tax, Line 17 if is Roth and Line 18 if it is after-tax. Enter the contribution amounts on the Compensation Report at ANNUAL amounts.
- The UMPIP worksheet must be completed for the conference office to accurately report to Wespath whether you are making a before-tax, after-tax, or Roth contribution.

LEADERSHIP ROSTER
(NEW FOR 2022)

Three new positions have been added to the beginning of the Leadership Roster:
Billing Contacts

- Apportionments Billing
- Property Insurance Billing
- Health/Pension Insurance Billing

Enter the correct contact person in each category. If the church does not have a contact person in Health/Pension Insurance Billing, simply write "None" in the "First Name" box.

In addition, the position of "Disaster Response Liaison" has been added to the body of the Leadership Roster after "Missions & Outreach."

The Leadership Roster should be completed along with the other charge conference materials.

- Click on the Roster tab from the top menu bar on the home page.
- You will see a pop-up message noting that you need to fill in the three billing contacts
- The leadership positions will appear with the most recent entered data. Clicking on "Update" in each position will allow changes/corrections to the data. When complete, select the "Save" button and an updated date will appear by that position.
- **Even if there is no change to the data, you should select "Update" for each position so that the current date appears**. As changes to these positions occur throughout the year, the data can be entered and a new date will be visible.
- Church Council, Administrative Council Chair, Administrative Board Chair, or Council on Ministries Chair: decide what matches best your church structure and only fill in that person once. You don't need to repeat the same name in each of these boxes.
- Use the back arrow key to go back to the Home page.