

Instructions for updating the 2010 Local Church Leadership Contact List (LCLCL)

YOU ARE TO UPDATE AND CONFIRM INPUT OF THIS INFORMATION VIA THE ON-LINE LCLCL, ONCE COMPLETED, YOU WILL NEED TO PROVIDE ONE (1) PRINTED HARD COPY OF YOUR COMPLETED LCLCL INFORMATION TO YOUR DISTRICT OFFICE.

The LCLCL is designed to provide names, addresses, phone numbers, e-mail addresses, etc., needed by conference and district leaders to contact local church/charge officers. It is **NOT** a complete listing of all possible offices a church or charge might have.

HERE ARE THE RECOMMENDED STEPS IN THE PROCESS.
PLEASE, READ THROUGH THE INSTRUCTIONS BEFORE YOU BEGIN.

1. FILL OUT THE OFFICER WORKSHEET.

- a. List the **name** of the person who will hold the office; you will provide complete contact information about each person on the detailed information worksheet.
- b. **DO NOT LIST MORE THAN ONE PERSON PER OFFICE**
(An exception would be for lay members of annual conference when a church/charge is entitled to more than one lay member).

2. WHEN THE OFFICER WORKSHEET IS COMPLETED, FILL OUT THE DETAILED INFORMATION WORKSHEET.

- a. List each individual whose name appears on the officer worksheets, along with **ALL OFFICES** that apply to that person. **THE CODES ARE THE NUMBERS TO THE LEFT OF EACH OFFICER LISTING ON THE OFFICER WORKSHEETS.**
 - b. **Start with the first officer named on your officer worksheet;** enter that person's name, mailing address, Home and other phone numbers, e-mail address, gender, and ethnicity on the detailed information worksheet; look to see if **other codes** apply to that person, and also list them. **Then move on to the next person listed who is different from the first person,** and do the same thing, until you have placed on the detailed information worksheet all the information for **ALL** of the people who appear on your officer worksheets. **DO NOT LIST ANYONE MORE THAN ONCE ON THE DETAILED INFORMATION WORKSHEET!**
 - c. List a **TITLE** for each **person** (Mr., Mrs., Miss, Ms., Dr., etc.). **Please note: "Title" refers to the title of the PERSON, not the title of the OFFICE!**
 - d. When listing the name of a married woman, please list **HER** name rather than the name of her spouse: Mrs. Mary C. Smith, rather than Mrs. John T. Smith.
 - e. List addresses as completely as possible; particularly, **GIVE BOX NUMBERS ON RURAL ROUTES, AND ALWAYS PUT THE CITY/TOWN NAME (A ZIP CODE ALONE IS NOT ENOUGH!).**
 - f. **Use one set of detailed information worksheets per local church.** There are no separate sets of pages for listing officers of a circuit; these are included in the local church pages. **List a circuit officer ONLY on the worksheet for the church to which he/she belongs;** do not list such a person on the worksheets for the other church(es) on the circuit.
 - g. Not every church/charge will have every office listed on the worksheets; include an office code in your final listing only if the office actually exists in your church or charge. The *Discipline* should be consulted regarding options for local church government. **However, note that occasionally you will be instructed to include a contact person even if no one actually holds that office. BE SURE TO INCLUDE A NAME AND INFORMATION FOR EACH CATEGORY THAT IS **REQUIRED**!**
 - h. **Make as many copies of the original detailed worksheet page as you will need to list officers.**
3. When you have finished filling in the detailed information worksheet pages, **LOG ONTO www.wnccadmin.org** with your user name and password which you have been using. If you do not have your password, please contact your district office. When you are logged in, click on the **Databases** link, then select **Local Church Leadership Contact List** and follow the onscreen instructions.
4. **When you have printed out the complete online report, keep the original for your church files and MAKE ONE (1) PHOTOCOPIES OF IT TO GIVE TO YOUR DISTRICT SUPERINTENDENT.**

****EXAMPLE – Printed Report from LCLCL****

2009 Local Church Leadership Contact List

Church: 297110 - CEDAR GROVE United Methodist Church

Name	Leadership Position
Mr. F L Calton 732 Calton Rd Bostic NC 28018 Home: 245-2732 Other: N/A Email: N/A Ethnicity: W Gender: M	Trustees Chair (Local Church)
Mrs. Winona Calton 732 Calton Rd Bostic NC 28018 Home: (828) 245-2732 Other: N/A Email: N/A Ethnicity: W Gender: F	Coordinator of Communications
Mrs. Amanda Freeman Po 216 Bostic NC 28018 Home: (828) 245-7388 Other: N/A Email: N/A Ethnicity: W Gender: F	Finance Chair (Local Church) Parsonage Committee Chair Church Secretary
Mr. Bob Freeman 3317 Bostic Sunshine Hwy Bostic NC 28018 Home: (828) 245-9114 Other: N/A Email: N/A Ethnicity: W Gender: M	Treasurer (Local Church)
Mrs. Lola Freeman 3317 Bostic-sunshine Hig Bostic NC 28018 Home: (828) 245-9114 Other: N/A Email: N/A Ethnicity: W Gender: F	United Methodist Women President
Mr. Dwight Hollifield 3511 Bostic Sunshine Highway Bostic NC 28018 Home: 245-8842 Other: N/A Email: N/A Ethnicity: W Gender: M	Church/Charge Lay Leader Chair of Governing Body Pastor-Parish Committee Chair Chair of Programming Council Outreach Ministries Chair or Contact Witness Ministries Chair or Contact United Methodist Men President

2010 LOCAL CHURCH LEADERSHIP CONTACT LIST

DETAILED INFORMATION WORKSHEET

DISTRICT: _____ GCFA _____
CHURCH NAME: _____ CHURCH NUMBER: _____
CHARGE NAME: _____ CHARGE NUMBER: _____
PASTOR'S NAME: _____
PREFERRED MAILING ADDRESS AND TELEPHONE NUMBER FOR PASTOR'S OFFICE:
Street Address or P.O. Box City ZIP Phone

We encourage you to provide an email address if you have one. This enables us to drastically reduce our mailing costs in contacting the church leadership teams.

If you do not have an email address, please enter "None" in the email field. You must have a valid email address or "None" in the email field to pass the edits and enable printing of your LCLCL on-line.

Do not list any person more than once.
Do NOT include punctuation!
Include all codes which apply to each person.

OFFICER

ALL CODE(S) FOR THIS OFFICER

Title/Name
Mailing Address
City/State/Zip
Home Phone
Other Phone
e-mail Address
Gender
Ethnicity

Title/Name
Mailing Address
City/State/Zip
Home Phone
Other Phone
-mail Address
Gender
Ethnicity

Title/Name
Mailing Address
City/State/Zip
Home Phone
Other Phone
e-mail Address
Gender
Ethnicity

DETAILED INFORMATION WORKSHEET (Continued)

(Use as many copies of this sheet as are required to complete your list!)

2010 Local Church Contact List

NAME OF CHURCH: _____ **CHURCH NUMBER:** _____

OFFICER

ALL CODE(S) FOR THIS OFFICER

Title/Name
Mailing Address
City/State/Zip
Home Phone
Other Phone
e-mail Address
Gender
Ethnicity

Title/Name
Mailing Address
City/State/Zip
Home Phone
Other Phone
e-mail Address
Gender
Ethnicity

Title/Name
Mailing Address
City/State/Zip
Home Phone
Other Phone
e-mail Address
Gender
Ethnicity

Title/Name
Mailing Address
City/State/Zip
Home Phone
Other Phone
e-mail Address
Gender
Ethnicity

OFFICER WORKSHEET

2010 LOCAL CHURCH LEADERSHIP CONTACT LIST

Name of Church _____ GCFA _____ District-Number _____

LIST OFFICER NAMES ONLY.

DETAIL CONTACT INFORMATION IS CONTAINED IN THE DETAIL INFORMATION WORKSHEET!
THE NUMBERS TO THE LEFT OF EACH OFFICE ARE THE **CODES** YOU
PUT ON THE DETAILED INFORMATION PAGES FOR REFERENCE.

21 LAY MEMBER(S) OF 2010 ANNUAL CONFERENCE

(One for each pastoral charge. In addition, charges with more than one voting clergy member of the conference appointed to serve the charge are to elect one conference lay member per appointed voting clergy member. All lay members of conference and reserves must have been active in The United Methodist Church for 4 years and members of The United Methodist Church for 2 years.)

(In the case of a circuit, list here only the lay member(s) of conference who is/are (a) member(s) of this church!)

79 RESERVE LAY MEMBER(S) OF 2010 ANNUAL CONFERENCE (if (a) member(s) of this church)

LOCAL CHURCH/CIRCUIT ADMINISTRATION

41 ****REQUIRED** CHURCH OR CIRCUIT LAY LEADER**

(In addition to the local church lay leader, if there is to be a circuit lay leader who is not also lay leader of one of the churches, please also list that person here **if a member of this church.**)

42 ****REQUIRED** CHAIR OF CHURCH'S GOVERNING BODY**

(A local church may be governed by a **Church Council**, an **Administrative Council**, or an **Administrative Board**; list the person who will chair your governing body. If you have a Church Council or an Administrative Council, this person will also be listed at Code 61.)

43 **CHAIR OF LOCAL CHURCH COMMITTEE ON FINANCE**

44 **CHAIR OF CIRCUIT COMMITTEE ON FINANCE**

(If a circuit has a person serving as chair of a circuit-wide Finance Committee, list that person here **if a member of this church.** Station churches will leave this space blank.)

45 ****REQUIRED** CHAIR OF PASTOR(STAFF)-PARISH RELATIONS COMMITTEE**

(There should be only one Chair of Pastor(Staff)-Parish Relations Committee per charge. If this church is on a circuit, please list the pastor-parish chair here **if a member of this church.**)

46 ****REQUIRED** CHAIR OF LOCAL CHURCH BOARD OF TRUSTEES**

(If trustees have not yet elected their chair, please list one of the continuing trustees to whom mailings may be sent.)

47 CHAIR OF CIRCUIT BOARD OF TRUSTEES

(If a circuit has a person serving as chair of a circuit-wide Board of Trustees, list that person here **if a member of this church**. Station churches will leave this space blank.)

48 CHAIR OF PARSONAGE COMMITTEE

(In the case of a circuit, please list the parsonage committee chair here **if a member of this church**.)

49 **REQUIRED TREASURER OF LOCAL CHURCH**

50 TREASURER OF CIRCUIT

(If a circuit will have a treasurer, please list that person here **if a member of this church**. Station churches will leave this space blank.)

51 CHURCH SECRETARY (whether paid or volunteer)

52 CHURCH FINANCIAL SECRETARY (whether paid or volunteer)

53 CHURCH MEMBERSHIP SECRETARY (whether paid or volunteer)

54 CHURCH HISTORIAN

LOCAL CHURCH/CIRCUIT PROGRAM MINISTRIES

61 **REQUIRED CHAIR OF MAIN PROGRAMMING COUNCIL**

(A local church's program ministries may be supervised by a **Church Council**, an **Administrative Council**, or a **Council on Ministries**. List here the chair of the applicable group in your church. **If you have a Church Council or an Administrative Council, this will be the same person you listed at Code 42; please list this person in both places!**)

62 **REQUIRED CHAIR (OR CONTACT PERSON) OF NURTURE MINISTRIES** (Includes educational, worship, and stewardship components of ministry.)

63 **REQUIRED CHAIR (OR CONTACT PERSON) OF OUTREACH MINISTRIES**

(Includes missions; volunteer and community ministries; church and society; health and human services; prison ministries; Christian unity and interreligious concerns; religion and race; and status and role of women.)

64 **REQUIRED CHAIR (OR CONTACT PERSON) OF WITNESS MINISTRIES**

(Includes evangelism; church growth; spiritual formation; communications; lay speaking; and witness.)

65 DIRECTOR OF CHRISTIAN EDUCATION, EDUCATIONAL ASSISTANT, OR CHRISTIAN EDUCATION CONTACT PERSON (whether paid or volunteer)

66 DIRECTOR OF MUSIC/CHOIR DIRECTOR (whether paid or volunteer)

67 DIRECTOR OF WEEKDAY SCHOOL (whether paid or volunteer)

68 DIRECTOR OF DAY-CARE CENTER (whether paid or volunteer)

69 CHURCH SCHOOL SUPERINTENDENT

70 HEALTH AND WELFARE MINISTRIES COORDINATOR

71 COORDINATOR OF COMMUNICATIONS

72 PRESIDENT (OR CONTACT PERSON) OF UNITED METHODIST MEN

73 PRESIDENT (OR CONTACT PERSON) OF UNITED METHODIST WOMEN

74 PRESIDENT (OR CONTACT PERSON) OF UNITED METHODIST YOUTH

75 COORDINATOR (OR CONTACT PERSON) OF CHILDREN'S MINISTRIES (if different from the person listed as chairperson of nurture ministries, Code 62)

76 COORDINATOR (OR CONTACT PERSON) OF YOUTH MINISTRIES (if different from person(s) listed as chairperson of nurture ministries, Code 62, or contact for UMYouth, Code 74)

77 COORDINATOR (OR CONTACT PERSON) OF OLDER ADULT MINISTRIES (if different from the person listed as chairperson of nurture ministries, Code 62)

78 COORDINATOR (OR CONTACT PERSON) FOR HIGHER EDUCATION

OTHERS RELATING BEYOND THE LOCAL CHURCH

81 DISTRICT MISSION SOCIETY REPRESENTATIVE

82 VITAL PARTNERS (CONGREGATIONAL DEVELOPMENT) REPRESENTATIVE

83 CONFERENCE BROTHERHOOD/SISTERHOOD REPRESENTATIVE
