

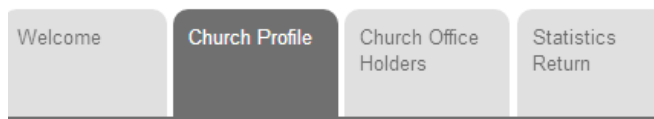
REPORTING A MERGER

STEP 1: Notifying the Connexional Team

- Go to <https://online.methodist.org.uk>
If you are not registered, you will need to click REGISTER and follow the instructions. If you are already a registered user, log in and choose the STATISTICS FOR MISSION option. If you cannot see this button, get in touch with the [Web Support Officer](#).

- Select your church via the **SELECT A CHURCH** button on the left.

- Go to **CHURCH PROFILE**.



- Scroll to the **REPORTING CHANGES** section and click the REPORT CHANGED STATUS button.



- A **POP-UP BOX** will open up. To capture distinctions between different types of closures, a list of four options appears. You need to **select MERGED**. Also required is the **effective date of change**. You have the opportunity to enter **additional information** about the merger at this stage.
- **When you have entered all the details, click CONFIRM.** An automated notification email is sent to the Web Support Officer.

Please note: this needs to be repeated for all societies involved in the merger.

STEP 2: Data reconciliation

- **Basic details required to set up the merged church** (*mandatory):
 - ✓ *Church Name
 - ✓ *Primary Site
 - ✓ Secondary Site(s)
 - ✓ *Church Category
 - ✓ Formation Date (as recorded by the district or circuit synod)
 - ✓ *Pastoral Contact
 - ✓ Church website
 - ✓ Charity Number
 - ✓ LEP Details (i.e. whether SCLEP or in Covenanted Partnership)
- Each of the merging churches will need to complete the **final statistics** year as these figures will then provide the starting point for the new merged society. Remaining members should be marked as "transfers out"; these will then appear as "transfers in" in the starting record of the merged society.

- **All sites and all projects** from the formerly individual societies will be moved to the merged society unless otherwise advised.
 - If a **new site** needs to be added to the database, [TMCP Legal](#) and [Conservation](#) need to be informed.
 - If the merged entity is a Local Ecumenical Partnership (LEP), the [Connexional Ecumenical Officer](#) needs to be informed as well.
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STEP 3: Web user access & data protection

Web users

After the new society has been added to the database, web users' permissions will need to be updated as per the Superintendent's instructions.

- Managing Trustees: new permissions needed
- Circuit users: merged church covered by existing circuit-level access
- District users: merged church covered by existing district-level access

Please note: It is important to ensure continued access for people who need it, and remove access for people whose responsibilities have changed or ceased in the new set-up.

Office holders

All office holders of the former individual societies will be transferred to the merged church unless otherwise advised.

Please note: Under data protection rules, it is only permitted to retain contact details of people who hold an office within the Methodist Church. Churches, circuits and districts must regularly review the accuracy of the information they hold and share with the Connexional Team via the WEB PROFILES section of the STATISTICS FOR MISSION part of the Online Suite.

STEP 4: Online data entry and display of information

Online Suite of Applications

The new church is required to submit statistical data and annual returns via the Online Suite of Applications as soon as the merger process is completed and the merged society has been added to the list of circuit churches.

Webmap

The merged church should appear on the webmap in the week following its addition to the database.
