



## Office of Congregational Transformation

### NCD Financial Procedures For Coaches

Helpful information and all forms referred to in these procedures except as noted may be downloaded from the Florida Conference website at: [www.flumc.org](http://www.flumc.org) (Roll the cursor to “Ministries,” then on the first drop-down menu roll down to “Congregational Transformation,” and then over to the next drop-down to click on “NCD Coaching.”)

#### Contact Information:

Office of Congregational Transformation  
United Methodist Conference Center  
Attn: Victoria Tica  
P.O. Box 3767  
Lakeland, FL 33802-3767

OCT Bookkeeper  
Sue Stiggins  
7124 Morning Dove Loop E.  
Lakeland, FL 33809-0848  
863-868-9689

#### Procedures for Coaches:

- Coaches will be assigned by districts or the Office of Congregational Transformation (OCT) and should send a completed “**IRS W-9**” form (found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>) to the OCT administrative assistant, Victoria Tica, upon completion of training. This form will need to be renewed at the beginning of each year.
- Churches should be given the “**Congregational Transformation Covenant**”, “**NCD Coaching Agreement**” and “**NCD Financial Procedures**” forms.
- A “**Congregational Transformation Covenant**” and an “**NCD Coaching Agreement**” should be negotiated with the church. Send originals to the OCT; retain copies for the church and yourself.
- Coaches should then order NCD surveys through the OCT at 1-800-282-8011 ext. 240.
- Send completed surveys to Margaret Carter in the OCT for scoring. Results will be released upon receipt of initial \$200 or full payment from the church. **All checks should be made payable to “Florida Conference Treasurer” and sent to P.O. Box 850001, Orlando, FL 32885-0182.**  
(Note: This is a banking address for checks only)
- Coaches should report contact hours with each church at the end of the month to receive payment for services. Use the “**NCD Coaching Timesheet**” form found on the conference web site and either complete on line or download a copy and mail to the OCT bookkeeper (see above).
- Upon receipt of the “**NCD Coaching Timesheet**,” coaches will be paid based on \$50 per contact hour, dispersed equally between the coaches involved. Checks will be distributed by the Conference Financial Office (if a W-9 is on file in the OCT). *Please note that it takes a couple of weeks for checks to complete the billing cycle.*
- The coach should bill the church directly for travel, meals and lodging as negotiated. Receipts are necessary for any reimbursement.
- Additional coaching hours beyond the initial “**NCD Coaching Agreement**” should be negotiated with the church. An “**NCD Coaching Agreement Addendum**” form can then be filled out and sent to the OCT, retaining a copy. Coaches are responsible for keeping track of total hours and cannot be paid beyond the initial agreement without a completed addendum being submitted.
- Financial questions should be directed to Sue Stiggins, e-mail [sstiggins@flumc.org](mailto:ssstiggins@flumc.org).