How to add an individual from one Conference – into a church that holds standing in your Conference

NOTE: These are NOT instructions for transferring a person’s standing from one conference to another. You can find a video tutorial for that process here: How to Transfer a People Record.

These steps are strictly for adding a person that is serving a church in your conference, yet maintains their standing in another conference.

To add a person to a church, who is not in your conference: Log in to the Data Hub. Using the black menu bar, place your mouse over Record Management and select Churches.

Search for and select the church the individual will be serving by clicking on the Church Name.

Open the Staff Tab and click on the Add New Staff button.

You may search for the individual you wish to add to the church on this screen. Type in a First and Last Name and click on the Search button.
Select the individual by clicking on their Name from the search results. Continue to add the Position and Start Year. Click Add.

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You have successfully updated a church record by adding a person from another conference!