

LOCAL CHURCH REPORT TO THE ANNUAL CONFERENCE

THE LOCAL CHURCH REPORT IS A VERY IMPORTANT DOCUMENT. PLEASE SEE THAT ALL ITEMS ARE ACCURATE AND COMPLETE. This worksheet is for the convenience of the pastor. Under no circumstances should

The official form for the Local Church Report to the Annual Conference, Table I, Statistical Report, contains line items numbered 1 through 37. After you have completed this worksheet please transfer the information to the report blank(s) provided by your annual conference and return them to the conference statistician or as instructed by your Annual Conference. *Please keep this worksheet for your records.* Federated churches, community churches, etc., report only that part of the membership belonging to The United Methodist Church.

GENERAL INSTRUCTIONS

- A. It is the pastor's responsibility that this form be prepared.
- B. Prepare a separate report for each organized church on the charge.
- C. The pastor should fill in the entire heading of the "Local Church Report" and line "1" if this has not been done by a conference officer.
- D. Report finances in dollars – do not report cents. (Round to nearest dollar.)

Employer Identification No. --- Enter the church's IRS Employer Identification Number ("EIN"). (This information is necessary for GCFA to administer The United Methodist Church Group Tax Exemption Ruling and provide verification to potential donors of the church's tax-exempt status.)

INSTRUCTIONS FOR LINE ITEMS

Lines 1–8 — On Line 1 enter the figure from Line 9 of last year's Local Church Report. Enter the number of persons received into or removed from the professing membership in Lines 2–8. (Errors in last year's report must be corrected by Charge Conference action and recorded in Lines 2b or 5a.)

Line 9 — Add Lines 1–4; subtract the total of Lines 5–8. The remainder is the figure for Line 9, which should be the number of professing members at the end of the year by actual count. Affiliate, associate, and baptized members are not to be counted as professing members of this church.

Line 9a — In the spaces provided, record the number of professing members of this church according to their racial/ethnic identification, as follows: A = Asian, AA/B = African American/Black, H = Hispanic, N = Native American, P = Pacific Islander, W = White, MR = Multi-Racial (¶ 705.3i, ¶ 705.5b, ¶ 2003.2, ¶ 2003.3). Each member should be included in the racial-ethnic group with which he or she identifies or to which he or she is regarded in the community as belonging. *Each member should be included in only one group.*

Asian — Members with origins and/or heritage in any of the indigenous peoples of Asia, Southeast Asia, or the Indian Subcontinent. This area includes but is not limited to Bangladesh, Cambodia, China, India, Indonesia, Japan, Korea, Laos, Malaysia, Myanmar, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, and Vietnam. Record the number of members in this group in the space following the letter "A."

African-American/Black — Members with origins and/or heritage in the Black African racial groups of Africa, the Caribbean, or North, Central, or South America who identify themselves as "African American" or "Black." Record the number of members in this group in the space following the letters "AA/B."

Hispanic — Members of Central American, Cuban, Mexican, Puerto Rican, South American, or Spanish culture or heritage, regardless of race. Record the number of members in this group in the space following the letter "H."

Native American — Members who are Alaskan Native, American Indian, Eskimo, and/or whose heritage is in any of the indigenous peoples of North America, and/or who maintain cultural identification through tribal affiliation or community recognition. Record the number of members in this group in the space following the letter "N."

Pacific Islander — Members with origins and/or heritage in the Pacific Islands, including Fiji, Guam, Hawaii, Samoa, and Tonga. Record the number of members in this group in the space following the letter "P."

White — Members with origins and/or heritage in any of the peoples of Europe, the Middle East, North Africa, or the former USSR. Record the number of members in this group in the space following the letter "W."

Multi-Racial — Members with origins and/or heritage in two or more of the other six explicit categories. Record the number of members in this group in the space following the letters "MR."

The total of the numbers entered in these seven spaces should equal the total in line 9.

Line 9b — In the spaces provided, record the number of male and female professing members of this church. The total of the numbers entered in these two spaces should equal the total in line 9.

Line 10 — Report average attendance at the principal weekly worship service(s). The "principal weekly worship service(s)" would include any services held on a weekly basis as the primary opportunity for worship. In many churches this will be the Sunday morning service(s). However, if the church has other worship services attended primarily by persons who do not attend on Sunday morning, attendance at those services should be reported also. Report the combined average attendance at all such services. Include children who participate in all or part of any such service.

Line 12 — Report all baptized members of the congregation who have not yet taken the vows of professing membership (in most cases this number would reflect what was previously the preparatory roll).

Line 13 — All unbaptized children, church school members, and other nonmembers for whom the local church has pastoral responsibility. (§ 230.3)

Line 14 — Report the number of persons of all ages who have participated in confirmation preparation classes during the year.

Line 15 — Enter the number of persons who serve as church school superintendents, teachers, counselors, the church school secretary(ies), librarian(s), or other leaders of ongoing or short-term classes and learning groups for any age group in the church's educational ministry (persons counted in Lines 15a/b should *not* be counted in Lines 16, 17, or 18, but should be included in the total in Line 19).

Lines 16a-18b — Enter on these lines the total number of persons who have been participating significantly in any and all of the church's Christian formation groups other than those on lines 26, 28, 30, and 32. Count participants in each group they attend. "All Sunday church school groups" refers primarily to Sunday morning groups, but may also include other Sunday church school groups when principal worship services take place on Sunday afternoon and/or evening (§ 256.1a). "All other groups" refer to other classes and small groups that enhance participants' knowledge and experience of the Bible, spiritual life, and Christian nurture (§ 256.1a-d). Include groups sponsored by other agencies (Scouts, etc.) only if wholly integrated with the church's education ministry. Include home members who cannot attend because of prolonged illness, infirmity, and other reasons. Generally, lines 16a/b refer to ages 0-11; lines 17a/b to ages 12-18; lines 18a/b to age 19 and older.

Line 19 — Report here the total participants in all Sunday church groups and other groups which form individuals as Christian disciples by totaling lines 15a-18b.

Line 20 — Report here the total of the average attendance figures for sessions held for all education classes and groups that meet in Sunday church school groups.

Line 21 — Report here the total of the average attendance figures for sessions held for all education classes and groups that meet on a continuing basis (such as weekly or monthly) through all or most of the year, other than Sunday church school.

Line 22 — Report here the total of the average attendance figures at short-term classes and groups for learning. "Short-term classes and groups for learning" include courses, retreats, training programs, membership preparation classes, school of religion, educational tours, vacation church school classes, etc., that have met on a short-term basis at any time during the year.

Line 23 — Report here the number of groups (not the number of participants), other than Sunday church school, that provide children, youth and adults the opportunity to be formed as Christian disciples. Use the same age definitions given for lines 16a-18b.

Line 24 — Should not exceed line 2a.

Line 25 — Enter the number of United Methodist Volunteers in Mission groups sent by your local church and the number of members of your congregation who participated in any United Methodist Volunteers in Mission groups in the appropriate lines.

Line 26, 28, 30 — Enter the number of members in these local church organizations as reported by their respective presidents.

Line 27, 29, 31 — Report amounts paid by these respective groups for local church and community projects or programs, or for other projects and programs selected by the group. DO NOT INCLUDE in line 29 money sent by United Methodist Women to their district or conference treasurer for United Methodist Women's work. DO NOT INCLUDE in Line 31 contributions to the Youth Service Fund.

If money spent by these organizations is given to the local church current expense, building fund, or benevolence budgets, it should also be reported in the appropriate line(s) on Table II, Financial Report.

Line 32 — On the first blank of 32, enter the total number of different weekday ministries sponsored by your church that require advanced registration (tuition based or free) and are accessed by the community (i.e. child or adult day care, after school tutoring, summer day camp, preschool/nursery school, etc.). On the second blank, include the total number of persons served. Do not include those programs that would be included on Lines 15a-24.

Line 33 — "Value" should be the estimated market value of buildings and equipment plus the value of land and uninsurable value. It is understood that market value for many congregations may be difficult to ascertain. Congregations are not obligated to initiate property appraisals in order to provide this estimate.

Line 34 — If a parsonage is in a charge of more than one church, list only on report of church where parsonage is located. A residence not used as a parsonage should be listed on Line 35 — Other Assets.

Line 35 — "Other Assets" refers to real estate and personal property such as cash, stocks, bonds, trusts, securities, investments belonging to the church, including money raised or donated and held for future building programs or any other special purposes, and all property and other investments not included elsewhere.

Line 36 — Report all indebtedness secured by church property (lines 33, 34, 35) at year end.

Line 37 — Report all other church debt (not included in line 36).

Holston Conference
FY 2006

INSTRUCTIONS FOR TABLE II LINE ITEMS:

Amounts paid to Line items #43, 44, 45, 46, 47, 50 and 57 do not have to be completed. These amounts will be entered automatically when your District enters the figures into the conference database. Line 76 will also be totaled automatically.

Line 43 DO NOT ENTER.
Line 44 DO NOT ENTER.
Line 45 DO NOT ENTER.
Line 46 DO NOT ENTER.
Line 47 DO NOT ENTER.
Line 50 DO NOT ENTER.

Line 51 Report here monies paid directly by the local church to local benevolence or community organizations or to non-United Methodist organizations outside the local church. Per the action at Annual Conference, church treasurers are to include the cost of moving expenses for incoming pastors in this line item.

Line 56* The District Apportionment is that 2006 apportionment and payment as **RECORDED** by **the District Office**.

Line 57 DO NOT ENTER.

Line 59 The church portion (35%) of BlueCross/BlueShield premiums paid on behalf of clergy staff and sent to the conference office.

Lines 64-68* In these lines report amounts paid by the local church for the base compensation, housing, expense reimbursements, and other allowances and benefits of ordained elders and local pastors appointed to this church by the Bishop. (It is suggested that the Table II Worksheet be completed before entering this data). **DO NOT INCLUDE** amounts paid from funds received from annual conference equitable compensation or mission support funds, or from any other funds not contributed or raised in the local church.

Line 69* Report the amounts paid by the local church as compensation and expense reimbursements for ordained deacons and diaconal ministers it employs. The report total should include base salary, benefits, reimbursements for expenses such as travel, and allowances such as those for utilities and housing. Do not include non-cash benefits.

Line 70* Report the amounts paid by the local church as salaries, housing, benefits, expense reimbursements, and allowances for any lay employees who are not diaconal ministers. **DO NOT INCLUDE** compensation for any pastors or staff appointed by the bishop in this line.

- Line 71* Enter the total of all amounts disbursed for local church program (including church school) under the direction of the local Church Council or Connectional Ministries; its ministry groups (nurture, outreach, witness); its age-level, family and specialized ministries coordinators or councils; or other local church program structures.
- Line 72* Enter the total of current operating expenses, such as office expense, expenses for property maintenance and insurance, utilities for the church, etc. DO NOT INCLUDE in Lines 71 or 72 amounts paid for salaries, housing, expense reimbursements, or other allowances or benefits for the pastor(s) or any other church staff or employee, clergy or lay; report those amounts in Lines 64-70. DO NOT INCLUDE capital expenditures. DO NOT INCLUDE in Lines 71 or 72 amounts sent to the conference treasurer or through other United Methodist denominational channels, amounts sent to local benevolence or community organizations, or to non-United Methodist organizations outside the local church. BlueCross/BlueShield insurance payments for clergy should be included in Line 59.
- Line 73 Include only expenditures for payments on debts incurred before the beginning of this year as shown on last year's report. This includes payments on loans, mortgages, etc. (Do not include principal and interest on money borrowed and repaid within the current fiscal year. This should be reported on lines corresponding to the purpose for which the money was borrowed.)
- Line 74 Enter here only amounts paid from contributions for capital improvements, not from loans. Enter any outstanding indebtedness on Line 36. Amounts contributed but not paid out (retained for use in future years) should be included in Line 35. "Capital improvements" include the cost of new property and buildings, major purchases of new equipment or furnishings (organs or other musical instruments, heating and cooling equipment, kitchen equipment, audio-visual equipment, furnishings) and major renovation. Also include short-term rent for new congregations.
- Line 75 Report here only the amount which has been sent to the District or Conference U.M.W. Treasurer. The amounts raised by U.M.W. and spent for items in the local church and community (as reported in Line 29, Table I) should be reported in other lines of Table II which correspond to the purpose for which the money was spent.
- Line 76 DO NOT ENTER. Will be calculated automatically.

Note: Some churches may be shifting normal budget expenditures to non-budget accounts in the belief that they do not have to be reported as expenditures in Table II. This is incorrect. If the expenditure relates to a line item in Table II, it must be reported whether the local church reports it as budget or non-budget. Table II is an expenditure report, not necessarily a budget report.

*** AMOUNTS USED IN THE CALCULATION OF FAIR SHARE APPORTIONMENTS**

**CONFERENCE BOOKS CLOSE
JANUARY 9, 2007**