

P.O. Box 32939  
Knoxville, TN 37930  
(o) 865.690.4080  
(f) 865.690.3162

## Holston Conference – United Methodist Church

# Memo

**TO:** Pastor-in-Charge  
**FROM:** Clyde H. McDonald, Conference Treasurer and Statistician  
**RE:** Local Church Report to the Annual Conference – 2006

### IMPORTANT

Examine the contents of this packet. It should contain for each church the following forms:

1. One Table I Instructions and Worksheet (blue)
2. One Table I Statistical Table (white) – Return form to District
3. One Table II Instructions and Worksheet (green)
4. One Table II Statistical Table (yellow) – Return form to District
5. One Table III Statistical Table (blue) – Return form to District
6. Exhibit A Sample budget for Tall Steeple United Methodist Church
7. Exhibit B Sample General Ledger items for Table II
8. Application for Recognition as a Church of Excellence in Evangelism

### GENERAL INSTRUCTIONS:

The enclosed materials are for use in preparing your local church reports for the year ending December 31, 2006. As Pastor-in-Charge, it is your responsibility to see that the report for each church is fully and properly prepared, signed and submitted to your District Superintendent by **January 16, 2007 or an alternate date that they set**. Since church apportionments are determined from line items found in TABLE II, it is imperative that you understand the explanation given under each line item and correctly enter those numbers in the proper place. Pastors should thoroughly compare this report to last year. DO NOT expect the Conference Statistician or District Office to find your errors. Please read all instructions before proceeding. If help is needed in clarifying a situation, please contact your District Office or the Conference Office (865.690.4080) and ask for Rick Cherry or Clyde McDonald.

You **must** use the December 31, 2005 membership figure for line 1-Table I. This figure will agree with Line 9 from the 2006 Conference Journal. This membership number is also found on the label of your packet. If the actual membership for your church is not the same as the membership figure previously reported, use line 2b to increase the count or line 5a to decrease the count. **You can not make a change to line 1.** ALL questions (spaces) must be completed. If zero, indicate accordingly. Information requested at top of forms must be completed, including church number (also on label). Do NOT use cents on amounts paid. Use commas for readability.

**Completed Table I, II and III Forms** are to be returned to your District Office. If you completed your report on-line, print a COPY for church records. If you filled out the report manually, make a copy for church records prior to turning the report in to the District Office.

Refer to all instructions for **Tables**. You **MUST** provide numbers on the Ethnic and Gender composition of your congregation, and each of them **MUST** equal the total in Line 9. The District Office will have to call if these numbers do not agree.

TABLE II must be signed by both the Pastor-in-Charge and the Church Finance Chair.