

Instructions for Filling Out the Annual Church Report Form

Christian Life and Work

1. Record the total number of names on the Church Roll whether the individuals attend regularly or not at the close of the LAST Conference year.
- 2a. Record the number of individuals who joined your church by Confession of Faith THIS Conference year.
- 2b. Record the number of individuals who joined your church by Transferring their Membership from another Southern Methodist Church THIS Conference year.
- 2c. Record the number of individuals who joined your church by Transferring their Membership from Other Denominations THIS Conference year.
- 2d. Record the total number of members **gained** THIS Conference year.
- 3a. Record the total number of Church Members lost by death THIS Conference year.
- 3b. Record the number of Members who left your church THIS Conference year to join another Southern Methodist Church.
- 3c. Record the total number of Members who left your church THIS Conference year to join a church of a different denomination.
- 3d. Record the total number of Members who left your Church THIS Conference year for reasons unknown.
- 3e. Record the total number of Members **lost** THIS Conference year for ALL reasons.
4. Record the total number of names that now appears on your Church Roll as a result of ALL gains AND ALL losses.
- 5a. Record the total number of conversions that have occurred AT your Church THIS Conference year.
- 5b. Record the total number of conversions that have occurred OUTSIDE of the Church as a result of the ministry of your church THIS Conference year.
- 5c. Record the total number of conversions that have occurred as a result of the ministry of your Church people THIS Conference year.
- 5d. Record the total number of conversions that have taken place IN and as a result OF the ministry of your Church and Church people THIS Conference year.
- 6a. Record the number of Infants under the age of 2 that were baptized THIS Conference year.

- 6b. Record the number of Children between the ages of 2 and 17 that were baptized THIS Conference year.
- 6c. Record the number of Adults age 18 and over that were baptized THIS Conference year.
- 6d. Record the total number of people (ALL ages) baptized THIS Conference year.
7. – 10. Record the Average Attendance at each of these weekly Services by dividing the combined total number in attendance each week by the number of times the Services were held THIS Conference year. NOTE: Take the four (4) Quarterly Averages from your Quarterly Compilation Report, add them together, then divide by four (4) for each of these Services.
- 11a–c. Record the total number of Children, Youth, and Adults that were enrolled in your Sunday School Program THIS Conference year.
- 11d. Record the total number of people enrolled in your Sunday School Program THIS Conference year.
12. If your church held a VBS THIS Conference year, record the total number of participants in the Program.
13. Record the total number of young people that were enrolled in the Epworth League Program THIS Conference year.
14. Record the total number of men who were enrolled in the Cartwright Men’s Fellowship THIS Conference year,
15. Record the total number of women and/or youth who were enrolled in ALL of the Missionary Societies sponsored by your church THIS Conference year.
16. Record the total number of students who are members of your church who are attending or did attend Southern Methodist College THIS Conference year.
17. Record the total number of individuals and/or families in your church who received the Southern Methodist THIS Conference year.

Finances

Local Giving

18. Record the total amount of funds that your church contributed to Southern Methodist College THIS Conference year.
19. Record the total amount of funds that your church contributed to Southern Methodist Foreign Missions (General Fund as well as Designated) THIS Conference year,

20. Record the total amount of funds that your church contributed to General Conference Home Missions and Evangelism THIS Conference year. Note: If it was NOT a General Conference approved Project, then DO NOT record it here.

21. Record the total amount of funds that your church contributed to Other Missionary Projects THIS Conference year. Note: This would include ALL Projects that you supported whether it was an orphanage like Boy's Farm, the Youth Camps of your Conference, or a local soup kitchen, crisis pregnancy center, or individual in the church or community.

22. Record the total amount of funds that your church contributed for items 18-21.

Local Income

23. Record the total amount of funds that your church received for local operations. DO NOT include any monies received for College, Missions, Epworth League, Men's or Women's groups, Sunday School Classes or any other entity of the church which the church as a whole does not have control of the funds.

Local Expenditures

24. Record the amount of actual money that is given to the Pastor for his personal use.

25. Put a figure here only if the Pastor is actually given money to pay for housing that is NOT provided by the church. DO NOT put the "rental value" of the parsonage in this blank.

26. Record the dollar value of all fringe benefits (Excluding housing) that are either given to or provided for the Pastor as a part of his pay package.

27. Record the total amount of funds that your church actually paid to your Pastor for his support THIS Conference year.

28. Record the total amount of funds that your church spent on the payment of notes, rent, and for the maintenance or improvements of ALL building owned or for which they are responsible.

29. Record the amount of funds that your church contributed to the Retirement Program THIS Conference year. If your Pastor is a participant in the Retirement Program (and it IS a requirement for all licensed ministers), then you are responsible to pay an amount equal to 6% of his BASE pay (the amount you recorded on line 24) into the program on his behalf. NOTE: This is the Church's responsibility and is NOT to be considered a part of the Pastor's salary. You are also required to withhold 3% of the Pastor's BASE pay to be contributed to his retirement account. The churches of the 1988 General Conference agreed to support this Program for the good of ALL of our ministers whether or not they have a Pastor in their employment or whether or not he is enrolled in the Retirement Program.

30. Record the amount of funds that your church contributed to the Askings Program THIS Conference year. [Askings is defined as 10% of the amount of funds that your church received for local operations (the amount that you recorded on line 23)]. Place a check mark in the appropriate box (Yes or No) based upon the percentage of Askings to the amount received for local operations and ministries (divide Line 30 by Line 23 to determine the percentage).

31. Record the amount of funds that your church spent on miscellaneous expenses THIS Conference year. DO NOT include Minister's salary or support, or any funds spent that were reported in items 28-30.

32. Record the total amount of funds spent for these items by adding the four previous amounts recorded together.

33. Record the total amount of local expenditures that your church had THIS Conference year by adding item 27 and 32 together.

Local Church Property

34. Record the actual market value of your entire Church Plant as it is estimated to be by a reputable appraiser or your insurance company.

35. Record the actual market value of your Church Parsonage as it is estimated to be by a reputable appraiser or your insurance company.

36. Record the actual market value of any other local church owned property such as buildings, houses, land, or other real estate as it is estimated to be by a reputable appraiser or your insurance company.

37. Record the total actual market value of ALL properties, buildings and land owned by your church.

38. Record the amount of funds your church owes to any entity on any of the properties, buildings or lands owned by the Local Church. Include banks, individuals, or any other persons or institutions that money is owed to for which Local Church property is held as collateral.

39. Record the total amount of insurance coverage that your church has purchased on ALL properties owned by the Local Church. NOTE: The amount of insurance coverage should equal or exceed the total market value of ALL properties as recorded in item 37.

40. Record the total amount that your church paid for insurance coverage on ALL Local Church properties THIS Conference year.