

Local Church Report to the Annual Conference

Statistical Table I

GCFA No. _____ Sort # _____ Employer Identification # _____ -

State KENTUCKY County _____ Pastor _____
 Reports for the year ended December 31, _____ Church _____
 or for the period _____ Charge _____
 _____ to _____, _____ District _____
 Conference KENTUCKY

Important—Read instructions on Worksheet

Church Membership	1. Total Professing members reported at close of last year (DO NOT CHANGE THIS NUMBER)	1		+
	2a. Received this year on Profession of Christian Faith	2a		+
	2b. Restored by affirmation (or correction to previous year's report)	2b		+
	3. Received from other United Methodist churches	3		+
	4. Received from other denominations	4		+
	5a. Removed or corrected by Charge Conference action	5a		-
	5b. Withdrawn	5b		-
	6. Removed by transfer to other United Methodist churches	6		-
	7. Removed by transfer to other denominations	7		-
	8. Removed by death	8		-
	9. Total Professing members at close of this year	9		=
	9a. Racial/Ethnic identification (should total line 9): A _____, AA/B _____, H _____, N _____, P _____, W _____, MR _____	9a		
	9b. Gender identification (should total line 9). Give number of: Females _____, Males _____	9b		
	10. Average attendance at the principal weekly worship services(s)	10		
11. Number of persons baptized this year (all ages)	11			
12. Total Baptized members who have not become Professing Members	12			
13. Number of persons on constituency roll (¶229.4)	13			
14. Total enrolled in confirmation preparation classes this year	14			
CHRISTIAN FORMATION GROUPS, CHURCH SCHOOL AND OTHER SMALL GROUP MINISTRIES	15a. Number of leaders in all Sunday church school groups	15a		+
	15b. Number of leaders in all other groups	15b		+
	16a. Children (0-6 grade) in all Sunday church school groups	16a		+
	16b. Children (0-6 grade) in all other groups	16b		+
	17a. Youth (7-12 grade) in all Sunday church school groups	17a		+
	17b. Youth (7-12 grade) in all other groups	17b		+
	18a. Adults (post high school) in all Sunday church school groups	18a		+
	18b. Adults (post high school) in all other groups	18b		+
	19. Total Christian Formation participants (add lines 15a-18b) In church school groups (15a,16a,17a,18a) _____ in all other groups (15b,16b,17b,18b) _____	19		=
	20. Average attendance in the Church School (all ages)	20		
	21. Average attendance in ongoing classes and groups for learning	21		
22. Average attendance in short-term classes and groups for learning	22			
23. Number of Christian Formation Groups other than Sunday church school for Children _____, Youth _____, Adult _____	23			
24. Number of Christian Formation participants (line 19) who became professing members this year	24			
UMVIM	25. Number of UMVIM teams sent from this local church _____ Number of church members participating in any UMVIM team _____	25		
UMM	26. Membership in United Methodist Men	26		
	27. Amount paid for projects	27		.XX
UMW	28. Membership in United Methodist Women	28		
	29. Amount paid for local church and community work	29		.XX
UMYF	30. Membership in United Methodist Youth Fellowship	30		
	31. Amount paid for projects	31		
Weekday	32. Number of weekday ministry programs _____ Total persons served _____	32		
Property and other Assets	33. Market value of church land, buildings and equipment	33		.XX
	34. Market value of church-owned parsonages and furniture	34		.XX
	35. Market value of other assets (cash, securities, other property, etc.)	35		.XX
	36. Indebtedness on items 33, 34, 35 at end of year	36		.XX
	37. Other indebtedness (current expenses, etc.)	37		.XX

*See **Worksheet Instructions**, line 9, for racial/ethnic identification guidelines:

A = Asian AA/B = African American / Black H = Hispanic N = Native American P = Pacific Islander W = White MR = Multi-Racial

Local Church Report to the Annual Conference

Statistical Table II

GCFA No. _____ Sort # _____

State _____ County _____	Pastor _____
Reports for the year ended December 31, _____	Church _____
or for the period _____	Charge _____
_____ to _____	District _____
Important—Read instructions on Worksheet	Conference <u>KENTUCKY</u>

(DO NOT report cents. USE WHOLE Numbers. Round to nearest dollar.)

Amount Paid

BENEVOLENT GIVING

38-42. Benevolence Apportionments – <i>Conf Treasurer will provide these figures</i>	
43. General Church Advance Specials _____ World Service Special Gifts _____ <i>(Enter total of these two amounts in Paid column)</i>	43
44. Youth Service Fund – <i>Conf Treasurer will provide these figures</i>	
45. General Church Special Day Offerings – <i>Conf Treasurer will provide these figures</i>	
46. Conference Special Sunday Offerings – <i>Conf Treasurer will provide these figures</i>	
47. Conference Advance Specials – <i>Paid direct or sent to Conference Treasurer</i>	47
48. Higher Education	48
49. Health and Welfare Agencies (Children’s Homes and Retirement Homes) UM Homes for Children & Youth _____, Retirement Homes _____	49
50. Other benevolences sent to conference treasurer (do not include items reported above)	50
51. Other benevolences paid directly by local church (do not include items sent to conference treasurer or to United Methodist Church general boards and agencies)	51

52-55. Connectional Admin Apportionments – <i>Conf Treasurer will provide these figures</i>	
Amount Apportioned	Amount Paid
56. District Administration Funds (All District Funds)	56
57. Connectional Admin Apportionments – <i>Conf Treasurer will provide these figures</i>	

PASTORAL SUPPORT (APPOINTED BY BISHOP)

58. Pension and benefit funds (MPP and/or CPP)	58
59-63. Connectional Clergy Support Apportionments – <i>Conf Treasurer will provide these figures</i>	
64. Pastor's base compensation	64
65. Associate's(s) base compensation (under Episcopal appointment)	65
66. Housing-related allowances and utilities paid to/for pastor _____ paid to/for associate(s) _____	66
67. Reimbursements paid to/for pastor _____ paid to/for associate(s) _____	67
68. Other cash allowances [include health insurance here] paid to/for pastor _____ paid to/for associate(s) _____	68

LOCAL CHURCH EXPENDITURES

69. Diaconal minister(s)/Deacon(s) appointed to church total compensation and expenses	69
70. Other staff compensation and expenses	70
71. Current expenses for program (including church school)	71
72. Other current operating expenses (not including program expenses)	72
73. Principal and interest paid on indebtedness, loans, mortgages, etc.	73
74. Paid on buildings and improvements (not including funds borrowed)	74
75. United Methodist Women cash sent to district or conference U.M.W. Treasurer	75

Signatures: _____, Pastor _____ (date)
 _____, Chair, Finance Committee _____ (date)

Contact _____, Daytime Phone Number _____

Local Church Report to the Annual Conference

Statistical Table III

GCFA No. _____ Sort # _____

State <u>KENTUCKY</u> County _____ Reports for the year ended December 31, _____ or for the period _____ _____ to _____	Pastor _____ Church _____ Charge _____ District _____ Conference <u>KENTUCKY</u>
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Important – Read instructions on Worksheet

80. Annual Operating Budget and Benevolence Giving Funding Sources (the funding for Line 38-74, Table II expenditures)

These funds are used exclusively in support of the annual operating and benevolence giving funds and do not include fund used for capital improvements or acquisitions (reported under Section 2 below) unless they are provided for within the operating budget of the local church. Please do not include funds received from connectional sources (reported under Section 3 below).

81*Number of Pledges and Identified Giver Giving Units

The number of giving units, including pledges and identified givers, providing the funds recorded in 1.a. and 1.b below (for example, the number of families and individuals recorded by name as contributors for the year in support of the operating budget and benevolence giving for Lines 38-74).

81a. Amount Received through Pledges

This year's receipts of funds received toward the payment of pledges, estimates of giving, or other commitments establishing a level of giving toward annual operating and benevolence budgets of the church (for example, a member's payments toward an annual pledge).

81b. Amount Received from Non-pledging, yet Identified Givers.....

This year's receipts from identifiable individuals who have not pledged or provided an estimate of giving in support of the annual operating and benevolence budget (for example, personal check from a member who did not submit a pledge card in response to the church's stewardship campaign).

81c. Amount Received from Unidentified Givers.....

This year's receipts from unidentifiable individuals used in support of the annual operating and benevolence budgets (for example, loose currency or coins placed in the Sunday morning offering plate).

81d. Amount Received from Interest and Dividends

Funds allocated toward the operating and benevolence budgets earned through interest on deposits or dividends from stocks (for example, interest on reserve funds invested in money market accounts used to support the annual church budget).

81e. Amount Received from Sale of Church Assets

Funds allocated toward the operating and benevolence budgets from the sale of church owned assets (for example, the sale of discarded church furniture).

81f. Amount Received through Building Use Fees, Contributions, and Rentals.....

Funds allocated toward the operating and benevolence budgets from building use fees and related contributions and rentals (for example, fees collected from weddings for building use).

81g. Amount Received through Fundraisers and Other Sources

Funds received in support of the operating and benevolence budgets from special fundraisers and any other sources (for example, net receipts from a pancake breakfast used to support the annual budget).

81. TOTAL.....

82. Funding Sources for Capital and Other Special Projects

82a. Capital Campaigns.....

This year's receipts from capital campaigns and this year's interest from previous campaign balances (for example, receipts from a building renovation capital campaign).

82b. Memorial/Endowment/Bequests

This year's receipts from memorials, endowments, and bequests. Include this year's interest or dividends from investments or deposits. Include rents received from physical properties. Include funds from liquidation of assets, but do not include values of donated stocks or physical property (for example, interest from endowment funds retained in endowment accounts).

82c. Other Sources and Projects

This year's receipts from other sources in support of capital campaigns and special projects (for example, sale of church-owned land held as deposits for future use).

82. TOTAL.....

83. Funding Sources from District(s), Annual Conference(s), Jurisdictional Conference(s), General Church and/or other institutional sources outside the local church. These funds could be used in support of the annual operating and benevolence budgets not listed in section 1.

83a. Equitable Compensation Funds received by Church or Pastor.....

This year's equitable compensation funds received by church or pastor.

83b. Advance Special or Apportioned Funds received by Church

Advance special funds or apportioned funds received by church (for example, pastor salary support from annual conference funds beyond equitable compensation funds).

83c. Other

Funds received from other sources (for example, grants received from a foundation in support of the church food bank).

83. TOTAL

84. GRAND TOTAL (Income)

GENERAL INSTRUCTIONS 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.

Read the instructions for individual lines carefully before filling in any amounts. Do not report any amount in more than one line.

- 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. Federated churches, community churches, etc., report only that part of the membership belonging to The United Methodist Church.
- E. Report finances in dollars – do not report cents. (Round to nearest dollar.)
- F. This report should be a summary of all money paid by your local church during the year out of funds contributed and raised in the local church. Read the instructions for individual lines carefully before filling in any amounts. Do not report any amount in more than one line. Money raised or contributed during the year but not paid out, should be reported on Line 35. Do not report it on Table II until the year it is paid out.
- G. If your church uses *The United Methodist Church Financial Records Handbook*, you will find that the chart of accounts in that publication is comparable to those on this form.
- H. When there is nothing to report for a line item enter "0".
- I. Table III report should be a summary of all income received by your local church during the year (January – December).

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 "AAB."

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 refers 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).

Lines 38 – 42, 44, 45, 46, 52 – 55, and 59 - 63 These Amounts will be provided by the Conference Treasurer.

Line 43 – Report the amounts paid for which General Advance Special Gift and World Service Gift acknowledgements have been issued. **DO NOT** report amounts paid on apportionments. (§§819-820)

Line 47 – Enter total amount given for Conference Advance Special, and Annual Conference Special Sundays (Christian Education, Golden Cross, Rural Life, and Disability Awareness).

Line 48 – Include all payments made to the conference treasurer for higher education, whether for operational or capital expenditures. Gifts not sent through the conference treasurer should be reported on line 51.

Line 49 – Funds raised for health and welfare agencies (49a, UM Homes for Children and Youth and 49b Retirement Homes) not reported elsewhere.

Line 50 – Enter any benevolence items sent through the conference treasurer and not reported in Lines 38-49 (or Our Mission Covenant funds).

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.

Line 56 – Enter the total amount of ALL District funds apportioned and paid send to the District Treasurer.

Line 58 – Report here monies paid by the local church to make Ministerial Pension Plan and/or Comprehensive Protection Plan payments directly to the General Board of Pension and Health Benefits.

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. **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. **Include the Church's portion of the Pastor's Health Insurance on Line 68.**

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.

Lines 71 – Enter the total of all amounts disbursed for local church program under the direction of the local Church Council or Council on Ministries; its ministry groups (nurture, outreach, witness –see §252.1-2); its age-level, family and specialized ministries (§253) coordinators or councils; or other local church program structures.

Lines 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 UM denominational channels, amounts sent to local benevolence or community organizations, or to non-UM organizations outside the local church.

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) should be reported in other lines of this Table which correspond to the purpose for which the money was spent.

Line 76 – Add the amounts you have entered in the column headed "Amount Paid," and report the total here. This should be the total amount paid out by your local church during the year from money contributed or raised locally. Please check your additions. Correct totals will save time, trouble, and work for your Conference Statistician and Treasurer as well as yourself.

Descriptions and Instructions for items on Table III are on that report table.