

December 10, 2013



## **LOCAL CHURCHES 2014 YEARBOOK REPORTING**

All the annual Yearbook reporting forms and instructions, with the exception of your personalized Local Church Report (Form G), will be available for download at [www.ucc.org/research](http://www.ucc.org/research) after January 6th. (Please make a note on your calendar.) Click on the link for Yearbook and all the forms and instructions will be posted. Your conference may have elected to print and mail all these for you.

Simply download a copy of each form and you can complete it on your computer. You can print a copy or save a copy and send back to your conference as they've requested. You will need Adobe Acrobat Reader installed on your computer to complete these forms. If you do not have this program it can be downloaded for free at <http://get.adobe.com/reader/>. Follow the instructions provided on this website to download and install.

A personalized Local Church Report (Form G) has been created for each church. Your conference has likely made a decision if they'd like you to complete this printed form or if they'd like you to complete your form online. Please refer to their instructions for details regarding how best to complete this form.

We are again offering an online system for you to submit your Local Church Report (Form G). Instructions for accessing and using the UCC Data Hub will be posted online.

Please adhere to the deadlines your conference has established and communicated to you. It is important for all of us to meet our deadlines in order to meet the publication date. Without your help the Yearbook would not be a useful tool. Please be aware that the data you provide may not be included in the 2014 Yearbook if you miss your conference's deadline. We do our best to include all data we receive, however, after the deadline there is no guarantee we will be able to include your data in the publication.

If you should have questions or comments regarding the Yearbook process we ask that you communicate them to your conference or association. They will in turn communicate with us if needed. We'd love to be able to communicate directly with all of you in the churches; however, this is not feasible if we are to complete the Yearbook in a timely manner.

Again, thank you for your cooperation in filing Yearbook forms.

Destiny Hisey  
Associate Director  
Center for Analytics, Research and Data (CARD)

# 13 INSTRUCTIONS FOR COMPLETING LOCAL CHURCH INFORMATION FORMS FOR 2013/2014



Please read the following instructions before you prepare your reports. They are intended to assist you in completing your congregation's forms. If at any time you have questions or need clarification, please contact your Conference or Association Office.

**Thank you** for your help in this important effort. By completing these forms, you enable the Center for Analytics, Research and Data (CARD) of the United Church of Christ to maintain accurate and current information on UCC churches and ministerial staff. This information assists Conferences, Associations and the national ministries of the denomination to identify and understand trends in membership, attendance and other factors that will impact programs and policies.

## Instructions for Ministerial Support Form for 2013

The Ministerial Support Form can be completed in one of three ways. You can submit this data directly into the UCC Data Hub (*see Data Hub instructions posted online*), you can download the form from <http://www.ucc.org/research/yearbook.html>, or your conference may have mailed you a printed copy. After you have located the form online you will be able to either click the Print button and a blank copy will be sent to your printer or you can fill out the form on your computer then click the Print button and send the completed form back to your conference or association. If you need a copy of this for your records please print 2 copies.

Please complete the information requested for your congregation's pastor and for associate pastors or other authorized clergy who are members of your congregation's ministerial staff. **All data provided on this report should be annualized.** If your church only had a pastor for part of the year, the compensation should be computed for an annual basis. This will ensure we can compare across churches. This is not an actual accounting of the amount the church paid, but rather what the church would have paid for this position for an entire year. This information is only used in summary reports and your church's individual data will not be released. Your pastor's name is never connected to this report.

## Instructions for Local Church Report 2013

Your Local Church Report can be submitted online via the Data Hub. The instructions for accessing and using the Data Hub are located at <http://www.ucc.org/research/yearbook.html>. (Click on Data Hub User's Guide.)

### LOCAL CHURCH IDENTIFICATION INFORMATION

Conference/Association Code and Church Number: Number assigned by CARD.

Year Organized: Year the congregation began worshipping.

Staff Information: Church Ministerial staff is printed on the form. Please correct as necessary. Due to space limitations, larger churches may not have all staff printed. If that is the case, please add as necessary. **Please include clergy/ministerial staff only.** Do not include secretarial or janitorial staff.

*\*Indicates information does not appear in the Yearbook.*

Church Name: If the name shown is not correct, please correct it on the sheet. This should be the name as it appears on your church's charter.

Church Mailing Address: The mailing address printed on the form is the address for your church currently in the UCC Data Hub. If a correction is needed, mark out the incorrect information and add the correct information at the side.

Church Phone/Fax/E-mail/Web Address: If your church has a phone/fax/e-mail or web address but it does not appear on the form, please write it in the space provided. If the printed phone/fax/e-mail or web address is incorrect, please correct it on the form.

Church Location: Location is the physical place your church holds worship service. This information is used to provide mapping of your church's location on the Internet. If an exact location is not available for your church, please provide the nearest crossroads. Without this information, your church cannot be listed on Find a Church at ucc.org. **DO NOT LEAVE BLANK OR PROVIDE A POST OFFICE BOX.**

\*County of Church Location: This is the county of the primary location of worship.

Church Accessible to the Disabled: If your primary worship location is handicap accessible please be sure this is indicated.

If any of the above information changes throughout the year, please be sure to contact your conference and/or association office.

## **MEMBERSHIP REPORT**

**A - D.** The 2012 total membership figure from the 2013 YEARBOOK is provided under (A). If it does not appear, fill it in. Do not change last year's printed figure. If this figure is incorrect, write your correct 2012 membership number next to the printed one. Begin with the printed (or corrected) 2012 membership on line (A). Carefully follow the instructions and steps (B-D) printed on the form to calculate the correct total membership for 2013. **Please confirm the numbers total properly. Don't forget to correct your 2012 membership if necessary.**

**E. \*BAPTISMS - YOUTH AND ADULT** – In the first space, give the total number of baptisms of children age twelve (12) and under. In the second space, give the total number of adults, age thirteen (13) and older who were baptized in your church in 2013. Add the two lines for the total.

**F. AVERAGE WEEKLY CHURCH SERVICE ATTENDANCE** – Provide the average weekly attendance at church services in 2013. Persons of all ages should be included in the count.

**G. CHRISTIAN EDUCATION/FAITH FORMATION** – Does your church have a Christian Education/Faith Formation program? If yes, please indicate the number of active children and adult participants. Do not include only a total. If only a total is provided it will be assumed all participants are children. Any type of Christian Education/Faith Formation program should be included in this section. If your church's Christian Education/Faith Formation programming occurs throughout the week, please include all offerings.

*\*Indicates information does not appear in the Yearbook.*

**H. \*AVERAGE CHRISTIAN EDUCATION/FAITH FORMATION ATTENDANCE** – Please indicate the average attendance of both children and adults in your Christian education/Faith Formation programs. Again, if only a total is provided it will be assumed all are children.

**I. \*YOUTH** – Do you have an active youth program? Indicate either "YES" or "NO". Please list the number of active youth participants in both junior high and senior high. If only a total is provided, it will be assumed to be all senior high.

## **FINANCIAL REPORT (OMIT CENTS)**

### **\*INCOME**

Total income from all sources – Please give the amount received by your church in 2013 from pledges, offerings and all other sources, including income from investments, rentals, bequests, etc. If this figure is not reported, your total reported operating expenses will be reported here.

Total income from pledges and offerings – Indicate here the amount received by your church in 2013 from pledges and offerings **only**.

### **EXPENDITURES**

Our Church's Wider Mission Support in 2013

#### **A. OCWM Basic Support Total**

Your Conference will either supply this figure or edit it in relation to the Treasurer's records.

#### **B. Special Support for Our Church's Wider Mission in 2013 sent through your Conference**

This figure should include all money sent to your conference or association for UCC ministries, agencies, and organizations. These include, but are not limited to One Great Hour of Sharing Offering (OGHS) and One Great Hour of Sharing Emergency Appeals, Neighbors In Need Offering (NIN), Strengthen the Church Offering (STC), Christmas Fund (CF) and other Emergency Offerings as authorized, Conference Appeals (new church development, camping programs, capital campaigns, etc.), Fellowship Dues or Per Capita, Directed Gifts for UCC Conferences, Ministries and other bodies, and institutions that are listed in the United Church of Christ Yearbook. **Please note this figure is for monies sent through your Conference (or Association) Office only.**

#### **C. OCWM support sent directly to other UCC bodies and institutions**

Please enter the total contributions from your church sent directly to UCC institutions in 2013. **Do not include monies sent to your conference to be disbursed to these agencies and organizations on your behalf.**

Financial Support for Non-UCC Agencies and Projects

This figure should include contributions for work that is not conducted under the auspices of a UCC group listed in the Yearbook. For example, include monies for local ecumenical projects, local Councils of Churches, community agencies, needy families, CROP, Habitat for Humanity, etc.

Capital Payments

*\*Indicates information does not appear in the Yearbook.*

This includes any money used for capital purposes, whether borrowed or not. Include in this figure payments on funds borrowed for capital purposes. Do not include the amount borrowed.

#### Operating Expenses

This figure includes all expenses required to operate your church. **Items to include are all staff salaries and benefits, utilities, insurance, building maintenance, supplies etc.** This figure should not exceed the figure provided for "**Total income from all sources.**"

#### **\*BEQUESTS, DEFERRED GIFTS AND ENDOWMENTS**

1. \*Please enter the total amount your church received in 2013 from bequests.
2. \*Please enter the amount received from deferred gifts once income beneficiaries are deceased.

Endowment: Please enter the total value of the principal in your endowment. (Note: Endowment refers to funds held with restrictions as to the use of the principal, in contrast to annual operating funds and other reserves).

**When Form G is completed, please write the name and telephone number of the person filling out the form and the date.** This will only be used if we have questions regarding this report and need to call you for clarification.

**Please complete and return this form to your conference or association as directed.**

**Thank you for completing forms for the  
2014 UNITED CHURCH OF CHRIST YEARBOOK!**