

EXPLANATORY NOTES ON THE STATISTICAL REPORT

Each pastor shall fill out three copies of this report before coming to conference. One he shall keep for his own use and future reference, one copy shall be sent to the Conference President, and one copy shall be sent to the Chairman of the Statistical Committee. The completed report should be sent to the Conference President and Chairman of the Statistical Committee at least two weeks prior to conference. Following are explanations of the information to be reported on various line items in the report:

Item III

Line 4 This number should be the present number of lay and ministerial leaders according to your current records.

Lines 4A thru 4D These numbers represent the current make-up of your lay and ministerial leaders as reported on line 4. The numbers reported on 4A and 4B should agree with the official conference minutes and the pastor should be included on one of these lines.

Line 6 and Line 7 These numbers represent a reconciliation of your lay leaders and ministerial leaders beginning with the number of lay and ministerial leaders as reported the previous year; adding the new lay and ministerial leaders received; and subtracting the lay and ministerial members lost during the year.

Line 8 Members listed in this line are those who have joined the church as believers but have not yet entered lay leadership and, thus, do not vote.

Item IV

Lines 12 thru 20 If your church is not involved in any one of these ministries, you should put N/A instead of a -0- on the report line for that ministry.

Line 12 Only those arriving within the first 1/2 hour of the announced starting time for Sunday School should be included in this number.

Line 16 and Line 19 Individuals included in these numbers should also be included in your Sunday School, Sunday Morning Worship, and Children/Junior Church attendance numbers as appropriate.

Line 17 This number should also be included in your Sunday Morning Worship attendance.

Item V - Line 21A – Line 21C
The numbers reported on these lines can be the best estimate by the Trustees, an actual appraisal if available or the value placed on these by your insurance carrier.

Item VI

Line 24 This number should include all cash in checking account(s), savings account(s) and or investment account(s). This number should be all monies belonging to the church which would include the numbers from all treasurers.

Lines 25A – 25E The numbers reported on these lines should only include monies received from offerings and borrowed funds. Do not include monies put into the treasurer's records that are transferred from savings account(s), investment account(s), or from other treasurers in the church.

Lines 27A – 27K Monies transferred by one treasurer to another treasurer in the church should not be included as a disbursement on this report.

Line 27A The number reported here should be the disbursements made to the pastor and assistant pastor(s) as compensation for their services. These should include salary/expense breakout; social security paid by the church; housing allowance (including phone and utilities if paid directly to pastor(s); health insurance or medical expenses paid by the church; retirement benefits paid by the church; etc.

The number reported here should not include the following reimbursement paid to the pastor(s) for items purchased for church and/or parsonage operations such as office supplies, gas for church equipment and/or vehicles, parsonage up-keep or repair items, etc. Also cash gifts for Christmas, Pastor Appreciation and any other special days should not be included.

Reimbursement for mileage, travel, vehicle expenses for vehicles titled in the church's name, and fees for attending special events, should be included on Line 27F.

If the church purchases a vehicle for the pastor's use and titles the vehicle in the church's name, the amount of the expenditure should not be included in Line 27A. On the other hand, if the church purchases a vehicle for the pastor and titles it in the pastor's name, the amount of the expenditure should be included in Line 27A.

Lines 27A(1) and 27A(2) These numbers represent a breakout of the amount reported on Line 27A and should not be added in again to the total monies disbursed.

Line 27I(1) The number reported here should be the percentage as requested by your Conference times(X) the amount of your regular tithes and offerings as reported on Line 27A.

Line 29 This number should include all cash in checking account(s), savings account(s), and/or investment account(s). This number should be all monies belonging to the church which would include the amounts from all treasurers. This number should equal the number reported on Line 24 plus the number reported on Line 26 less the number reported on Line 28.

Any questions regarding items you do not understand should be directed to the Conference President or the Chairman of the Connectional Statistical Committee.