

North Alabama Conference

MEMO TO: Local Church Pastors & Leaders

FROM: Johnny Frazier, Conference Statistician

DATE: January 3, 2019

SUBJECT: Local Church Reports for the Year Ending December 31, 2018

May the peace of the Christ child be with you and your church as we begin the new year. It's time to take a look back at 2018 through the annual Local Church Report. Understanding what is happening at the local level for each congregation helps our Annual Conference and the General Conference have the information they need to equip our churches to make disciples for Jesus Christ. Please provide all requested information as accurately and completely as possible.

All Local Church Reports must be submitted online no later than February 15, 2019. If you don't have internet access, please contact your district office for assistance. It is not necessary to submit the hard copy of your Local Church Report to the Conference or district; however, you should keep a copy of the report at your church.

Please remember the amounts for clergy pension required payments are not adjusted due to errors in the Local Church Report. Accordingly, each church should check and re-check its information to make certain the data is reported accurately.

Thank you for your service and for your help submitting this report. Please do not hesitate to contact our office if you have questions.

Johnny Frazier

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205-226-7990

PB

CC: District Superintendents

Enclosures

2018 LOCAL CHURCH REPORT
GENERAL INSTRUCTIONS FOR TABLES 1, 2, AND 3
PLEASE READ CAREFULLY

- 1. This report is the pastor's responsibility.**
2. Information requested in this report is for the 2018 calendar year—January through December.
3. Report financial amounts in whole dollars - do not report cents. Round to the nearest dollar.
4. The column headed "2017" is provided for comparison purposes only.
5. When there is not a number or an amount to report for a line item, please enter 0 (zero).
6. The following question (line) numbers have been omitted from the Local Church Report because the required information is already available in the Conference Treasurer's Office: 28a-36f, 39-44, and 50.
7. Amounts paid by the local church out of funds received as payment for goods or services (e.g. day care programs, church meals, etc.) should not be included in the Local Church Report.
8. Please compare the amounts you have entered for the current year with the amounts shown for the prior year where applicable. This is an excellent way to identify possible errors.
- 9. Please remember the information entered on lines 45, 46, and 47 affect clergy pension required payments. Please check these numbers carefully. Local church clergy pension amounts are not adjusted due to errors reported by the local church in the Local Church Report.**
- 10. Please submit your Local Church Report online by February 15, 2019.**

Year-End Local Church Report Guide

Get started with a worksheet!



At the top of the form, you'll find a button that says *Worksheet*. Click this button to open a new window or tab for a printable worksheet for your church with last year's numbers.

Enter numbers in the right column

Once you have collected your church's numbers to complete the report, begin by entering numbers starting with Line 2a. After entering the number, press the TAB key or click on the next field to enter the next number. Your answers should be whole numbers with *no decimals, commas or dollar signs*.

But I have a question

6a



We may have the answer! If you place your mouse

(or tap) on the black circle with a question mark inside. A box will appear with related help if available.

Female

Report average in-person attendance at all services held on a consistent weekly basis as the primary opportunity for worship. Count all persons (including children) who participate in part of any of these services. Do not include online worshippers nor attendance from irregularly held special services (i.e. Christmas Eve services).

DA

Average attendance at all weekly worship services

Whoops! You've exceed our expectations

While you are entering your numbers, a row may turn red. Next to the help question mark on the row, you'll find an edit icon. Click this icon to open a text box. Type a brief reason why the number you entered exceeded our expectations. Once you have entered the explanation, click the OK button.

If you have provided a reason and click the OK button, the row turns green noting that you have provided an explanation.

What if I don't want to provide an explanation now?

That's fine. You'll still need to provide an explanation prior to saving; but, you can click on the Cancel button and move on. To go back and open the window to add or edit your explanation, just click on the edit icon to the right of the help question mark for that row.

Your answer exceeds a predefined tolerance. Please provide a brief explanation (or N/A) for:

Average attendance at all weekly worship services

Type here...!

OK Cancel

What about saving? When can I do that? Can I come back later to finish?



The short answer is: yes! At the top of the form, you'll find a *Save* button on the menu bar. Click the button to initiate some form checking and finally a save.

Form checking?

Yes, you can save and come back to finish the form; however, to save the first time, you'll need to complete Lines 2a through 6 and have Lines 4, 5 and 6 be the same number.

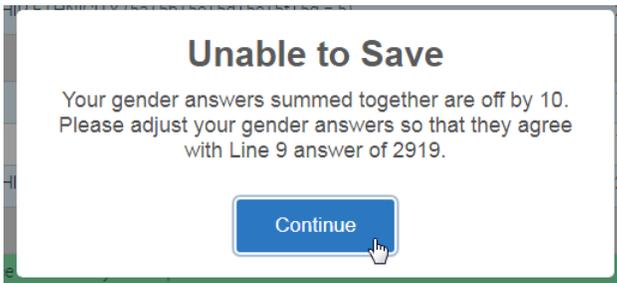
It just doesn't add up!

As mentioned, the form performs some checks when you click the Save button. For convenience, it also does some auto-sums too.

Unable to Save

Your ethnicity answers summed together are off by 10. Please adjust your ethnicity answers so that they agree with Line 9 answer of 2919.

Continue



If your ethnic distributions, Lines 5a-5g don't equal the number summed on Line 4, you'll receive an error telling you how much you need to adjust your answers to get them to equal.

Likewise, the form also checks to ensure that your gender distributions, sum of Lines 6a and 6b, equal the total membership found on Line 4. If your gender auto-sum does not agree, you'll receive a message telling you the difference. Click the *Close* button and make the necessary changes and then try clicking the *Save* button again.

I think it is saving!

If your total membership, gender and ethnic distributions agree, the form will begin to save. Saving can take up to one minute!

After the server has confirmed your save, you will receive a message that the save was successful and you may click the OK button and continue working with your local church report.



Save successful.

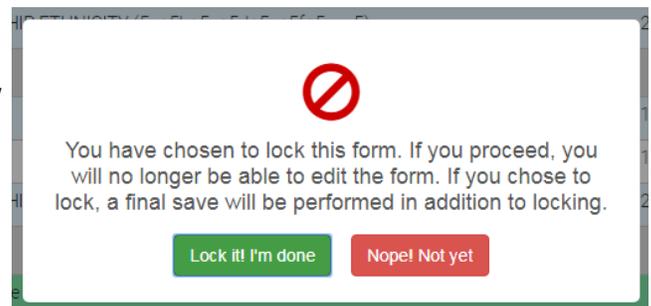


I'm done. Now what?

 **Lock** Congratulation and thank you! Before you print a copy for your records, you'll need to lock the form. To lock the form, click the *Lock* button found at the top of the form. When you click the button, you'll get one last change to bail out. If you are absolutely certain that you're finished and there will be no further changes, click the green button. The form will save one more time. Upon success, you'll see that the menu bar has removed all functions except the print button.

What's left? Printing.

 **Print** Even after you have locked your report, you can come back and print it. The print report opens a new window, gathers the information stored on our server and gives you a printable version of your report. Please click the *Print* button at the top menu bar of the form to open this print report. You will immediately receive a print dialog message for your convenience. When finished, just close that window or tab.



I'm stuck!

It happens. We are here for you. For questions related to finance or how to answer or interpret a question, please call: 205-226-7990 or 800-239-7950 M-Th 7:30-5:30.

For technical issues like browser compatibility or form malfunctions, email: admin@umcna.org or use our ticket system at <https://it.umcna.org/help>. Please provide your Conference 4 digit church number and name when contacting us. The form has been tested on several platforms and works with most modern browsers. For best experience, please consider using Google Chrome.