

## GENERAL INSTRUCTIONS

The Local Church Report is a very important document. Please see that all items are accurate and complete. Your church's 2021 and 2022 apportionments will be based on the information reported.

- It is the pastor's responsibility to prepare this report.
- **Data must be entered online or completed forms sent to the District Office by January 20, 2020.**
- Prepare a separate report for each organized church on the charge.
- Report finances in dollars – **do not report cents.** When there is nothing to report for a line item, enter a "0".
- Be sure to enter the church's IRS Employer Identification Number ("EIN").
- 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 25**. Do not report it as an expense on Table II until the year it is paid out.
- Entry of the information will be by internet. Either the Pastor or a designated person from the church can perform the entry, or the pastor can bring the paper form to the District where a District Statistician will enter the information. If an error is made, the pastor or designated person can go back into the website to correct using the same procedures that were originally followed.
- If you have questions, or need assistance on filling out the report, please contact the district office for assistance.

## INSTRUCTIONS FOR USING THE INTERNET TO ENTER STATISTICAL INFORMATION

- Point your browser to: <https://UMCData.net/RTCStats>. You can also go to this site by clicking on the "Year-End Report" button on the Conference Website [www.riotexas.org](http://www.riotexas.org).
- Log in using your assigned username and password. You should see your church name and a history of previous years.

On the home screen you will find previous years' data. Click "View" on any year to view data for a previous year.

Notice that for 2019 the boxes will say "Not Started". Click "Open" to begin entering data. Select the table you would like to start with and begin entering data.

- The numbers you see in the blue column are last year's entries for each item from your church. Enter this year's numbers in the boxes to the left.
- When finished entering data for each table, click the SAVE button on each page. If you do not have everything you need to complete a table, simply save it and finish later. **The SUBMIT button should be clicked for each report after it is completed and saved.**
- Please review your entries carefully. Enter data in all boxes. **Do not enter commas, dollar signs or decimal points.** Enter dollar amounts in whole dollars only. If there are none, enter "0". Do not leave any boxes blank.
- Print a copy for your records and a copy for the Conference Office. Click the print button at the top right corner and you will have the option to print each table individually or all at one time.
- Click the Logout link at the top of the page or close your web browser.
- **Both Pastor and Finance Committee Chair should sign the printed report and mail/fax to the Conference Office and the District Office.** (If you do not have internet access or need assistance, you can bring the paper worksheet to the District Office.)
- **Website will not be available for data entry until January 2, 2020.**

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## INSTRUCTIONS FOR LINE ITEMS: TABLE I

**Lines 1 - 4. Membership– Do not change line 1!** It is the membership reported to the Conference at the end of 2018. Add lines 2a-2f. Subtract lines 3a-3f. The remainder gives you the figure for line 4, which should represent the number of professing members as of December 31. (Errors in last year's report must be corrected by Charge Conference action and recorded in Lines 2d or 3c.) Affiliate, associate and baptized members are not to be counted as professing members.

**Line 5a. Ethnic Breakdown of Membership – Do not skip – They are not optional.** In the spaces provided; record the number of professing members of this church according to their racial/ethnic identification, as follows:

- A ..... Asian
- B ..... Black

H..... Hispanic/Latino  
 N..... Native American  
 P..... Pacific Islander  
 W..... White  
 MR..... Multi-Racial

Each church 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. **The total of the numbers entered in these seven spaces should equal the total in line 4.**

**Line 6. Gender Breakdown of Membership** – 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 4.**

**Line 7. Average Worship Attendance** – Report the average in-person attendance at all services your church holds on a regular weekly basis as a primary opportunity for worship. In many churches this will be the Sunday morning service(s).

DO report all persons, including children, who participate in all or part of the service.

DO report attendance for services held on Saturday, or other days of the week if the people who attend that service do not normally also attend on Sunday as well.

**DO NOT include worship for special services that are only held on special occasions such as Christmas Eve, Maundy Thursday, or Good Friday.**

DO NOT report persons who are in your church building during worship times but are not participating in a worship service.

**Line 7a. Number of persons who worship online** - Report the average weekly number of unique viewers who access worship online.

**Line 8a. Number of Infants-Children Baptized** – Report all persons age 0-12 baptized this year.

**Line 8b. Number of Adults Baptized** – Report all persons 13 or older baptized this year.

**Line 9. Baptized Members** – Report all baptized members of the congregation who have not yet taken the vows of profession membership (In most cases this number would reflect what was previously the preparatory roll). Do not count children who have not been baptized.

**Line 10. Constituency Roll** – All unbaptized children, church school members, and other nonmembers for whom the local church has pastoral responsibility.

**Line 11. Participants in Christian Formation Groups and Other Small Group Ministries** - Enter the number of persons who have been participating in the church's Christian formation groups or small group ministry. Christian Formation Groups are primarily Sunday morning groups but may also include other classes and small groups that enhance participants' knowledge and experience of the Bible, spiritual life, and Christian nurture. Count participants only once, even if they participate in more than one group. Include groups sponsored by other agencies (Scouts, etc.) only if wholly integrated with the church's educational ministry.

**Line 11a. Number of CHILDREN in all Christian formation groups** - Generally, the term children refers to ages 0 through 11. Include any children in this age range serving as leaders.

**Line 11b. Number of YOUTH in all Christian formation groups** - Generally, the term youth refers to ages 12 through 18. Include any youth in this age range serving as leaders.

**Line 11c. Number of YOUNG ADULTS in all Christian formation groups** - Generally, the term young adult refers to ages 19 through 30. Include any young adults in this age range serving as leaders.

**Line 11d. Number of OTHER ADULTS in all Christian formation groups** - Generally, the term other adult refers to ages 31 and older. Include any adults in this age range serving as leaders.

**Line 11. Total number of persons participating in all Christian formation groups** - Report the total participants in all Christian formation groups. The figure to report here is the total of Lines 11a – 11d.

**Line 12. Confirmation Classes** – Report the number of persons of all ages who have participated in confirmation preparation classes during the year.

**Line 13. Average Attendance in Sunday Church School (all ages)** – Report here the total average attendance figures for sessions held for all education classes and groups that meet in Sunday Church School groups.

**Line 14. Attendance in Vacation Bible School** – Report here the total number of Students attending Vacation Bible School or similar activity. Include VBS conducted in cooperation with other churches.

**Line 15. Number of ongoing classes (all ages) for learning in Sunday Church School** - Report here the total number of classes for learning held each week in Sunday Church School through all or most of the year.

**Line 16. Number of ongoing classes (all ages) for learning other than Sunday Church School** - Report here the total number of classes held each week at times other than Sunday Church School, i.e., singles/couples groups, health ministries, book clubs, etc., including small groups that meet in places other than the church building.

**Line 17. Number of support groups or short-term classes (all ages) and groups for learning** - Report here the total number of classes or groups for learning that meet less than all or most of the year. Include here Disciple Bible Study classes, financial classes, etc.

**Line 18a and 19a- Membership in UMM and UMW** - Enter the number of members in these local church organizations as reported by their respective presidents. Pastors are asked to ask their UMW president for the bottom tear-off portion of the UMW Membership Report form for the calendar year ending December 31, 2019.

**Line 18b and 19b- Paid directly by UMM and UMW** - 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** money sent by United Methodist Women to their district or conference treasurer for United Methodist Women's work.

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 20a. Number of UMVIM Teams** - Enter the number of United Methodist Volunteers in Mission teams sent out by your local church.

**Line 20b. Number of Persons Participating in UMVIM Teams** - Report only those persons sent out with teams affiliated with United Methodist Volunteers in Mission groups.

**Line 21. Number of Community Ministries for outreach, justice, and mercy** - Report the total number of different ministries sponsored by your church (i.e., revivals, community events, food banks, homeless shelters, etc.) that are offered to the community as a means of outreach, social justice, and/or mercy.

If your church hosts a prayer breakfast for the community. Fifty church volunteers serve on teams to prepare and serve food, advertise the event, and drive attendees; 500 people from the community attend. In this case, you would record 50 in Line 22, 500 in Line 23, 1 in Line 21, 1 in Line 21a, and 1 in Line 21b.

**Line 21a. Of the ministries counted in Line 21, how many focus on global/regional health?**

**Line 21b. Of the ministries counted in Line 21, how many focus on engaging in ministry with the poor/socially marginalized?**

**Line 22. Number of persons from your congregation serving in mission/community ministries** - Enter the total number of individual persons (church members and non-members) who participated on behalf of your church in ministries that intend to transform people in your local community, the region, and the world. Count each person only once. Include persons reported in Line 20b.

**Line 23. Number of persons served by community ministries for outreach justice, and mercy** - Enter the total estimated number of persons served by or who attended ministries counted in Line 21.

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## TABLE II

**Line 24. Value of Land, Building, Vehicles, Parsonage and Equipment** - "Value" should be the estimated market value of buildings, vehicles, parsonage and equipment plus the value of parsonage-related assets. 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 25 - Other Assets.

**Line 25. Value of Financial and Other Liquid Assets** - "Other Assets" refers to real estate and personal property such as cash, stocks, bonds, trusts, securities, and investments (including endowments) 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 26. Indebtedness Secured by Assets** - Report here all indebtedness secured by church property (lines 24 and 25) at year end. Borrowed money is a debt.

**Line 27. Other Indebtedness** - Report here all other indebtedness (credit cards, lines of credits, lease-to-purchase agreements, etc). The sum of Lines 26 and 27 should equal the total debt currently held by the church.

**Lines 28a-36f, and 39-40, Money Remitted to Conference Treasurer for Benevolences, CRSP and CPP, and Health Benefits** - The lines will be filled in by the Conference Treasurer based upon the amounts remitted for apportioned funds, second mile giving through the Conference Treasurer, and the Clergy Retirement Security Plan and Comprehensive Protection Plan, and Health Benefit payments.

The amounts sent to the Conference Treasurer will be merged into the data entered by the church and will appear on the final report. **A copy of the final report will be mailed to each pastor for a final proofing in the early spring.**

**Line 37. Total Amount given directly to United Methodist causes (not sent to AC Treasurer)**

– Report monies paid directly by the local church to United Methodist-related institutions and causes.

**Line 38. Total amount given to non-United Methodist benevolent and charitable causes (not sent to AC Treasurer)**

– Report monies paid directly by the local church to local benevolence or community organizations or to non-United Methodist organizations outside the local church.

**Line 41-44. Clergy Compensation** – In these lines report the amounts paid by the local church for the base compensation, housing, expense reimbursements, and other allowances and benefits of elders and local pastors appointed to this church by the bishop.

Enter the total amount of compensation paid, including funds provided by the district or conference, including tax-deferred amounts and/or any “cafeteria plan” contributions. Funds received by the church from the conference or district shall additionally be reported on Table 3. Do not reduce the compensation by the utility exclusion that is elected by the pastor under Internal Revenue Code 107.

Do not include housing allowance paid in lieu of providing a parsonage. Include this amount on Lines 42a-42c.

**Line 41a. Compensation for Senior Pastor** – Total base compensation paid by the local church, including all pre-taxed items, to the person appointed to the lead pastor role.

**Line 41b. Compensation for all Associate Pastors** – Total base compensation paid by the local church, including all pre-taxed items, to the person(s) appointed to the Associate Pastor role. **Include deacons and other clergy in this role.**

**Line 41c. Compensation for Deacons** – Total base compensation paid by the local church, to/for any Deacons **not included in 41a or 41b.**

**Line 42. Utilities and Housing** – Total amount paid to/for housing allowances and other housing and utility-related allowances including those for light, heat, furniture, garage rental, service costs (yard work, cleaning, etc.) and any normal expenditures incurred to maintain the parsonage.

**Line 42a. Utilities and Housing** – Total amount paid to/for Lead Pastor for expenses described above.

**Line 42b. Utilities and Housing** – Total amount paid to/for Associate Pastor(s) and other pastoral staff assigned or appointed to the church. **Include deacons and other clergy in this role.**

**Line 42c. Utilities and Housing** – Total amount paid to/for any Deacons not included in 41a or 41b.

**Line 43. Accountable Reimbursement** – Expenses incurred by all persons included in lines 41a-41c based upon written policy of the church in which expenses are substantiated through receipts or other documentation. **Reimbursements of expenditures made by the individual for local church programs and operating expenses should be reported on Lines 48 and 49.**

**Line 44. Non-Accountable Cash Allowances** – Total amount paid to/for all persons included in Lines 41a-41c for any other cash allowances (non-accountable). **Do not include any items reported on Line 43.**

**Line 45. Staff and Diaconal Ministers Salary** – Report the amounts paid by the local church as salary, housing, benefits, expense reimbursements, taxes, and allowances for any lay employees, diaconal ministers, or other staff leaders. **Do not include** amounts reported on Lines 41-44.

**Lines 46-47. Program and Other Current Operating Expenses** – Please include amounts paid by the church, as well as amounts paid on behalf of the church, for all program and operating expenses.

**Lines 46. Program Expenses** – Enter the total amounts disbursed for local church program under the direction of the local Church Council or Council on Ministries for the purposes of education, communication, nurture, outreach, witness, and other ministries. **Do not include amounts given to support local or national non-UMC groups and agencies in their programs. Those amounts should be reported online 38.**

**Lines 47. Operating Expenses** – 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 capital expenditures.**

**Do not include in Table II any amounts paid for programs which are entirely funded from fees such as after school care, senior adult programs, youth trips, etc.** If the church has such a program and it subsidizes the program, it should include the subsidy only as an expense in line 37.

**Line 48. Payment of Debt** – Include all payments on all 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 49. Capital Improvements** – Enter here only amounts paid from contributions for capital improvements, **not from loans**. Enter any outstanding indebtedness on Line 26 or 27. Amounts contributed but not paid out (retained for use in future years) should be included in Line 25. **“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 50. Total Paid** – 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 addition . Correct totals will save time, trouble, and work for your Conference Statistician and Treasurer as well as yourself.

Our report form will have a subtotal of the items spent locally (not through the Conference Treasurer). **The final report sent in the spring will show the Total Amount Paid by the Church.**

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### TABLE III

Report income for funds used exclusively in support of the annual budget/spending plan. Do not include funds intended for capital improvements or acquisitions. Do not include funds received from connectional or institutional sources and grants outside of the local church (report these on lines 54a-54c).

**Line 51. Number of households giving to the local church** - Report the number of households recorded by name as contributors for the year in support of the annual budget/spending plan and benevolence giving of the local church. Where individual persons in a household are recorded as giving separately, count each person separately.

**Funding Received for Annual Budget / Spending Plan** - (the funding for Lines 28-50, Table II expenditures)

These funds are used exclusively in support of the annual budget and spending plan and do not include funds used for capital improvements or acquisitions (reported under section 2) **unless they are provided for within the annual budget / spending plan of the local church.**

**52a. 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 budget and spending plan of the church (for example, a member's payments toward an annual pledge). If your church does not conduct financial stewardship campaigns using pledges, please enter “0”.

**52b. 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 budget / spending plan (for example, personal check from a member who did not submit a pledge card in response to the church's stewardship campaign).

**52c. Amount Received from Unidentified Givers** - This year's receipts from unidentifiable individuals used in support of the annual budget / spending plan (for example, loose currency or coins placed in the Sunday morning offering plate).

**52d. Amount Received from Interest and Dividends** - Funds allocated toward the annual budget / spending plan 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) or sale of stocks. Any change in the value of existing stocks (not sold) should be reflected in Line 25.

**52e. Amount Received from Sale of Church Assets** - Funds allocated toward the annual budget / spending plan from the sale of church-owned assets (for example, the sale of discarded church furniture).

**52f. Amount Received through Building Use Fees, Contributions, and Rentals** - Funds allocated toward the annual budget / spending plan from building use fees and related contributions and rentals (for example, fees collected from weddings for building use).

**52g. Amount Received through Fundraisers and Other Sources** - Funds received in support of the annual budget / spending plan from special fundraisers and any other sources (for example, net receipts from a pancake breakfast used to support the annual budget).

**52. Total Income for Annual Budget / Spending Plan** - Enter the total sum of 52.a through 52.g.

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### **Funding Received for Capital Campaigns and Other Designated Special Projects**

Report this year's receipts from capital campaigns and other special projects. **DO NOT INCLUDE** funds reported on lines 52.a – 52.g.

**53a. Capital Campaigns** - Report 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).

**53b. Memorials/Endowments/Bequests** - Enter 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 or income from interest of dividends re-invested in existing memorials (for example, interest from endowment funds retained in endowment accounts).

**53c. Other Sources and Project s-** 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).

**53d. Amount received for Special Sundays, General Advance Specials, World Service Specials, Conference Advance Specials and other forms of directed benevolent (charitable) giving** - This year's receipts for benevolent causes including Special Sunday offerings, General Advance and World Service special gifts, Conference Advance Specials and other forms of designated donations given by individuals and forwarded by the local church.

**53. Total income for designated causes including capital campaign and other special projects**

Enter the total sum of 53a through 53d.

**Funding Received from District(s), Annual Conference(s), Jurisdictional Conference(s), General Church and/or other institutional sources outside the local church**

These funds can be used in support of the annual operating and benevolence budgets not listed on lines 52a to 52g.

**54a. Equitable Compensation Funds received by Church** - Enter this year's equitable compensation funds received by church or pastor.

**54b. Advance Special, Apportioned, and Connectional 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).

**54c. Other Grants and Financial Support** - Funds received from other sources (for example, grants received from a foundation in support of the church food bank).

**54. Total Income from Connectional and Other Institutional sources outside the Local Church** - Enter the total sum of 54a through 54c.

**55. Total amount received by the Local Church** - Enter the total sum of 52, 53, and 54.

- **It is the pastor's responsibility to prepare this report.**
- **Data must be entered on the website or the completed forms must be received in the District Office by January 22, 2020.**
- **Website will not be available for data entry until January 2, 2020.**
- **Both Pastor and Finance Committee Chair should sign the printed report and mail/fax to the Conference Office and the District Office.** (If you do not have internet access or need assistance, you can bring the paper worksheet to the District Office.)

STATISTICIANS	TELEPHONE
<b>Capital District</b> Jill Barre - jill@umcad.org	512-444-1983
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<b>West District</b> Amy Moore - westamy@suddenlinkmail.com	325-486-1500
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**A copy of the final report will be mailed to each pastor for a final proofing in the early spring.**