



**Table I of the
Local Church Report to the Annual Conference
2005-2008 Quadrennium
Introduction**

Following is the downloadable version of the **Table I statistical table** for use during the '05-'08 quadrennium, along with the instructions for filling out the form. Note the following two items.

1. Please do not use this version of the form without confirming with your conference statistician or treasurer that this version may be used. Many annual conferences modify Table II to collect additional financial information of particular interest to conference leadership. It is important for you to provide answers to all of the questions asked by your annual conference.
2. Please **do not** return the completed form to the General Council on Finance and Administration. All statistical table answers are to be returned as directed by your annual conference to the statistician, treasurer or other designated office. The GCFA Statistics Department is unable to process statistical data received directly from a local church. Any forms returned to GCFA will not be recorded.

[Click here](#) or **scroll down** to view **Table I**.



Table I, Statistical Table

Worksheet for Table I of the Local Church Report to the Annual Conference

The United Methodist Church

State _____ County _____

Pastor _____

Church _____

Reports for the year ended December 31, _____

Charge _____

or for the period _____ to _____

District _____

Important—Read instructions on Worksheet

Conference _____

CHURCH MEMBERSHIP	1. Total professing members reported at close of last year (See instructions).....	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 Withdrawn	5b	-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 _____		
	9b. Gender identification (should total line 9). Give number of: Females _____, Males _____		
	10. Average attendance at the principal weekly worship service(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 (¶230.3)	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 (0-6th grade) in all Sunday church school groups.....	16a	+
	16b. Children (0-6th grade) in all other groups	16b	+
	17a. Youth (7-12th grade) in all Sunday church school groups	17a	+
	17b. Youth (7-12th 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 Sunday church school groups _____ in all other groups _____	19	
	20. Average attendance in Sunday church school (all ages).....	20	
21. Average attendance in other ongoing classes and groups for learning	21		
22. Average attendance in other short-term classes and groups for learning	22		
23. Number of Christian formation groups, other than Sunday church school for Children _____ Youth _____ Adults _____	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	.XX
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 9a, 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

Instructions for Table I of the 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. This worksheet is for the convenience of the pastor. Under no circumstances should it be substituted for the report mailed to conference officers.

The official form for the Local Church Report to the Annual Conference, Table I, Statistical Report, contains line items numbered 1 through 37. After you have completed this worksheet please transfer the information to the report blank(s) provided by your annual conference and return them to the conference statistician or as instructed by your Annual Conference. *Please keep this worksheet for your records.* Federated churches, community churches, etc., report only that part of the membership belonging to The United Methodist Church.

GENERAL INSTRUCTIONS

- 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. Report finances in dollars - do not report cents. (Round to nearest dollar.)

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 "AA/B."

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 refer 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).

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