

Reporting 2018 Church Statistics



To: Pastors and Local Churches
From: Beth Westbury, Conference Treasurer
and Director of Administrative Services
Re: Local Church Statistical Reports for 2018
Date: Dec. 28, 2018

It is time to start preparing your local church statistical reports for the year ending December 31, 2018.

As pastor, it is your responsibility to see that the report for each church is properly prepared and submitted online by Feb. 28, 2019. Since church apportionments are determined from line items found in Table 2, it is imperative that the numbers are both correct and listed in the proper place.

A few important things before you begin

- The numbering of questions for 2018 is the same as for 2017; however, you might want to review the changes that were made for 2017. [Click here to review the 2017 changes.](#)
- You must submit your church's statistics at ezra.gcfa.org. While there is an option to print forms to work offline, the data must be submitted online.
 - User name: Your Church GCFA Number
 - Password: We have reset passwords for 2018. Your password will be church123 (lower-case, no spaces) until you set up your user profile. If you forget your password while on the login page, click the "Forgot Password?" link.
- If you choose to print out a blank form to initially compile your statistics before submitting them online, you will not see instructions that appear when you view the online input screen. If you do not understand a question, review the instructions that appear on the input screen.
- We are asking churches to enter their Federal Employer Identification Number (FEIN) – below the table header and above the first data entry line of the table. If you do not know your church's FEIN, you can find it on documents you file with the IRS, such as Forms W-2 and 1099.
- You can work on the forms as much as you would like, but make sure to click save before you close a table. Once you have finished all tables and you are ready to make your report final, you must click the submit button at the top. Please address any messages prompted by the system.

One very important thing before you begin

- Enter all data rounded to the nearest whole number. Table fields will not accept any symbols including commas, dollar signs, percent signs, etc. Example: Enter 1999, not \$1,999.00.

Attached, please find a reference guide we hope will be helpful as you complete your statistical reports for 2018.

REPORTING CHURCH STATISTICS

TIPS FOR PASTORS AND CHURCHES



Table 1 – Membership

- When you report the total number of professing members at the beginning of your 2018 report (Table 1, Line 1), it must match exactly the number of members reported at the end of 2017. If the figure does not agree with your church records, you may adjust it by using Line 2d or Line 3c.
- The total number of members identified by race/ethnicity in Lines 5a-5g must equal exactly the figure reported in Line 4.
- The total number of members identified by gender in Lines 6a-6b must equal exactly the figure reported in Line 4.

Table 3 – Church Income

- Separate the church's income based on the questions asked.
- If your church receives Equitable Compensation funds, report the total received through payments to the church on Line 54a.
- If your pastor is paid directly by the Commission on Equitable Compensation, include the amount paid on Line 41 and report the grant on Line 54a.

Color-coding of fields

Color-coded fields in the tables can require your attention, or indicate that no action is required:

Conference Input	You do nothing
Auto-Calculation	You do nothing
Warning	Review, provide explanation
Error	Must be corrected

Table 2 – Church Assets & Expenses

- Do not include any amounts sent to the Conference Treasurer during the year for apportionments and other remittances, or for direct billing.
- Make sure all reported expenses are actual expenses, provided by the church treasurer. Report an expense only once in Table 2.
- Line 25 – Reflects financial assets (bank accounts, investment accounts, etc.). It is unusual for this amount to be the same as last year's amount.
- Lines 28-36e – Will be completed by the Conference Treasurer. These fields might not be visible to you.
- Lines 39-40 – Will be completed by the Conference Treasurer. These fields might not be visible to you.
- Lines 41-42 – [Click here for a guide to reporting information from the Ministerial Support Form to the Statistical Tables.](#)
- Lines 41-47 – Used to calculate apportionments, so it is critical that information reported on these lines is based on actual figures (no budgeted numbers).
- Lines 41a-41c – Total must be equal to or greater than the amount reported on the compensation line of the Ministerial Support Form.
- Line 43 – Travel (including for Annual Conference) and continuing education expenses paid to/for clergy in an Accountable Reimbursement Plan.
- Line 44 – Travel (including for Annual Conference) and continuing education expenses paid to/for clergy as a cash allowance (non-accountable).
- Line 45 – All non-clergy salaries and benefits.