

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 2021 report (Table 1, Line 1), it must match exactly the number of members reported at the end of 2020. If the figure does not agree with your church records, you may adjust it by using Line 2d or Line 3c.
- Total number of members identified by race/ethnicity in Lines 5a-5g must equal exactly the figure reported in Line 4.
- Total number of members identified by gender in Lines 6a-6c must equal exactly the figure reported in Line 4.
- Line 7: For 2021, only use the weeks that you had full in-person service.
- Line 7a: In 2020 and 2021, many churches initiated online services using various platforms. See instructions from the platform to determine views that were hits or watches based upon viewing time (the length of time considered a watch may vary by conference).

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.

COVID-19 & PPP-related notes

- Although the PPP may get recorded in two places, Line 27 just tells us that they have a loan amount, it doesn't get put in as part of the spending plan.
- Line 54c tells us it was used as part of the spending plan (but it's still from an outside source, even if it becomes a grant).
- Neither field is used to calculate apportionments, they are just informational.
- When the loan is forgiven, then it will fall off of next year's stats and it won't be put in 54c next year (unless there's a second wave of stimulus in 2021).

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.
- **Line 27 – If the church received a loan from the Paycheck Protection Program (PPP) as part of the CARES Act that has not been forgiven, include the loan balance here.**
- 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.
- **Line 54c – If you received Paycheck Protection Program (PPP) funding in 2021, enter the amount received here (whether it has been forgiven or not).**

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)	Warning (review, explain)
Auto-Calculation (you do nothing)	Error (must be corrected)