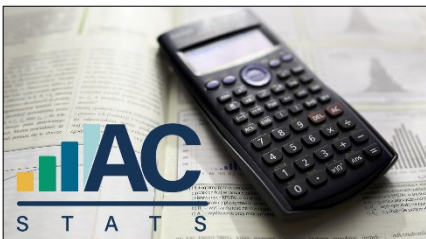


Reporting 2023 Church Statistics



To: Local Churches and Pastors
From: Beth Westbury, Conference Treasurer and Director of Administrative Services
Re: Local Church Statistical Reports for 2023
Date: Dec. 13, 2023

It is time to start preparing your local church statistical reports for the year ending December 31, 2023.

The pastor is responsible for making sure that the report for each church is properly prepared and submitted online by Feb. 28, 2024. 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 2023 is the same as for 2022, with one exception: Line 2g has been added to record the number of new members your church might have received from closed or separated churches. You also might want to review [the changes that were made for the 2017-2020 Quadrennium](#).
- A field for non-binary has been added to the membership count by gender (Line 6). This field may be used to include those who do not identify themselves as male or female.
- You must submit your church's statistics at stats.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 set passwords for 2023. Your password will be Numbers123%. If you forget your password for the login page, contact Beth Westbury at 803-726-6741.
- Before printing out a blank form to initially compile your statistics before inputting them online, toggle the "Display Question Help" so it appears blue. This will print the 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.
- Your input will be saved as you go. No need to click save before you close a screen. Once you have finished all tables and you are ready to make your report final, you must click the green 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 dollar. Do not report cents. Table fields will not accept any symbols including commas, dollar signs, percent signs, etc. Example: Enter 1999, not \$1,999.00.

[Click here for a reference guide we hope will be helpful as you complete your statistical reports for 2023.](#)