

THE WESLEYAN CHURCH

LOCAL CHURCH STATISTICAL REPORT TO THE DISTRICT CONFERENCE – 2008

INSTRUCTIONS

1. This statistical record covers the district fiscal year which ends in 2008 as set by your district conference (*Disc. 1180:18*). It covers the various activities of your church including auxiliary organizations.
2. It is the pastor's responsibility to submit this report "on time" to the district office, district statistician or district statistical committee, whichever is appropriate for your district (*Disc. 725:32; 1352:2*).
3. Local church statistical reports evolve into district and denominational statistical reports and eventually become a vital part of national and international reports. Your individual report will have a far reaching influence making accuracy and completeness essential.
4. This report incorporates statistics from local church auxiliaries such as:
 - *Wesleyan Women*
 - *Wesleyan Kids for Missions*
 - *Wesleyan Men*
 - *Wesleyan Youth*
 - *Young Adult International*
 - *Children's Ministries*
 - *Senior Adult Ministries*
 - Other

It is vitally important that the statistics you report here relative to auxiliaries be the same as those reported by the auxiliaries to the local church conference.

5. You will find it helpful to have a copy of last year's statistical report at hand when completing this year's report as you will need to refer to it from time to time.
6. Most pastors and local churches today use computers and prefer to fill out statistical reports using an online form that can be filed via E-mail attachment. However, there is available a version of the Local Church Statistical Report to the District Conference that can be obtained from your district office or district secretary which can be completed by hand using pen or typewriter.
7. When using the computer version **do not** type in those spaces that contain a "0" or a \$ sign. These cells contain computer formulas and will do the math for you. If you have nothing to report on a particular line item type in "0" or leave blank. **Do not** type in other messages such as "N/A", as it interferes with the computer formulas.
8. It's a good idea to keep a hard copy of the report and all related worksheets to use as a guide in making next year's report.
9. In the line item explanations below you will note that some lines will be skipped as they are self-explanatory.

PART I - GENERAL STATISTICS

SECTION I – Church Membership

Line Item

1-7 - Community Membership

1. This number should be exactly the same as reported on line **5** in last year's report without exception. If there was an error in last year's report do not change last year's number but make the adjustment in lines **2** and/or **4** of this year's report.

2. Those received into community membership as new believers joining the church for the first time, and those coming from other denominations but joining without any letter of transfer.

3. The number entered on line **3** will be forwarded automatically to line **12**. (*Disc. 553; 563*) Watch for this!

6-7. These lines calculate automatically. Do not type in these spaces. If completing the report by hand you calculate the percentage in line **7** by dividing line **6** by line **1** and round to the closest percentage.

8-22 - Covenant Membership

8. This number should be exactly the same as reported on line **20** in last year's report without exception. If there was an error in last year's report, do not change last year's number but make the adjustment on lines **9**, **10**, and **11** of this year's report.

9. Those received directly into covenant membership as new believers joining the church for the first time.

10. Only those received by letter of transfer from another Wesleyan Church.

11. Only those received by letter of transfer from another denomination (*Disc. 575*).

12. Community members moved to covenant membership. Computes automatically from line **3** if you are using the computer version, do not type in this space. If this number does not agree with line **3** an error has occurred and needs correction before proceeding. If completing the form by hand write in the same number as line **3**.

13. This line item computes automatically. Do not type in this line. If completing by hand write in the total of lines **8**, **9**, **10**, **11**, & **12**.

17. Any member removed that does not fit any other category listed in **14**, **15**, **16**, and **18**.

19-26. These line items compute automatically, do not type in these spaces. If completing by hand calculate the percentage in line **26** by dividing line **25** by line **24** and round to the closest percentage.

24. Report the exact number from last year's report.

SECTION II – Church Ministries

27. Report the average of the 48 highest attendance figures. If your church conducts a children's church separately from your main worship service be sure to include the children's church in this number. If you have more than one morning worship service your weekly attendance would be the combined total of all services for that Sunday including a Saturday evening service intended as part of the Sunday morning service program.

29-30. These line items compute automatically. Do not type in these spaces. If completing by hand calculate the percentage in line **30** by dividing line **29** by line **28** and round to the closest percentage.

32, 33, & 34. Sunday school classes are divided into three groups only: children, youth and adults. Record the total number in attendance for each group.

35, 37, 38. These line items compute automatically. If completing by hand calculate the percentage in line **38** by dividing line **37** by line **36**.

36. Report the exact number from last year's report.

39. This figure is not to be included in line **53** below.

40. Do not report the number of persons who have sought spiritual help at the public altar but only those who have experienced and witnessed to a conversion during the past year; whether at regular services, revival meetings, other special meetings, home services, Bible studies, personal evangelism, or other outreach ministry of the local church.

45. Those who have served in a short-term missions effort that involved ministry beyond the local church. *i.e., GO-Net; work/witness teams in the U.S.; or other parts of the world.*

50-51. Do not include college students without prior Wesleyan ties who attend the church due to the close proximity of their chosen college campus. Churches in cities where Wesleyan colleges are located should report only college age students whose primary residence is local.

SECTION III – Enrollment Statistical Summaries

52-63. You will need to refer to last year's report in completing this section.

52, 56, & 60.

- Report the number of persons enrolled in some form of spiritual formation such as a class, small group, or any other kind of gathering.
- Most churches do not keep a written register of names but know by name those considered a part of their church.
- Do not include Sunday school stats.
- Do not report the number of "groups" that meet.
- All persons who are enrolled in a group, class, or gathering that meet under the auspices of the church should be counted.

53, 57, & 61. You will need to refer to last year's report for these figures. If this is the first time you are filing this report and do not have a report to refer to from last year, it would be appropriate to estimate using the best information available. Automatic calculations will follow on lines **54, 58, 62.** Do not type in these spaces.

55, 59, & 63 percentages will calculate automatically. If completing by hand calculate line **55** by dividing line **54** by line **53**; line **59** by dividing line **58** by line **57**; line **63** by dividing line **62** by line **61**. In each case round to the closest percentage.

SECTION IV – Church Ethnicity

64. CHECK ONE BOX ONLY. The guideline for determining the ethnic make-up of a church is whatever ethnic group makes up sixty-five percent or more of the congregation. If there is no group that makes up sixty-five percent, but there is more than one identifiable group, check the category "integrated".

SECTION V - Property

65, 66. Report the insured value with 100% coverage. Property without buildings may be valued at the purchase price or current market value, whichever is greatest.

PART II - FINANCIAL STATISTICS

SECTION VI- Cash Income

Line Item

68-78 - "Assessable" Contribution Income for USF/EIF

The General Church assessment for the United Stewardship Fund is based on the total amount on line **78**. The USF obligation for each local church is determined by the district. All funds that come into the local church through its various ministries is subject to budget assessment, with the exception of those identified as exempt according to *The Discipline* paragraph 2005(3), and itemized below in lines **79** through **87**, and **90** through **95**.

68. All funds received as "Tithes", as well as all offerings which come into the church through public service collections, or by any other means, which is intended for the general operation of the local church.

70. All funds received through the Wesleyan Women's ministries except the General Church "Heart-of-Ministries" offering which is to be reported on line **80**.

73. All funds received through the Youth Ministries of the church except that designated for youth attendance at area or International Wesleyan Youth conventions which is to be reported on line **85**.

79-87 - "Non-assessable" Contribution Income for USF/EIF

This category distinguishes between contributions which are assessable (lines **68** thru **77**) from contributions which are not assessable as provided by *The Discipline*, paragraph 2005.

79. Only funds intended for Wesleyan World Missions/Global Partners of The Wesleyan Church.

80. Wesleyan Women "Heart-of-Ministries" annual offering. All other funds received by Wesleyan Women are assessable income and should be listed on line **70**.

84. Funds received for Easter season offering to the General Department of Evangelism & Church Growth. All other funds are assessable and to be reported on line **77**.

85. Only funds received for youth attendance at regional or general Wesleyan youth conventions. All other funds received are assessable and are to be recorded on line **73**.

86. Only funds received for a building project that has written DBA approval.

87. Only funds sent to the district or General Department of Evangelism & Church Growth for district or denominationally approved church plants.

90-95. - Other "Non-assessable" Income for USF/EIF

Other specified incomes which are not contribution incomes but neither are they assessable for budgetary purposes. (*The Discipline*; paragraph 2005)

90. Only new church plants which have received funds from the General Department of Evangelism & Church Growth or the District Evangelism & Church Growth are to use this line. All other churches write in "**0**".

SECTION VII - CASH DISBURSEMENTS

98-112 - Local Purposes

98. Basic cash salary paid to the pastor. Do not include anything else.

99. List the amount paid for pension for the full year.

100. Add together cash allowances paid to/for pastor for housing and/or utilities.

101. Add together all other cash allowances or benefits paid to/for pastor. (*i.e., travel, car, office*)

102. Basic cash salary paid to associate or assistant pastor(s). Do not include anything else.

103. List the amount paid for pension for the full year for associate or assistant pastor(s).

104. Add together cash allowances paid to/for associate or assistant pastor(s) for housing and/or utilities.

105. Add together all other cash allowances or benefits paid to/for associate or assistant pastor(s). (*i.e., travel, car, office*)

106. Any funds spent for Christian education. (*i.e., Sunday school materials and operation, discipleship ministries, children's ministries, special classes for leadership and teacher training, VBS, Youth, YAI, library*)

107. Only funds sent to Wesleyan Church missionaries or to Wesleyan World Missions/Global Partners.

108. Only funds sent to non-Wesleyan missionaries or missionary organizations other than Wesleyan World Missions/Global Partners. (*i.e., World Hope*)

109. Other contributions made to local or national benevolent agencies, institutions or organizations that are not a part of The Wesleyan Church. Do not include any missionary contributions which are reported on lines **107** and **108**.

110. Church or parsonage or other church-owned facility mortgage payments including principal and interest.

111. All funds spent to purchase property, or new construction, or a major remodeling project. (*A major remodeling project is equal to ten percent or more of the total value of the land, buildings, and equipment assets, and has DBA approval in writing.*)

112. Include all local maintenance, office and staff salaries, supplies for office, kitchen, housekeeping, repairs and upkeep and any other local expense not otherwise listed on this report.

114-122 - District and General Church Purposes

114. **This is a new line item.** Report exactly the amount assigned by the district board of administration. If you are in question about this figure contact your district office for confirmation.

116-117. **New line items** and will calculate automatically. Do not write in these spaces. If completing by hand: figure line **116** by subtracting line **115** from line **114**. Figure line **117** by dividing line **116** by line **114** and round to the closest percentage.

118. Report only those funds sent to the district or the general church through the department of Evangelism & Church Growth for a district or General Church plant projects.

119, 120, & 121. Include all funds sent to these ministries.

122. Any amount paid to the district or General Church for any purpose not reported elsewhere on this report is to be reported on this line.

Thank you for your dedicated service to your district and the denomination. My office stands ready to assist you in whatever way we can.



Ronald D. Kelly
General Secretary