

SPECIAL INSTRUCTIONS FOR PROCESSING THE 2022 STATISTICAL END-OF-YEAR REPORTS

2022 ITEMS APPEAR IN RED, OTHERWISE INSTRUCTIONS SAME AS PRIOR YEARS.

PLEASE BE SURE TO HAVE YOUR COPY OF THE LAST YEARS' STATISTICAL EOY REPORT (SUBMITTED LAST JANUARY for 2021) FOR REFERENCE WHEN FILLING OUT YOUR FORM FOR 2022. One of the best ways to catch errors on the front end is to cross-check your 2022 numbers (current year's statistical numbers), against your 2021 numbers (last year's statistical report) for comparison. This way you will catch 'missing' information, as well as data changes with a sizable difference. Both of these situations should raise a flag, signaling the need to be checked.

Please be sure to check for errors prior to completing the entries. Below are some of the Statistical Reported line items which typically require corrections for GCFA:

***Table I, Line #1 ('Total Professing Members Reported at the Close of Last Year')**
-Line #4 from the 2021 Stats **MUST** be same number that is used for Line #1 on the 2022 Stats. **(If a number needs correcting, be sure to use Table 1, #2d or Table 1, #3c for that purpose.)**

***Table I, Line #4 ('Total EOY Membership') - #4 ('Total Professing Members Reported at the Close of This Year'), #5 ('Total Ethnicity'), & #6 ('Total Gender')** - All three lines **MUST** have the same **TOTAL** number. Also, be sure you have included your numbers on the correct line item for ethnicity.

***Table I, Line #7 ('Average Attendance...Weekly Worship')** - If a church was open during any part of 2022, it **MUST** have a number in this field.

***Table I, Line #7A ('Online Worship')** - If a church is open, it **MUST** have a number in this field.

- **See instructions from the service you used for streaming to determine views that were hits or watches based upon viewing time.**

***Table I, Lines #11a-11d ('Participants in Christian Formation Groups...')** - If a church is open, it **should** have numbers in these fields. This would include any groups that meet (more or less on a regular basis) and *'...enhance a participant's knowledge and experience of the Bible, spiritual life, & Christian nurture...'* This would include groups such as Sunday School classes and could even include choir rehearsal. If you have a Sunday School program, be sure you have included numbers for #11a-11d.

***Table I, Line #13 ('Average Attendance...Sunday School')** - This asks for the **average attendance** of your **Sunday School**. If a church has numbers in #11a-#11d, it **MUST** have a number in this field.

***Table I, Line #15 ('Number of Ongoing Classes...Sunday School')** - This asks for the *number* of *Sunday School classes*. If a church has numbers in #11a-#11d, it **MUST** have a number in this field.

***Table II, Lines #41a-#41c ('Base Compensation...')** - Base compensation, for all *appointed* clergy, should be taken *directly* from the signed **2023 Clergy Compensation Package** form as follows: **Table II, Line #41a, b, or c** =Cash Salary; **Table II, Line #42a, b, or c** = Cash Housing Allowance; **Table II, Line #43** = Reimbursable Expenses.

***Table II, Line #46 ('Total Amount Spent for Local Church Program Expenses')** - Most churches should have **some** program expense...try not to leave this line item blank.

***Table II, Line #47 ('Total Amount Spent for Other Local Church Operating Expenses')** - If a church is open, it **MUST** have a number in this field...This includes utilities, property maintenance, etc.

***Table III, Line #51 ('Number of Giving Units')** - This will be the number of households or individual persons recorded by name as contributors for the year in support of the annual budget/spending plan and benevolence giving.

***Table III, Line #52d ('Received from Interest and Dividends...')** - *Be sure you have NOT recorded any negative values on Table III – Negative numbers are not accepted (cash values only)...if there was a loss, the amount entered would need to be '0'. Be sure to correct this, if necessary, prior to submitting your Statistics.*

***Table III, Line #54a ('Equitable Compensation Funds Received by Church or Pastor')** – These funds **must** be listed separately on **Table III, Line #54a** (in addition to being included in **Base Compensation, Lines #41a-c**). This is a special category. All other supplemental funds will be listed in **Line #54b**

***Table III, Line #54b ('Advance Special, Apportioned, and Connectional Funds Received by Church')** - All Salary Supplements (Sustentation Funds, New Church Development Funds, District Funds, etc.) **other than Equitable Compensation** (Table III, Line #54a) are to be listed in **Table III, Line #54b**.

Questions? Please contact your district office.

Thank you for all you do for the denomination and all the hard work that goes into collecting this important data!