

Helpful Hints and Tips for Completing the 2009 Statistical Reports

1. Printing Blank Forms

Get ready to collect your data by **printing a blank 2009 form** from the Reports section. Click on “Blank Church Input Form” and select all 3 tables. This blank form can be copied and distributed to those assisting in the statistical reporting process. The 2008 data for your church will be listed alongside the blanks for 2009. However, because there have been a number of changes for 2009, some lines will be missing 2008 data. You can look at previous year’s reports online by going back to the home page and changing the year. (This will help in some cases where lines have been combined. For example, value of the church building and the value of the parsonage were on separate lines in 2008 but have been combined on one line in 2009.) Just be sure to change the year back to 2009 when you are ready to enter data.

2. Helpful Documents

Other **helpful documents** in the Reports section of the on-line system are:

“Summary of Changes to Statistical Report 2009” - chart that compares the lines in the 2008 statistical tables with those in the new 2009 tables

“Church Table Directions” - detailed descriptions for all lines on the 2009 statistical tables

“Church Users Guide” - instructions for using the online system

3. Entering Numbers – Beware of typos!

Be sure to enter **only whole numbers** – the system does NOT recognize a decimal point so will ignore it resulting in incorrect data. Also, please do not ignore Warning messages – check your numbers for typos.

4. Online Helps when Entering Data

Click on the “?” next to each line to review the detailed description of what should be included in that line.

5. Entering Data vs Submitting Reports

You can enter data during **multiple login sessions** to one or more tables. Just be sure to save each table before leaving the screen for that table. However, all three tables must be submitted together by clicking on the **Submit Stats Process** command on the Main menu; this should be done only when all data in all 3 Tables are complete. Once your report is submitted, you cannot edit it without the statistician unlocking it.

6. Table I Notes

- a. **The majority of this year’s changes have been made in Table I.** Most of these changes are straightforward. However, a church may not be prepared to answer all of the new items. Leave blanks or give your best estimates for items that require a new record system.
- b. **Worship Attendance** – Please report the most accurate worship attendance figure by using the following guidelines. A count should be done each Sunday for all people attending worship or part of it (children

and adults!). These counts should be recorded. If there is more than one weekly service with mostly different people attending, add the attendance figures for each service. The number should be the numerical average of all the weekly counts during the calendar year and should not include special services such as Ash Wednesday or Christmas eve. A week can be omitted from the average calculation if the worship service was cancelled because of severe weather, etc. (If a church chose not to cancel when others in the community did and had significantly lower numbers, that week can also be omitted).

7. Table II Notes

- a. The building values and asset lines from Table I have been moved to Table II.
- b. Most of the lines on Table II have not changed although they have been renumbered and some have been combined
- c. When entering spending or income money, the general rule is that each dollar belongs on one and only one line. All dollars spent by the local church must be reported on Table II. The conference statistician adds amounts for items billed and paid through the conference such as mission shares, pension, health insurance, property insurance, and workers compensation so these items should not be included by the local church on any Table II lines. (Medical reimbursement, dependent care account, personal pension contributions, etc. are not in this category and should be included in what the local church reports as pastor's base compensation).

8. Chart A Lines

These lines are optional and are only used to calculate a deduction from the Mission Share Base for estimated costs associated with the use of the building. Please note that these data need to be for one and only one building. If your church rents its parsonage or has an additional building that is used by outside groups, please contact the statistician for directions. Also, the two spending lines associated with the Chart A information are an exception to having each dollar in one and only one place. The dollars listed here should be also included in the figures for Lines 60 and 62.1.

9. Table III Notes

- a. Most of the lines are identical to those from last year although they have different line numbers.
- b. Please note a new line: 68.d collects the total amount given to the church for Special Sundays, Advance Specials, and other special offerings taken by the church.

Need Help? Call the conference statistician – Joy Mueller at 413-733-1567 or email your question to joyemueller@comcast.net and she will be happy to assist you!