

## Helpful Hints and Tips for Completing the 2010 Statistical Reports

**Need Help filling out your statistical reports?** Call the conference statistician – Joy Mueller at 413-733-1567 or email your question to [joyemueller@comcast.net](mailto:joyemueller@comcast.net) and she will be happy to assist you! If you are new to filling out these forms, Joy can give you a brief overview by phone. Several districts are planning to have “how to” workshops early in 2011 so watch for announcements. If you are uncertain about how to interpret a line, it is preferable to get your questions cleared up by phone rather than submit incorrect data. Here are some helpful hints and tips:

### 1. Printing Blank Forms

Get ready to collect your data by **printing a blank 2010 form** from the Reports section of the online system. 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 form includes your church’s reported data for 2009 alongside the blanks for 2010.

### 2. Helpful Documents

Other **helpful documents** in the Reports section of the online system are:  
“[Church Table Directions](#)” - detailed descriptions for all lines on the 2010 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!

### 4. Special Note for Federated/United Churches

Please enter total numbers for your church in all lines. The conference statistician will pro-rate these totals by the % Methodist as calculated by dividing Line 9 (Methodist Membership) by Line 9a.0 (Total Membership including all denominations). If your church uses a standard percentage for pro-rating the numbers, please use line 9a.01 to enter this percentage.

### 5. 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.

### 6. 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.

Data is not considered complete until all three tables are submitted. Please note that this is a separate step for saving data in a table. Once all three tables are finished submit them together by clicking on the **Submit Stats Process** command on the Main menu. After your report is submitted, you cannot edit it without the statistician unlocking it.

## 7. Table I Notes

**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 any 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).

## 8. Table II Notes

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 either by the local church or by the conference staff. The conference statistician adds amounts for the items paid through the conference office so they should NOT be entered on Table II:

Health Insurance

Pension

Property Insurance and Workers Compensation (*Vermont Churches need to enter this number for 2010*)

Benevolences Paid through the Conference office: Advance Specials, Special Sunday Offerings, etc.

Please note that Medical reimbursement account, 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.

## 9. Chart A Lines (listed at the end of Table II)

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, report the related expenses separately in line 62.3 . If your church 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 Lines 60 and 62.1. If you want to see how these numbers are used in the calculation, look at the Chart A file provided in the Report Section.

## 10. Table III Notes

- a. Most of the lines are identical to those from last year
- b. Please note a few new lines at the end of Table III collecting information about incorporation for the Conference Treasurer.