

LOCAL CHURCH REPORT TO THE ANNUAL CONFERENCE

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1	This line is supplied from last year's report. If it is in error, do not change it here, but supply a correction factor in Line 2.c if the number in Line 1 is too low or in Line 5.c if the number in Line 1 is too high.
2.a	Enter the number of persons who formally joined this church during the year by Profession of Faith. Include youth who were confirmed and all adults who joined but did not transfer from another congregation.
2.b	Enter the number of persons who were previously withdrawn from the membership rolls of this church but now desire to be reinstated.
2.c	Use this line to correct the number in line 1 if the number is too low because of a previous reporting error. Enter the number needed to be added to line 1 so that the sum is the correct starting membership number for the year.
3	Enter the number of persons who formally joined the church this year by transferring their membership from another United Methodist congregation.
4	Enter the number of persons who formally joined this church this year by transferring their membership from a church of another denomination.
9	Enter here the figure reported from calculating $1+(2.a+2.b+2.c+3+4)-(5.a+5.b+5.c+6+7+8)=9$. Affiliate, associate, and baptized members (who have not yet become professing members) should not be counted as professing members.
9a.0	This line is to be used only for churches that are Federated Churches, Community Churches, or Churches where one or more Non United Methodist body is affiliated with a United Methodist Church. Enter the total membership of the federated or united church. Include United Methodists and all other denominations.
9a.01	If your church uses a standard percentage for prorating denominations, please supply that number here.
9.a-9.g	On the following lines report for each member the racial/ethnic group with which she or he identifies, or to which she or he is regarded in the community as belonging. Each member should be included in only one group. The total number of membership in 9.a to 9.g must equal the total entered in line 9.
9.a	Members with origins and/or heritage in any of the indigenous peoples of Asia, Southeast Asia, or the Indian Subcontinent. This area includes but is not limited to Bangladesh, Cambodia, China, India, Indonesia, Japan, Korea, Laos, Malaysia, Myanmar, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan, Thailand, and Vietnam.
9.b	Members with origins and/or heritage in the Black African racial groups of Africa, the Caribbean, or North, Central, or South America who identify themselves as "African American" or "Black."
9.c	Members of Central American, Cuban, Mexican, Puerto Rican, South American, or Spanish culture or heritage, regardless of race
9.d	Members who are Alaskan Native, American Indian, Eskimo, and/or whose heritage is in any of the indigenous peoples of North America, and/or who maintain cultural identification through tribal affiliation or community recognition.
9.e	Members with origins and/or heritage in the Pacific Islands, including Fiji, Guam, Hawaii, Samoa, and Tonga.
9.f	Members with origins and/or heritage in any of the peoples of Europe, the Middle East, North Africa, or the former USSR.
9.g	Members with origins and/or heritage in two or more of the other six categories.
9.h-9.i	Report the number of male and female professing members. The total of the numbers entered in these two spaces must equal the total in line 9.
9.h	Report the number of female professing members.
9.i	Report the number of male professing members.
10	Report average combined attendance at all services held on a weekly basis as the primary opportunity for worship. If the church has worship services attended primarily by persons who do not attend on Sunday morning, attendance at those services should be reported. Count all persons (including children) who participate in part of any of these services. This number should be the numerical average for all weeks of the year. Weeks that were cancelled due to storm conditions can be omitted from the calculation.
11	Include all persons baptized during the year (adults, children, and infants).

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12	Report all persons who are baptized members of the church, but have not yet taken the vows of professing membership. DO NOT INCLUDE persons who have been removed from professing membership (by withdrawal or charge conference action), though they remain baptized members.
13	Report the number of all unbaptized children, church school members, and others who are not members of the church but are in relationship with the congregation and for whom the local church has pastoral responsibility. These persons should be recorded in your church's Constituency Roll.
14	Report the number of persons of all ages who have participated in confirmation preparation classes during the year. If they were confirmed and joined, these persons should also be reported on line 2.a.
15-19	Enter on these lines the total number of persons who have been participating significantly in any and all of the church's Christian formation groups. Count participants only once, even if they participate in more than one group. Christian Formation Groups are primarily Sunday morning groups, but may also include other classes and small groups that enhance participants' knowledge and experience of the Bible, spiritual life, and Christian nurture (§256.1a-d). Include groups sponsored by other agencies (Scouts, etc.) only if wholly integrated with the church's education ministry.
15	Generally the term children refers to ages 0-11. Enter the number of children participating in at least one group including any children in this age range serving as leaders.
16	Generally the term youth refers to ages 12-18. Enter the number of youth participating in at least one group including any youth in this age range serving as leaders.
17	Generally the term young adult refers to ages 19-30. Enter the number of young adults participating in at least one group and including any young adults in this age range serving as leaders for other groups such as Church Teachers, Youth Leaders, etc.
18	Generally the term other adult refers to ages 31 and older. Enter the number of adults participating in at least one group and including any adults in this age range serving as leaders for other age groups such as Church School Teachers, Youth Leaders, etc.
20	Report here the TOTAL average weekly attendance figures for sessions of all education classes and groups that meet in Sunday Church School groups. Include Teachers and Leaders.
21	Report here the total number of persons in small groups who meet weekly for accountability and support based on a mutually agreed covenant (see the General Rules (§101) or the General Rule of Discipleship (§1118.2.a) for examples).
22	Report here the number of individual students attending the church's Vacation Bible School, or similar activity, including Vacation Bible Schools conducted in cooperation with other churches.
23	Report here the total number of classes for learning held each week in Sunday Church School through all or most of the year.
24	Report here the total number of classes held each week at times other than Sunday Church School, including small groups that meet in places other than the church building for learning purposes.
25	Report here the total number of classes or groups for learning that meet less than all or most of the year. Include here Disciple Bible Study classes.
26	Report here the total number of members of the United Methodist Men in the local organization as reported by the president.
27	Report amounts paid for local church and community projects or programs, or for other projects and programs selected by the group.
28	Report here the total number of members of the United Methodist Women in the local organization as reported by the president.
29	Report amounts paid for local church and community projects or programs, or for other projects and programs selected by the group. DO NOT INCLUDE money sent by UMW to the district or conference treasurer for United Methodist Women's work.
30.a	Report ONLY those teams affiliated with United Methodist Volunteers in Mission
30.b	Report ONLY those persons sent out with teams affiliated with United Methodist Volunteers in Mission
31.a	Report those teams sent out for mission not affiliated with UMWIM. These may include teams that build homes, distribute goods and services to meet human need, participate in building projects, evangelize to populations, or are otherwise engaged in work on a short-term basis for specific missional project(s) or purposes. DO NOT INCLUDE any groups reported on 30.a.

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31.b	Report those persons sent out with teams for mission not affiliated with UMVIM. These may include teams that build homes, distribute goods and services to meet human need, participate in building projects, evangelize to populations, or are otherwise engaged in work on a short-term basis for specific missional project(s) or purposes. DO NOT INCLUDE participants of groups reported in 30.b.
32	Enter the total number of different ministries sponsored by your church (i.e. child or adult day care, after school tutoring, summer day camp, preschool/nursery school, moms' day out, youth lock-ins, language schools, etc) that provide daycare and/or educational services and are accessed by the community. DO NOT INCLUDE any ministries reported on 34.
33	Enter here the total estimated number of participants (including members and non-members) for those programs counted in line 32 above.
34	Enter the total number of different ministries sponsored by your church (i.e. revivals, community events, food banks, homeless shelters, legal services, community nurse, prison ministry) that are offered to the community as a means of outreach, social justice, and/or mercy. DO NOT INCLUDE any ministries reported on 32.
35	Enter here the total estimated number of participants (including members and non-members) for those programs reported on line 34 above.

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36	Enter the estimated market value of buildings, parsonages, and equipment plus the value of parsonage-related assets used in the ministry of the church and the support of its pastor(s). If a parsonage is in a charge of more than one church, list parsonage-related assets only on report of church where parsonage is located. If property is held by a multi-church charge in common (rather than by an individual church) a share of the value should be assigned to each church according to its percentage of total professing membership within the charge unless a specific percentage of commonly- held property has been otherwise designated. A residence not used as a parsonage should be listed on Line 37. Congregations are not obligated to initiate property appraisals in order to provide this estimate.
37	Enter the estimated market value of all other real estate and personal property such as cash, stocks, bonds, trusts, securities, investments belonging to the church, including money raised or donated and held for future building programs or any other special purposes, and all property and other investments not included elsewhere.
38	Enter the amount of debt currently held by the church that is secured by church property and assets, such as mortgages.
39	Enter the total of all debt currently held by the church that is not secured by church property assets, such as credit cards, lines of credits, and lease-to-purchase agreements. The sum of lines 38 and 39 should equal the total debt currently held by the church.
48	Report here monies paid directly by the local church to United Methodist-related institutions and causes. DO NOT INCLUDE any amounts sent to the Treasurer in your annual conference as they will be added to this report by the statistician.
49	Report here monies paid directly by the local church to local benevolence or community organizations or to non-United Methodist organizations outside the local church.
53	Enter here the total amount of base compensation paid by local church to the primary (senior) pastor of the church, as well as any tax-deferred amounts (agreement pursuant to IRS Section 403b), and/or any contributions made pursuant to a salary reduction agreement to a "cafeteria plan" (IRS Code Section 125 plan) such as a Flexible Spending account for medical and/or dependent care. Housing allowance EXCLUSION amounts (designated amount by pastor from base salary) should also be included here, but do not include housing allowances, professional reimbursements, or other cash allowances on this line but use the appropriate line below. Enter total amount paid for the year, regardless of who was in this position.
54	Enter here the total amount of base compensation paid by local church to the associate pastor(s) of the church, as well as any tax-deferred amounts (agreement pursuant to IRS Section 403b), and/or any contributions made pursuant to a salary reduction agreement to a "cafeteria plan" (IRS Code Section 125 plan) such as a Flexible Spending account for medical and/or dependent care. Housing allowance EXCLUSION amounts (designated amount by pastor from base salary) should also be included here, but do not include housing allowances, professional reimbursements, or other cash allowances on this line but use the appropriate line below. Enter total amount paid for the year, regardless of who was in this position.
55	Enter here the total amount paid for housing-related expenses including light, heat, garage rental, service costs (yard work, cleaning, etc.), and any normal expenditures incurred to maintain the parsonage. If pastor receives a housing allowance in lieu of a parsonage, include that amount here. DO NOT ENTER payments on parsonage-related debts, purchase of land, building, remodeling, and major equipment expenditures here. Report those expenses on lines 63 or 64. DO NOT include the housing allowance EXCLUSION here, include this as part of base compensation. DO NOT include expenses if the parsonage is not occupied by the pastor - i.e., if it is rented or used by an outside group see line 62.3
56	Enter here the total amount paid to all pastors for accountable reimbursements. This includes any reimbursements of expenses incurred by the pastor(s) based upon a written policy and/or agreement of the church and pastor(s) in which expenses are substantiated through receipts or other documentation and must be presented prior to payment by the church. These include expenses for travel, continuing education, books, publications and other expenses related to supporting the ministry and development of the pastor. DO NOT ENTER reimbursements of expenditures made by the pastor for local church programs and operating expenses here. They should be reported on lines 61 and 62 below.

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57	Enter here the total amount paid to all pastors for other cash allowances based upon an agreement of the church and pastor(s). These include allowances for health or other insurance premiums other than those billed or apportioned by the annual conference, travel, continuing education, books, publications, membership dues, and other allowances related to supporting the ministry and development of the pastor. DO NOT ENTER allowances for expenditures made by the pastor for local church programs and operations here. They should be reported on lines 61 and 62 below.
58	Report the amounts paid by the local church as compensation and expenses for ordained deacons it employs in specialized ministries. The report total should include base salary, benefits, reimbursements for expenses such as travel, and allowances such as those for utilities and housing. DO NOT INCLUDE non-cash benefits or amounts reported on lines 51-57.
59	Report the amounts paid by the local church as compensation and expenses for consecrated diaconal ministers it employs. The report total should include base salary, benefits, reimbursements for expenses such as travel, and allowances such as those for utilities and housing. DO NOT INCLUDE non-cash benefits or any amounts reported on lines 51-57.
60	Report the amounts paid by the local church as salaries, housing, benefits, expense reimbursements, and allowances for any lay employees who are not diaconal ministers. DO NOT INCLUDE amounts reported on lines 51-57.
61	Report the total of all amounts spent on local church program under the direction of the local Church Council, Council on Ministries, or equivalent body for the purposes of education, witness, worship, outreach, mercy, communication, stewardship and other ministries. DO NOT INCLUDE amounts given to support local or national non-United Methodist groups and agencies in their programs. Those amounts should be reported on line 49.
62.1	Report full operating costs including office expenses, utilities, regular property maintenance, telephone and internet, supplies, and general expenses that DO NOT fit elsewhere on Table II. Deductions for expenses incurred for outside groups will be calculated based on Chart A line entries at the end of this table. DO NOT INCLUDE any expenses already reported on lines 48-64. DO NOT INCLUDE property and workers comp insurance. DO NOT INCLUDE taxes paid on pastor occupied parsonage - use line 62.2. DO NOT INCLUDE operating expenses for the parsonage here. DO NOT INCLUDE capital expenditures - use line 64. DO NOT INCLUDE loan or mortgage payments - use line 63.
62.2	Vermont Churches only: Enter amount paid for property insurance and workers compensation here. All other churches: this amount will be entered by the statistician.
62.3	Use this line only if your parsonage is not used by the pastor and is rented and/or used by outside group(s), enter the current operating expenses - utilities and general maintenance - for the parsonage here. Do not include insurance or capital expenses. Do not include these expenses in any other line.
62.4	Enter amount for property taxes paid if any for church owned property.
63	Report here all payments on all loans, mortgages, etc. DO NOT INCLUDE principal and interest on money borrowed and repaid within the current fiscal year. This should be reported on lines corresponding to the purpose for which the money was borrowed.
64	Report the cost of new property and buildings, major purchases of new equipment or furnishings (organs or other musical instruments, heating and cooling equipment, kitchen equipment, audio-visual equipment, furnishings) and major repairs and renovation. Also include short-term rent. Enter here only amounts paid directly by the church and not from loans. Amounts contributed for capital expenses but not paid out (retained for use in future years) should be included on Line 37.
CHTA	Use these lines for church building only. If you have more than one church building that is used by outside groups, please contact the conference statistician for directions at joyemueller@comcast.net. Do not report expenses here for outside use of the parsonage; use line 62.3. You do not need to complete these lines if there is no outside use of the building or if you prefer not to take the deduction.
ChtAhr	This is real time hours that someone is in the building - either for church use or by outside groups or both. An hour counts only once if multiple groups are using the building at the same time (for example, the choir rehearses at the same time the scouts meet). Can be estimated by counting the hours that the building is open on a typical week and multiplying by 52.
ChtASp	Total Estimated Square Footage of Building - Please contact the conference statistician for instructions if you have more than one building used by outside groups.

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ChtAE1	Report here the total building operating expenses (the dollars previously included in Lines 62.1 that are directly related to operating the church building). Report the total dollars, this amount will be prorated by the statistician using the outside use numbers for the mission share calculation. Include Utilities for the Church Building, Cleaning Services and Supplies, Regular Property Maintenance. Do NOT include Property Insurance, Staff Expenses, Capital Expenses, Office Supplies and Expenses. Do Not Include Operating Expenses for Any additional buildings other than the Church building. If your church has more than one building, please contact the statistician for help.
ChtAE2	Enter the amount of salaries and benefits previously reported in Line 60 that pertains to custodial staff for the church building. Report the total paid; this amount will be prorated for the mission share calculation by the statistician using the outside use numbers.
GrpA Hr	Enter the total hours that the building was used by outside Group A. Cannot exceed the total hours the building was open.
GrpASp	Enter the estimated square footage of the space used by Group A
GrpB Hr	Enter the total hours that the building was used by Outside Group B. Cannot exceed total hours the building was open.
GrpBSp	Enter the estimated square footage of the space used by Outside Group B
GrpC Hr	Enter the total hours that the building was used by Outside Group C. Cannot exceed the total hours the building was open.
GrpCSp	Enter the estimated square footage of the space used by Outside Group C.
GrpD Hr	Enter the total hours the building was used by Outside Group D. Cannot exceed total hours the building was open.
GrpDSp	Enter the estimated square footage of the space used by Group D
GrpE Hr	Enter the total hours that the building was used by Outside Group E (cannot exceed total hours the building was open).
GrpESp	Enter the estimated square footage for the space used by Outside Group E
GrpFHrs	Enter the total hours that the building was used by Outside Group F (Cannot exceed total hours the building was open).
GrpFSp	Enter the estimated square footage of the space used by Group F
GrpG Hr	Enter the total hours that the building was used by outside Group G (Cannot exceed total hours the building was open).
GrpGSp	Enter the estimated Square footage of the space used by Outside Group G.
GrpH Hr	Enter the total hours that the building was used by Outside Group H (Cannot exceed the total hours the building was open).
GrpHSp	Enter the estimated square footage of the space used by Outside Group H.
GrpI Hr	Enter the total hours that the building was used by Outside Group I. Cannot exceed the total hours the building was open.
GrpISp	Enter the estimated square footage of the space used by Group I
GrpJ Hr	Enter the the total hours that Group J used the building during the year. This number must be less than the total hours the building was open.
GrpJSp	Enter the total space used by Outside Group J. This number cannot exceed the total space in the building.
GrpK Hr	Enter the total hours used by Outside Group K during the year. This number cannot exceed the total hours the building was open.
GrpKSp	Enter total space used by Outside Group K. This number cannot exceed the total space entered for the building.

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67.a-67.g	In this section report income for funds used exclusively in support of the annual budget/spending plan. DO NOT INCLUDE funds used for capital improvements or acquisitions (report these on lines 68.a-d) unless they are provided for within the annual budget/spending plan of the local church. DO NOT INCLUDE funds received from connectional or institutional sources and grants outside of the local church (report these on lines 69.a-c). DO NOT INCLUDE income designated for specific benevolent/charitable causes (report these on line 68.d)
67.a	Enter here receipts of funds received toward the payment of pledges, estimates of giving, or other commitments establishing a level of giving toward annual budget/spending plan of the church (for example, a member's payments toward an annual pledge). If your church does not conduct financial stewardship campaigns using pledges, please skip this line.
67a.1	The number of pledging units (households) providing pledged income listed in Line 67.a
67.b	Enter here this year's receipts from identifiable individuals who have not pledged or provided an estimate of giving in support of the annual budget/spending plan (for example, personal check from a member who did not submit a pledge card in response to the church's stewardship campaign).
67b.1	The number of giving units who do not pledge but have provided the funds recorded in 67.b above (for example, the number of families and individuals who do not pledge but are recorded by name as contributors for the year in support of the operating budget and benevolence giving).
67.c	Enter here receipts from unidentifiable individuals used in support of the annual budget/spending plan (for example, loose currency or coins placed in the offering plate).
67.d	Enter here funds allocated toward the annual budget/spending plan earned through interest on deposits or dividends from stocks (for example, interest on reserve funds invested in money market accounts used to support the annual church budget).
67.e	Enter here funds allocated toward the annual budget/spending plan from the sale of church-owned assets (for example, the sale of discarded church furniture).
67.f	Enter here funds allocated toward the annual budget/spending plan from building use fees and related contributions and rentals (for example, fees collected from weddings for building use).
67.g	Enter here funds received in support of the annual budget/spending plan from special fundraisers and any other sources (for example, net receipts from a pancake breakfast used to support the annual budget).
68.a-68.d	In the lines below report income for those funds that are designated exclusively for capital campaigns and other special projects. DO NOT INCLUDE funds reported on lines 67a-67g above.
68.a	Enter here receipts from capital campaigns and this year's interest from previous campaign balances (for example, receipts from a building renovation capital campaign).
68.b	Enter here receipts from memorials, endowments, and bequests. Include this year's interest or dividends from investments or deposits. Include rents received from physical properties. Include funds from liquidation of assets, but do not include income from interest of dividends re-invested in existing memorials, endowments, and bequests (for example, interest from endowment funds retained in endowment accounts).
68.c	Enter here receipts from other sources in support of capital campaigns and special projects (for example, sale of church-owned land held as deposits for future use).
68.d	Enter here receipts for benevolent causes including Special Sunday offerings, General Advance and World Service special gifts, Conference Advance Specials and other forms of designated donations given by individuals and forwarded by the local church.
69.a-69.c	These funds can be used towards operating and benevolence budgets not reported on lines 67.a to 67.g.
69.a	Enter here equitable compensation funds received by church or pastor.
69.b	Enter here advance special funds or apportioned funds received by church (for example, pastor salary support from annual conference funds beyond equitable compensation funds).
69.c	Enter here funds received from other sources (for example, grants received from a foundation in support of the church food bank).