

**INSTRUCTIONS FOR COMPLETING THE UNITED CHURCH OF CHRIST
LOCAL CHURCH INFORMATION FORMS FOR 2012/2013**

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Please read the following instructions before you prepare your reports. They are intended to assist you in completing your congregation's forms. If at any time you have questions or need clarification, you may contact your Conference or Association Office. Please contact the Research Office in Cleveland only as a last resort.

Thank you for your help in this important effort. By completing these forms, you enable the United Church of Christ to maintain accurate and current information on UCC churches and ministerial staff, as well as provide information that will assist Conferences, Associations and the national ministries of the denomination to identify and understand trends in membership, attendance and other factors that will impact programs and policies.

The Ministerial Support and Officer Forms can be completed in one of two ways. You must download the form from www.ucc.org/research unless your conference has mailed you a printed copy. After you have located the appropriate form online you will be able to either click the Print button and a blank copy will be sent to your printer or you can fill out the form on your computer then click the Print button and send the completed form back to your conference or association. If you need a copy of this for your records please print 2 copies.

1. Instructions for **Report of Church Officers**

Conference, Association Code and Church Number: Please enter the name and/or number of your Conference and/or Association as well as your church number.

Church Name and Location: Please enter the name of your congregation and the community in which the church's primary place of worship is located.

Position/Title: Please complete information about all categories of officers in your congregation. If there are official positions in your congregation that are not listed on the form, there is room to enter them as "Other" on the bottom of the Form. You may also use the "Other" category space to indicate the names of co-chairs of committees. If you do so, please indicate on the "Other" category space the committee the person co-chairs.

Term of Office: Please indicate the month and year when each term of office begins and will end (e.g., 6/2012 – 6/2013). If your officers are elected as of the first of the year, please enter your incoming officers, not those who held the positions in the previous year.

2. Instructions for **Ministerial Support** Form

Please complete the information requested for your congregation's pastor and for associate pastors or other **ordained clergy** who are members of your congregation's ministerial staff. **All data provided on this report should be annualized.** If a church only had a pastor for part of the year, the compensation should be computed for an annual basis. This will ensure we can compare across churches. This is not an actual accounting of the amount the church paid, but rather what the church would have paid for this position for

an entire year. This information is only used in summary reports and your church's individual data will not be released.

3. Instructions for **Local Church Report**

I. LOCAL CHURCH IDENTIFICATION INFORMATION

Conference/Association Code and Church Number: To be checked or filled in by the Conference.

Year Organized: If incorrect, please make the change on the form.

Staff Information: Church Ministerial staff is printed on the form. Please correct as necessary. Due to space limitations, larger churches may not have all staff printed. If that is the case, please add as necessary. **Please include clergy/ministerial staff only.** Do not include secretarial or janitorial staff.

Church Name: If the name shown is not correct, please correct it on the sheet. This should be the name as it appears on your church's charter.

Church Mailing Address: The mailing address printed on the form is the address for your church currently in the UCC YEARBOOK files. If a correction is needed, mark out the incorrect information and add the correct information at the side. Please be sure complete information is on your form.

Church Phone/Fax/E-mail/Web Address: If your church has a phone/fax/e-mail or web address but it does not appear on the form, please write it in the space provided. If the printed phone/fax/e-mail or web address is incorrect, please correct it on the form.

Church Location: Location is the community in which the church's primary place of worship is located, or the nearest community if in open country. This information is used to provide mapping of your church's location on the Internet. If an exact location is not available for your church, please provide the nearest crossroads. Without this information your church cannot be listed on Find a Church at ucc.org. **DO NOT LEAVE BLANK OR PROVIDE A POST OFFICE BOX.**

*County of Church Location: Please verify the name of the county printed on the sheet and correct as necessary. The county named should be the county of the primary location of worship.

(Note: Items starred (*) indicate information provided to Conferences, Ministries and other National Bodies for program use, but not appearing in the YEARBOOK.)

Church Accessible to the Disabled: If your primary worship location is handicap accessible please be sure this is indicated.

If any of the above information changes throughout the year, please feel free to contact our office at yearbook@ucc.org. Be sure to contact your conference and/or association office prior to contacting us.

II. MEMBERSHIP REPORT

A - D. The 2011 total membership figure from the 2012 YEARBOOK is provided under (A). If it does not appear, fill it in. Do not change last year's printed figure. If you disagree with the printed figure, write your

correct 2011 membership number next to the printed one. Begin with the printed (or corrected) 2011 membership on line (A). Carefully follow the instructions and steps (B-D) printed on the form to calculate the correct total membership for 2012. **Please confirm the numbers total properly. Don't forget to correct your 2011 membership if necessary.**

E. *BAPTISMS - YOUTH AND ADULT – In the first space, give the total number of baptisms of children age twelve (12) and under. In the second space, give the total number of adults, age thirteen (13) and older who were baptized in your church for the previous year. Add the two lines for the total.

F. AVERAGE WEEKLY CHURCH SERVICE ATTENDANCE – Provide the average weekly attendance at church services in the previous year. Persons of all ages should be included in the count.

G. CHRISTIAN EDUCATION – Does your church have a Christian Education program? If yes, please indicate the number of active children and adult participants. Do not include only a total. If only a total is provided it will be assumed all participants are children. Any type of Christian Education program should be included in this section. If your church's Christian Education programming occurs throughout the week, please include all offerings.

H. *AVERAGE CHRISTIAN EDUCATION ATTENDANCE – Please indicate the average attendance of both children and adults in your Christian education programs. Again, if only a total is provided it will be assumed all are children.

I. *YOUTH – Do you have an active youth program? Indicate either "YES" or "NO". Please list the number of active youth participants in both junior high and senior high. If only a total is provided, it will be assumed to be all senior high.

III. FINANCIAL REPORT, IN DOLLARS (OMIT CENTS)

***INCOME**

Total income from all sources – Please give the amount received by your church in the previous year from pledges, offerings and all other sources, including income from investments, rentals, bequests, etc. If this figure is not reported, your total reported operating expenses will be reported here.

Total income from pledges and offerings – Indicate here the amount received by your church in the previous year from pledges and offerings **only**.

EXPENDITURES

1. Our Church's Wider Mission Support

A. OCWM Basic Support Total

Your Conference will either supply this figure or edit it in relation to the Treasurer's records.

B. Special Support for Our Church's Wider Mission sent through your Conference

This figure should include One Great Hour of Sharing Offering (OGHS) and One Great Hour of Sharing Emergency Appeals, Neighbors In Need Offering (NIN), Strengthen the Church Offering (STC), Christmas Fund (CF) and other Emergency Offerings as authorized. Also include Conference Appeals (new church development, camping programs, capital campaigns, etc.), and Fellowship Dues or Per Capita, Directed Gifts for UCC Conferences, Ministries and

other bodies, and institutions that are listed in the United Church of Christ Yearbook. Please note this figure is for monies sent through the Conference Office only.

C. OCWM support sent directly to other UCC bodies and institutions

Please enter the total contributions from your church sent directly to UCC institutions in the previous year. Do not include monies sent to your conference to be disbursed to these agencies and organizations.

2. Financial Support for Non-UCC Agencies and Projects

This figure should include contributions for work that is not conducted under the auspices of a UCC group listed in the Yearbook. For example, include monies for local ecumenical projects, local Councils of Churches, community agencies, needy families, CROP, Habitat for Humanity, etc.

3. Capital Payments

Include in this figure payments on funds borrowed for capital purposes. Do not include the amount borrowed. Also include amount used for all capital purposes, even if money was not borrowed.

4. Operating Expenses

This figure includes all expenses required to operate your church. Items to include are all staff salaries and benefits, utilities, insurance, building maintenance, supplies etc. This figure should not exceed the figured provided for “**Total income from all sources.**”

***BEQUESTS, DEFERRED GIFTS AND ENDOWMENTS**

1. Please enter the total amount your church received in the previous year from bequests.

2. Please enter the amount received from deferred gifts once income beneficiaries are deceased.

Endowment: Please enter the total value of the principal in your endowment. (Note: Endowment refers to funds held with restrictions as to the use of the principal, in contrast to annual operating funds and other reserves).

When Form G is completed, please write the name and telephone number of the person filling out the form and the date. This will only be used if we have questions regarding this report and need to call you for clarification.

Please complete and return this form to your conference or association as directed.

**Thank you for completing forms for the
2013 UNITED CHURCH OF CHRIST YEARBOOK!**