

INSTRUCTIONS FOR 2015 LOCAL CHURCH REPORT TO THE TEXAS ANNUAL CONFERENCE

PLEASE NOTE THE FOLLOWING:

- *As with past years, our report form has been custom-designed to reflect the procedures of our own annual conference.*
- *EIN number: Please enter the church's IRS Employer Identification number (EIN). This information is necessary for GCFA to administer The United Methodist Church Group Tax Exemption Ruling and provide verification to potential donors of the church's tax exempt status. Churches only have to enter this information if they were issued a number within the past year or did not submit in previous years. If previously entered this information is stored in the Ezra database, but we ask the churches verify that it is correct.*
- *Line numbers under Table II (financial portion) of the report are selected to correspond with the monthly apportionment statement received from the conference office.*
- *Please read the instructions for reporting worship attendance (Line 25) carefully.*
- *Membership terminology in Lines 1, 13, and 26 - 29 ("professing member, baptized members who have not become professing members, number of other constituents") reflects the language of the **2012 Book of Discipline**.*
- *Before finalizing your report, give special attention to each item on the checklist below.*
- *The clergy compensation categories in Lines 133-145 are for church reporting purposes only. They are not intended to define what is to be included or excluded from taxable compensation. Pastors should consult their tax advisors regarding the tax implications of various kinds of expense reimbursement plans and or allowances.*
- **SAVE FREQUENTLY.** *If you are going to leave your workstation, then save the data or it may not be there when you return.*
- **PLEASE CONTACT YOUR DISTRICT OFFICE FOR THE EXACT DATE, TIME AND LOCATION**

CHECKLIST BEFORE COMPLETING YOUR REPORT

- The closing membership on Line 13 of the **2014 Year-end Report**, will equal last year's membership (Line 1) plus members received (Lines 2-6) minus members removed (Lines 7-12).
- Closing membership on Line 13 should exactly equals the sum of racial/ethnic (Lines 21) and gender totals (Lines 24).
- Worship attendance is reported on Line 25
- Carefully double check figures on lines 137-153 for accuracy, as these are the items (along with average attendance Line 25), that affect the calculation of apportionments for the year **2017**.
- Every church should report figures on Lines 149 and 150, but do not include capital campaigns or special gifts on these lines.

THE LOCAL CHURCH REPORT IS A VERY IMPORTANT DOCUMENT. PLEASE SEE THAT ALL ITEMS ARE ACCURATE AND COMPLETE.

Please do not fill in reports until you have read these instructions carefully. Please print out the form from the internet for signatures. Federated churches, community churches, etc. report only that part of the membership and finances belonging to The United Methodist Church.

NOTE: You can go online to enter your statistical information through the Texas Annual Conference's website: www.txcumc.org. Select "Login" on the homepage or from the resource link, select "Login Area", then Ezra. You may also go directly to the website: <http://ezra.gcfa.org>. The User Name is the church's GC number and initial password is [txcumc1](http://www.txcumc.org). Once you are logged in, you will be forced to create a new password.

GENERAL INSTRUCTIONS

- A. It is the pastor's responsibility to prepare this report. Do not change any pre-printed items. If you think any of them are in error, or if you are in doubt about any item, please check with your district auditor.
- B. Prepare a separate report for each organized church on the charge.
- C. Preprinted lines in the heading of the Report and the amount entered on Line 1 should not be changed. Please enter the correct street address for the church in the heading on page 1.
- D. Check all calculations and totals carefully before entering them on the internet report. When you are finished, certify the report which will lock the form. If later you need to make a change, contact the district office to unlock.
- E. Report finances in dollars – do not report cents. (Round to nearest dollar.) Also, do not use dollar signs.
- F. When there is nothing to report for a line item, enter zero (0). Do not try to type “none.”
- G. Lines 57-153 should be a summary of all money paid by your local church during the year out of funds contributed as tithes and worship service(s) offerings in the local church. Read the instructions for individual lines carefully before filling in any amounts. Do not report any amount in more than one place on Lines 135-153. Money raised or donated to the local during the year, but not paid out, should be reported as an asset on Line 54. Do not report it as an expenditure until the year it is paid out. Line 155 Grand Total of lines 92+112(thru)121+128(thru)135+139+143(thru)153.
The system will not accept if the amount entered does not equal the sum of the lines 92+112(thru)121+128(thru)135+139+143(thru)153.
- H. The deadline for sending monies to the Conference Office is **Thursday, December 10, 2015**. Work closely with your treasurer so that your report is in agreement with the apportionment statement that comes to you from the conference treasurer's office.
- I. Take note of special instructions from your District Superintendent Office and/or District Auditor concerning dates and procedures for your district's report collection process.
- J. PLEASE FILL IN SPECIAL DATA COLLECTION ITEMS FOUND ON LINES 173-177, “SPECIAL DATA COLLECTIONS ITEMS.”
- K. Please answer the question on Line 173, regarding the church's incorporation status. If no, enter zero (0); if yes, enter one (1). On Line 174, the church's charter number, if you do not have one, please enter zero (0).
- L. Please enter the year the church was founded on Line 175. Example: 1978
- M. Please answer the question on Line 176, regarding access to a copy of the church's property deed(s). If no, enter zero (0); if yes, enter one (1).
- N. Please answer the question on Line 177, regarding Hands on Mission.
- O. Print out a finalized copy of Table 3 once the *Senior Pastor and Finance Chair* have reviewed and confirmed the accuracy of the report. Only the person(s) taking responsibility for the accuracy of the report should sign on the signature line; located just underneath the header on Table 3 (i.e. senior pastor and/or finance chair).

TABLE I: Membership, Worship Services & Ministries
INSTRUCTIONS FOR LINES 1 - 51

LINE 1. This number should not be changed. The figure reported on this line came from last year's report, as published in the conference journal. Errors in total membership from last year's report must be corrected by Charge Conference action and recorded in Line 4 (to increase the total) or Line 9 (to decrease the total).

LINES 2-12. Enter the number of persons received into or removed from the roll of full members in the appropriate categories in Lines 2-12.

LINE 13. Add Lines 1-6 and subtract the total of Line 7-12; the remaining amount will be the figure for Line 13. This figure represents the number of full church members (professing members) at the end of the year by actual count. Affiliate, associate, and baptized members are not to be counted on Line 13. In the spaces provided on lines 14-20, also record the number of full members of this church according to their racial/ethnic identification as noted. Each member should be included in the racial-ethnic group with which he or she identifies or to which he or she is regarded in the community as belonging. *Each member should be included in only one group.* In the spaces provided on line 22-23, record the number of full members according to their gender. The total on lines 21 and 24 should equal line 13 for the report to be certified. In some churches an exact breakdown may not be available, in which case, give your best estimate, making sure the figures total properly. A more complete definition of the racial/ethnic groupings is found at the end of these instructions, page 8.

LINES 14-20, Racial/Ethnic Identification breakout. Each member should be included in racial/ethnic group, and the sum on Line 21 must equal total on Line 13 for report to be certified. See page 8

LINES 22-23. Gender Breakout. Female/Male sum on Line 24 must equal total on Line 13 for report to be certified. See page 8.

LINE 25. Report average attendance at the principal weekly worship service(s). Every church should enter a figure in this line unless the church was completely inactive, and no worship services were held during the entire year. The "principal weekly worship service(s)" would include any services held on a weekly basis as the primary opportunity for worship for some or all of the church's members. In many churches this will be the Sunday morning service(s). However, if the church has other worship services attended primarily by persons who do not attend on Sunday morning (for example, a Saturday evening service or a worship service for persons of another language group), attendance at those services should be reported also. Report the combined average attendance at all such services. Include children who participate in all or part of any such service. Do not include worship services attended primarily by persons who also worship at another weekly service (for example, a Sunday evening service attended primarily by worshippers who also attend on Sunday morning).

LINES 26-27. Number of persons baptized this year line 26 (ages 0-11) and line 27 (ages 12 or older).

LINE 28. Report all baptized members of the congregation who have not yet taken the vows of professing membership (in most cases this number would reflect what was previously the preparatory roll).

LINE 29. All unbaptized children, church school members, and other nonmembers for whom the local church has pastoral responsibility (See *The 2012 Book of Discipline*, para. 230.3.). If an exact count is not available, use your best estimate rather than leaving it blank. This roll essentially consists of everyone within the circle of the church's ministry who is neither a full member nor a baptized member not yet taken the vows of professing membership (previously a preparatory member).

LINE 30. Report the number of persons of all ages (including adults) who have participated in confirmation classes during the year. (This is not the number of persons actually confirmed, but the number who have participated in the classes.)

LINES 31-34. 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 in each group they attend. "All Sunday church school groups" refers primarily to Sunday morning groups, but may also include other

Sunday church school groups when principal worship services take place on Sunday afternoon and/or evening. (para. 256.1a). "All other groups" refer to other classes and small groups that enhance participants' knowledge and experience of the Bible, spiritual life, and Christian nurture (para. 256.1a-d). Include groups sponsored by other agencies (Scouts, etc.) only if wholly integrated with the church's education ministry. Include home members who cannot attend because of prolonged illness, infirmity, and other reasons. Generally, Children (0-6th grade) refer to ages 0-11; Children (7-12th grade) refer to ages 12-18; Young Adults (post High School) refer to ages 19- 30; Other Adults refer to ages 31 and older.

LINE 35. Report here the total participants in all Sunday church groups and other groups which form individuals as Christian disciples by totaling lines 31-34.

LINE 36. Report here the total of the average attendance figures for sessions held for all education classes and groups that meet in a Sunday church school groups. ALL churches should report a figure here, unless there is no Sunday church school at all. See Book of Discipline 2012 Paragraph 256.1a.

LINE 37. 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.

LINE 38. Report here the total number of classes for learning held each week in Sunday Church School through all or most of the year.

LINE 39. Report 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.

LINE 40. Report the total number of short-term classes and groups for learning. "Short-term classes and groups for learning" include courses, retreats, training programs, membership preparation classes, school of religion, educational tours, vacation church school classes, etc. that have met on a short-term basis at any time during the year. Include here Disciple Bible Study classes.

LINES 41-45. Enter the number of United Methodist Volunteers in Mission groups sent by your local church and the number of members of your congregation who participated in any United Methodist Volunteers in Mission groups in the appropriate lines.

LINE 44. On line 44, enter the total number of persons served (including members and non-members) by different ministries sponsored by your church (i.e. church or adult day care, after school tutoring, summer day camp, preschool/nursery school, moms' day out, youth lock-ins, language school, etc.) that provide daycare and or educational services and are accessed by the community.

LINE 45. On line 45, enter the total number of persons served (including members and non-members) by 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.

LINES 46, 48, 50. Enter the number of members in these local church organizations as reported by their respective presidents.

LINES 47, 49, 51. Report amounts paid by these respective groups for local church and community projects or programs or for other projects and programs selected by the group. DO NOT INCLUDE on Line 49 money sent by United Methodist Women to their district or conference treasurer for United Methodist Women's work. DO NOT INCLUDE in Line 51 contributions to the Youth Service Fund (this goes on Line 119). If money spent by these organizations is given to the local church current expense, building fund, or benevolence budgets, it should ALSO be reported in the appropriate line(s) of the Report.

TABLE II: Financial Reporting
INSTRUCTIONS FOR LINES 52 - 154

LINE 52. "Market Value" should be the estimated market value of buildings and equipment plus the value of land and uninsurable value. 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. It is understood that market value for many congregations may be difficult to ascertain. Congregations are not obligated to initiate property appraisals in order to provide this estimate.

LINE 53. If a parsonage is in a charge of more than one church, list only on report of church where parsonage is located. A residence not used as a parsonage should be listed on LINE 54 (Other Assets).

LINE 54. "Other Assets" refers to real estate and personal property such as cash, stock, 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. [EXAMPLE: Cash on hand 2,000; CD 14,000; value of vacant land parcel 19,000; former parsonage 79,000; amount in building fund 88,000. Total reported: 202,000.]

LINE 55. Enter the amount of debt currently held by the church that is secured by church property and assets, such as mortgages.

LINE 56. Report all other church debt (not included in line 55). 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 55 and 56 should equal the total debt currently held by the church.

NOTE THAT ON LINES 57-130, THE 3-DIGIT NUMBERS IN PARENTHESIS AT THE END OF THE ITEM DESCRIPTION REFER TO THE APPROPRIATE FUND NUMBER FROM THE CONFERENCE REMITTANCE APPORTIONMENT STATEMENT. BE SURE AND REFER TO THESE NUMBERS WHEN YOU ARE UNCERTAIN WHERE A PARTICULAR ITEM REMITTED TO THE CONFERENCE OFFICE IS TO BE REPORTED.

LINES 57-92. Amounts reflect money sent to your Conference Treasurer as payment on these apportionments. This total includes only the amounts paid toward your apportionments, as reported on the conference printout, along with additional funds remitted at the close of the year. Note: that odd number lines are what you were apportioned; the even number lines are what you paid.

LINES 93-102. Amounts reflect money sent to Conference Treasurer as payment on these Fair Share Goals. Again, odd number lines are what you were apportioned; even number lines are what you paid.

LINES 103-112. Amounts reflect money sent to your district for these apportioned funds for Missions, Administration and/or Parsonage. (*Items will vary by district; follow instructions of your district auditor.*) Again, odd number lines are what you were apportioned; even number lines are what you paid.

LINES 109-110. Amounts reflect money for non-apportioned funds collected on a district or metropolitan basis. These include Room To Grow, Revitalization, Second Mile Club, Church Builders Club, etc. In many cases these funds may have been remitted on an individual basis by direct contribution, yet they are still included as part of the Local Church Report. Confirm amount of fund paid on Line 112.

LINE 113. Amount reflects money sent to your Conference Treasurer for General Advance Special Gifts. These correspond to funds numbered 400-599 and 700-949 on the conference printout. Do not include amounts paid on apportionments or Fair Share Goals. Do not include the Conference Advance Special, which is reported separately on Lines 96 and 128. See *The 2012 Book of Discipline*, para. 820-823.

LINE 114. Amount reflects money sent to your Conference Treasurer for World Service Special Gifts (other than Advance Special). These correspond to funds numbered 650-654 on the conference printout. Do not include amounts paid on apportionments or Fair Share Goals. See *The 2012 Book of Discipline*, para. 820-823.

LINE 115. Amount reflects money sent to your Conference Treasurer for the Youth Service Fund. See *The 2012 Book of Discipline*, para. 1208

LINES 116-124. Amounts reflect money sent to your Conference Treasurer for these Special Day offerings: Human Relations Day, One Great Hour of Sharing, Peace with Justice Sunday, Native American Awareness Sunday, World Communion Sunday, United Methodists Student Day, Christian Education Sunday, Wesley Community Center and Golden Cross. See *The 2012 Book of Discipline*, para. 265, 824.

LINE 125. Amount reflects money sent to your Conference Treasurer for Providence Place, formerly Methodist Mission Home in San Antonio, previously known as Methodist Family Rehab.

LINE 126. Amount reflects money sent to your Conference Treasurer for Methodist Home in Waco.

LINE 127. Amount reflects money sent to your Conference Treasurer for Funds paid for the Methodist Retirement Communities Mother's Day special offering for the elderly.

LINE 128. Amount reflects money sent to your Conference Treasurer for Total Annual Conference Advance Special. Should be the same number entered on Line 96.

LINE 129. Amount reflects money sent to your Conference Treasurer for any other non-apportioned funds for connectional mission and ministry. Includes non-apportioned giving to higher education, health and welfare ministries.

LINE 130. Total Annual Conference Special Sunday offerings sent to the annual conference treasurer; Christian Education Sunday, Wesley Community Center, Golden Cross and Methodist Retirement Communities.

LINE 131. Report 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.

LINE 132. 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. These are benevolent items NOT PAID THROUGH THE CONFERENCE. Examples might include local relief groups, local Society of St. Stephen, Gideons, Goodwill, Habitat for Humanity, etc.

LINE 133. Report local church's Health Benefits share remitted by direct billing to the conference Group Health Benefits office (do not include "pastor's share"). Do not include amount paid on Medical Benefits Program apportionment; this item is found on Line 90.

LINE 134. Pension and benefit funds (MPP and/or CPP) paid directly to the General Board of Pension and Health Benefits. Do not include tax-deferred payments sent for pastor(s), which must be included in the figure on Line 82.

PLEASE NOTE THAT LINE 25 AVERAGE WORSHIP ATTENDANCE AND LINES 133-153 ARE THOSE ITEMS INCLUDED IN CALCULATING THE LOCAL CHURCH APPORTIONMENTS FOR THE YEAR 2017. WATCH THESE ITEMS CAREFULLY, AND MAKE SURE THE REPORTS ARE ACCURATE. YOU MIGHT WANT TO COMPARE THE TOTAL OF THESE LINES TO LAST YEAR'S FIGURES FOR THESE CATEGORIES. (NOTE THAT THE LINE NUMBERING MAY DIFFER FROM ONE YEAR TO THE NEXT).

LINES 133-143. In these lines report amounts paid by the local church for the base compensation, housing, expense reimbursements, and other allowances and benefits of ordained elders and local pastors appointed to this church by the bishop. **Do not include amounts paid from funds received from annual conference equitable compensation, mission support funds or one-time special gifts.**

LINES 135 & 139. "Base compensation" includes cash salary, cash paid to the pastor to cover Social Security taxes, other cash compensation (e.g., bonuses, payments or private investment programs, housing equity allowances, scholarships, etc.), and tax-paid personal contribution to MPP (paid by local church). In

addition, include any tax deferred contributions (agreement pursuant to IRS Section 403b) and contributions made pursuant to a salary reduction agreement to a “cafeteria plan” (IRS Code Section 125 plan). Do not include any items reported in Lines 136-138 or 140-142. The amount on Line 135 or 139 must EXCLUDE conference and general church supplements, such as equitable compensation. Amount for associate pastor(s) should be entered on Line 139.

LINES 136 & 140. Include housing-related allowances and utilities paid to or for the pastor or excluded from income by the pastor. Include housing allowance paid to the pastor in lieu of a parsonage, utilities allowance paid to pastor and/or pastor’s utilities paid for the pastor, furnishings allowance, garage rental service costs allowance (e.g., cleaning, yard work, etc.), and current expenditures incurred for providing a parsonage residence owned by the church. (Payments for principal and interest on mortgage, capital improvements, or for the purchase of the parsonage/residence should NOT be included here). Amount for associate pastor(s) should be entered on Line 140.

LINES 137 & 141. Include accountable reimbursements paid to the pastor. Include vouchered travel expenses paid by the local church (in accordance with annual conference policy), expense for automobile provided by the church (including insurance and maintenance), continuing education, books, publications, and other reimbursable expenses. (The General Church recommends pastors’ expenses be reimbursed under the provisions of an accountable reimbursement plan, rather than by means of allowances.) Amount for associate pastor(s) should be entered on Line 141.

LINES 138 & 142. Include health or other insurance premiums beyond that billed or apportioned by the annual conference, travel allowance, allowance for continuing education books and publications, and/or other allowances paid to pastor/associate pastor(s) (e.g., entertainment allowance, memberships, dues). Amount for associate pastor(s) should be entered on Line 142. *Note: MOST churches, the “personal” share of health insurance will be included as part of base compensation on Lines 135 or 139. The church’s share goes on Line 133. The medical benefits apportionment goes on Line 90. Include the “personal” share of health insurance in Line 138 or 142 ONLY if paid by church over and above base compensation.*

LINE 143. Report the total amount paid for housing-related allowances and utilities paid to or for the pastor and associate pastor(s). Total lines 136+140=143.

LINE 144. Report the total amount paid for accountable reimbursements paid to or for the pastor and associate pastor(s). Total lines 137+141=144.

LINE 145. Report the total amount paid for other cash allowances paid to or for the pastor and associate pastor(s). Total lines 138+142=145.

LINES 146-147. Report the amounts paid by the local church as compensation and expense reimbursements for ordained deacons and 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.

LINE 148. 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 compensation for any pastors or staff appointed by the bishop in this line.

LINES 149-150. On Line 149 enter the total 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, outreach, mercy, communication, and other ministries. DO NOT INCLUDE amounts given to support local or national non-United Methodist groups and agencies in their programs.

On Line 150 enter the total of current operating expenses, such as office expense, expenses for property maintenance and insurance, utilities for the church, etc.

DO NOT INCLUDE in Lines 149 or 150 amounts paid for salaries, housing, expense reimbursements, or other allowances or benefits for the pastor(s) or any other church staff or employee, clergy or lay; report those amounts on Lines 133-148. **DO NOT INCLUDE capital expenditures.**

DO NOT INCLUDE amounts sent to the conference treasurer or through other denominational channels, amounts sent to local benevolence or community organizations, or to non-United Methodist organizations outside the local church. *Each church should have amounts entered on Lines 149-50.*

Remember that mistakes in these lines may seriously affect your apportionment totals for coming years. Be as accurate as possible!

LINE 151. Include only expenditures for payments on debts incurred before the beginning of this year as shown on last year's report. This includes payments on loans, mortgages, etc.. Do not include principal and interest on money borrowed that was not repaid within the current fiscal year. This should be reported on lines corresponding to the purpose for which the money was borrowed.

LINE 152-153. Enter any outstanding indebtedness on Line 55. Amounts contributed but not paid out [retained for use in future years should be included as an asset on Line 164. On Line 152 enter "Capital improvements" includes 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 renovations **through funds received as general contributions only. Also include short-term rent for new congregations. On Line 153 enter funds received through capital campaigns and one-time special offerings.**

LINE 154. GRAND TOTAL – Add lines 92+112(thru)121+128(thru)135+139+143(thru)153 to get the grand total. This should be the total amount paid out by your local church during the year from money donated or raised locally. Ezra has a validation in place to check for mathematical error, if the number entered does not match according to your input you will not be able to save the report.

RACIAL/ETHNIC IDENTIFICATION INFORMATION FOR LINES 14-24

Line 14 Asian – 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.

Line 15 AFRICAN-AMERICAN/BLACK - 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."

Line 16 HISPANIC – Members of Central American, Cuban, Mexican, Puerto Rican, South American, or Spanish culture or heritage, regardless of race.

Line 17 NATIVE AMERICAN – 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.

Line 18 PACIFIC ISLANDER – Members with origins and/or heritage in the Pacific Islands, including Fiji, Guam, Hawaii, Samoa and Tonga.

Line 19 WHITE – Members with origins and/or heritage in any of the people of Europe, the Middle East, North Africa, or the former USSR.

Line 20 MULTI-RACIAL (MR) –Members with origins and/or heritage in two or more of the other six explicit categories.

Line 21 is the total and is calculated for you.

NOTE THE FOLLOWING:

Line 22-23 MEMBERSHIP BY GENDER: FEMALE / MALE

Line 24 is the total and is calculated for you.

TABLE III: Funding Sources
INSTRUCTIONS FOR LINES 155-177

THE PURPOSE OF THIS DATA IS TO HELP THE LOCAL CHURCH HAVE AN ONGOING RECORD OF WHERE THEIR MONEY COMES FROM.

GENERAL INSTRUCTIONS

- A. It is the pastor's responsibility that this form be prepared.
- B. Prepare a separate report for each organized church on the charge.
- C. Please ensure entries on all copies are legible.
- D. Report finances in dollars—do not report cents. (Round to the nearest dollar)
- E. When there is nothing to report for a line item enter zero.
- F. This report should be a summary of all income received by your local church during the year. Read the instructions for individual lines carefully before filling in any amounts. Do not report any amount on more than one line.

INSTRUCTIONS FOR HANDS ON MISSION
LINE 177

Please write on LINE 177 how many of your members (number) were involved in at least one hands-on mission activity sponsored by or endorsed by your local church, District, or the Texas Annual Conference of the UMC during 2015. The churches can get the data they need from the Vital Signs of Discipleship statistics that has been entered throughout the year.

A member should be counted only once during the annual reporting period regardless of how many activities that member participated in. Participation may include, but is not limited to, ministry through or related to Sending Ministries (PIM), Restorative Justice, Mercy Ministries, Campus Ministries or Social Principles Ministries.

Definition of endorsed by your church: A committee or group (ex. UMW, UMM, Youth Group) within your church asks for your participation in a hands-on mission activity.

Print out a finalized copy of Table 3 once the **Senior Pastor and Finance Chair** have reviewed and confirmed the accuracy of the report. Only the person(s) taking responsibility for the accuracy of the report should sign on the signature line; located just underneath the header on Table 3 (i.e. **Senior Pastor and/or Finance Chair**).