

2019 Annual Report Instructions – Churches of the Southwest Conference

Churches:

Again, thank you for your help in this important effort. **All manual forms are due to the SWC office by March 4, 2020.**

Instructions for Report of Church Officers

Please print and scan in landscape mode (NOT portrait).

Fill in your church name and Church # at the top.

Fill in the names and contact information for your Moderator and Treasurer for 2020.

Term of Office: Please indicate the month and year when each term of office began and will end (e.g., 6/2019 – 6/2020). 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.

If your Moderator or Treasurer will change during 2020, and you already know who your incoming replacements will be, please provide this information.

Instructions for Ministerial Support Form for 2019

There are 2 types of errors that are often made on this form. Please see below to be sure you are filling it out correctly.

Please complete the information requested for your congregation's pastor, associate pastor, or other **ordained clergy only** who are members of your congregation's ministerial staff at **year end**.

Categories of ministers: (A) Pastor; (B) Co-pastor; (C) Associate/Assistant Pastor; (D) Other Ordained Minister (includes Supply/Interim/Ordained Minister of Music/Education, etc.)

All data provided on this report should be computed on an **annualized/yearly basis** even if you did not have this position filled for the entire year.

If your pastor changed during the year, take the salary (both Base and Housing) of your **current pastor** and "annualize" it. Call Wende if you have any questions.

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

Benefits

Social Security offset: This refers to an amount that you may pay your pastor as a "Social Security offset". As a self-employed person, he/she is responsible for the full Social Security tax payment and many churches pay their pastor an amount to partially offset this tax.

Additional Expenses

These items are often not cash payments to your pastor but are **expenses incurred by the church** to enable your pastor to do his/her job more effectively or as expense reimbursements.

Instructions for Local Church Report 2019

I. LOCAL CHURCH IDENTIFICATION INFORMATION

Church Number: The same number you use on your financial disbursement sheets.

Church Name: This should be the name as it appears on your church's charter.

Church Mailing Address: 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 please write it in the space provided.

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.

County of Church Location: The name of the county of the primary location of worship.

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

Staff Information: **Please include ordained clergy/ministerial staff only.** Do NOT include secretarial, janitorial, or other staff.

II. MEMBERSHIP REPORT

Carefully follow the instructions and steps printed on the form to calculate the correct total membership for year-end 2019. Please address any questions to Wende Gonzales regarding year ending/beginning membership numbers.

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 in 2019. Add the two lines for the total.

AVERAGE WEEKLY CHURCH SERVICE ATTENDANCE – Provide the average weekly attendance at church services in 2019. Persons of all ages should be included in the count.

TOTAL CHURCH PARTICIPATION AND COMMUNITY ENGAGEMENT- these are new categories this year and I have included an explanation from the National Office to help you answer this.

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.

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.

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.

MISSION TRIP - Please answer either "YES" or "NO" and give the approximate number of participants.

III. FINANCIAL REPORT, IN WHOLE DOLLARS (OMIT CENTS)

INCOME

Total income from all sources – Please give the amount received by your church in 2019 from pledges, offerings and all other sources, including income from investments, rentals, bequests, etc.

Total income from pledges and offerings – Indicate here the amount received by your church in 2019 from pledges and offerings **only**.

EXPENDITURES

Support sent directly to other UCC bodies and institutions

Please enter the total contributions from your church sent directly to **UCC** institutions in 2019, **not passed** through the SWC. (example: Pacific School of Religion)

Financial Support for Non-UCC Agencies and Projects

Include monies for local ecumenical projects, community agencies you support, needy families, CROP, Habitat, etc.

Capital payments

Include payments on funds borrowed for capital purposes (not the amount borrowed). Also include amounts used for capital expenditures not necessarily borrowed.

Operating Expenses

This figure includes all expenses required to operate your church. Items to include are all staff salaries and benefits, utilities, insurance maintenance, supplies, etc.

BEQUESTS, GIFTS, & ENDOWMENTS - self explanatory

If you don't have exact numbers for any of these items, please provide estimates.