

# THE WESLEYAN CHURCH

## LOCAL CHURCH STATISTICAL REPORT – 2018

### INSTRUCTIONS

1. Reporting covers your district fiscal year that ends in 2018 (*Disc.* 1180:18).
2. **All Local Church Statistical Reports must be input on the Pastor Portal.** If you are unable to report through the Pastor Portal, send your report “on time”, either electronically or by mail, to the district office, district statistician or district statistical committee, whichever is appropriate for your district (*Disc.* 725:32; 1352:2).
3. A Local Church Statistical Report form can be used as a “worksheet” to help prepare answers, however, use of the worksheet to submit your report is unacceptable. Access the worksheet at Pastor Portal ([www.wesleyan.org/pastors](http://www.wesleyan.org/pastors)), Click “Forms” at page top. On “Forms”, click “Local Church Resources” at page bottom.
4. Log into the Pastor Portal to enter your statistics:
  - “Statistics are Open” will appear if your stats season has started. Click your church name to input statistics.
  - Click on any of the seven sections on the left and questions will load on the right. When ready to move to another section, click on the list or use the arrows on the right.
    - Note: The sections do not have to be completed in order.
  - a. Every question must be answered. If a question does not pertain to you, record a zero for the value. When every question has been answered, the system will notify your district office.
  - b. If you pastor multiple churches, use the select box on page left. Clicking the churches will reload page right.
  - c. A report for your records is available. Click Churches on the menu bar to load the Search page. Identify your church by typing in the name field or by using the filter fields. On your church's line in the results table, click "Stats." Click "Download" in the upper right to generate the Excel report. The report will list all questions and their corresponding answers in columns by years.
5. When using the Excel computer worksheet, **do not** type in the black spaces. These cells are intentionally left blank or they contain computer math formulas. If you have nothing to report on a line item, type “0” or leave blank. **Do not** type in other messages such as “N/A,” as it interferes with the computer formulas.
6. Keep a hard copy of the report and all related worksheets to use as guides for next year’s report.
7. In the line item explanations below, some lines will be skipped because they are self-explanatory.

## PART 1 – GENERAL STATISTICS

### Church Membership 1-26

#### 1-6 – Student Membership

1. Use last year's report (2017) figure recorded on line **6** without exception. If there was an error in last year's report, do not change last year's number, but make the adjustment on lines **2** and **4** of this year's report. If inputting statistics online, last year's numbers will already be in place.

5. This line calculates automatically on the electronic form. Do not type in this space.

**Due to membership changes, the entire Community Membership section (formerly lines 7-12), was removed.**

#### 13-26 – Adult Membership

13. This number must be identical without exception as reported on lines **12** and **25** in last year's (2017) report. **Under the new membership guidelines, all former community and covenant members are now listed as adult members.** If there was an error in last year's report, do not change last year's numbers. Make the adjustment on lines **14-16** or **19-23** of this year's report.

14. New believers joining the church for the first time.

15. Persons transferring from another Wesleyan Church.

16. Persons transferring from another denomination.

17. This line calculates automatically on the electronic form, transferring the number from line **4**. An error has occurred if these numbers do not agree with line **4** that must be corrected before proceeding. Do not type in this space.

**24-26.** These lines calculate automatically. Do not type in these spaces.

### Church Ministries 27-39B

27. Report the average of the 48 highest attendance figures. Be sure to include the children's church in this number if your church conducts a children's church separately from your main worship service. If you have multiple weekend worship services, weekly attendance is the combined total of all services for that weekend, including Friday and Saturday services intended as part of the Sunday service program.

**27A.** If you "livestream" your service, and can count the **average** number of people who access your service, place that number here. Do not include this number in line 27.

**28, 29 & 30.** Record the total number in attendance for children, youth, and adults.

31. This line calculates automatically on the electronic form. Do not type in this space.

32. Report only persons who have experienced and witnessed to a conversion during the past year, whether at regular services, revival meetings, other special meetings, home services, Bible studies, personal evangelism, or other outreach ministry of the local church. Persons who have sought spiritual help at the public altar do meet the category criteria.

33. Those who have had a fresh infilling of the Spirit during the year, given witness to a deepening of their commitment to Christ, or have made a fresh surrender to the lordship of Christ during the past year.

**38-39.** Do not include college students without prior Wesleyan ties who attend due to the church's close proximity to their chosen college campus. Churches near Wesleyan colleges should report only college students whose primary residence is local.

**39A.** Whether in small groups, one-on-one discipleship, or some other method, report the number of persons involved in an intentional discipling ministry.

**39B.** Persons "invested" in planting another church and are no longer counted in your attendance.

### Responsibility List Statistical Summaries 40-42

- ❖ The Responsibility List includes everyone who considers your church to be their "church home."
- ❖ Even if your church does not keep a written register of names, you probably know by name those considered as part of your church.
- ❖ If you do not know a specific number, report at least 30% more than your average attendance. For instance, if you average 100 in your worship attendance, your Responsibility List would be at least 130.
- ❖ Pro-rate the total number, according to children, youth, and adults.

### Property

**44-46.** Report the insured value with 100% coverage. Property without buildings may be valued at purchase price or current market value, whichever is greater.

## PART II – FINANCIAL STATISTICS

### Cash Income

#### 47-54. – USF/EIF “Assessable” Contribution Income

The district determines the total USF obligation for each local church. All funds coming into the local church are subject to budget assessment; exempted are funds identified in *The Discipline* para. 2005, and itemized in lines **61 thru 62A, 65 thru 70, 81, and 90 thru 91D**.

**47.** All funds received as “Tithes,” as well as all offerings coming into the church through public service collections or other means which are intended for the general operation of the local church.

**53.** All other contribution income including Sunday school, Global Partners, and other special offerings.

**54.** This line calculates automatically on the electronic form. Do not type in this space.

#### 55-64. – USF/EIF “Non-assessable” Contribution Income

This category distinguishes between contributions that are assessable (lines **47** and **53**) from those that are not assessable as provided by *The Discipline*, para. 2005.

**61.** Only funds received for a building project that has written DBA approval.

**62.** Only funds received for district or denominationally approved church plants.

**62A.** Urban Missional Churches represent a new category approved by the 2016 General Conference. See *Disc.* 523 and 2005:1(i). This line represents offerings specifically for these churches.

**63 & 64.** These lines calculate automatically on the electronic form. Do not type in these spaces.

#### 65-72. – Other USF/EIF “Non-assessable” Income

Other specified incomes that are not contribution incomes but neither are they assessable for budgetary purposes. (*The Discipline*, paragraph 2005.)

**65.** Only new church plants that have received funds from the Church Multiplication and Discipleship Division or the District Evangelism & Church Growth are to use this line. All other churches write in “0.”

**71 & 72.** These lines calculate automatically on the electronic form. Do not type in these spaces.

### Cash Disbursements

#### 73-87 – Basic Ministry Support

**73.** Basic salary paid to the pastor. If the church reimburses the pastor for SECA or Social Security contributions, include that information also.

**74.** List the amount paid for pension for the full year.

**75.** Add together financial allowances paid to/for pastor for housing and/or utilities.

**76.** Add together all other financial allowances/benefits paid to/for pastor (*i.e., travel, car, office*).

**77.** Basic salary paid to associate or assistant pastor(s). If the church reimburses the associates/assistants for SECA or Social Security contributions, include that information also.

**78.** List the amount paid for pension for associate or assistant pastor(s) for the full year.

**79.** Add together financial allowances paid to/for associate or assistant pastor(s) for housing and/or utilities.

**80.** Add together all other financial allowances or benefits paid to/for associate or assistant pastor(s). (*i.e., travel, car, office*)

**81.** Only TWC missionaries or Global Partners.

**82.** Only non-Wesleyan missionaries or missionary organizations other than Global Partners. (Exclude World Hope. World Hope is listed on line 91A.)

**83.** Other contributions made to local or national benevolent agencies, institutions or organizations that are not part of The Wesleyan Church. Do not include missionary contributions reported on lines **81** and **82**.

**84.** Church or parsonage or other church-owned facility mortgage payments, including principal and interest.

**85.** All funds spent to purchase property, or new construction, or a major remodeling project. (*A major remodeling project is equal to ten percent or more of the total value of the land, buildings, and equipment assets, and has DBA approval in writing.*)

**86.** Include all local maintenance, office and staff salaries, supplies for office, kitchen, housekeeping, repairs and upkeep, and any other local expense not otherwise listed.

**87.** This line calculates automatically on the electronic form. Do not type in this space.

## 88-94 – Other Ministry Support

**88.** Do not report here the amount of your assessment, but the amount **actually paid** on your USF-EIF and district assessment.

**89.** Left blank intentionally.

**90 & 91.** Include all funds sent to these ministries. Wesleyan Native Ministries was Wesleyan Native American Ministries.

**91A thru 91D are non-assessable items, reported as such in the disbursement column for the first time this year.**

**91C.** Include offerings like “Heart of Missions,” and any other offering or project sponsored by one of the denominational offices.

**91D.** Include registration for youth conventions paid by the church, The Gathering, if paid by the church, and other General Church events.

**92.** Any amount paid to the district or General Church for any purpose not reported elsewhere on this report.

**93 & 94.** These lines calculate automatically on the electronic form. Do not type in these spaces.

## 97-99– USF Assessable Net Income

These lines calculate automatically on the electronic form. Do not type in these spaces.

## Important Supplementary Questions

**99A.** How many different campuses/venues/locations are part of your church. All statistics for all campuses are combined into one report.

**100.** In how many ZIP/postal codes do you have a presence, a physical location, where services are held?

**101-103.** Reply “Yes” or “No.”

**Thank you for your dedicated service to your district and the denomination. My office stands ready to assist you.**

Janelle Vernon  
General Secretary  
Executive Director, Communication and Administration