

Ministry Statistics for:

January 10, 2012

Friends,

The time has come once again for churches to compile and report their annual statistics through the Annual Church Report/Worksheet. Once again you will be able to report by entering your statistics online, or mailing your report to the CGGC offices **AND** your Regional Office. **THE REPORTING DEADLINE IS SET FOR FEBRUARY 15TH**.

You will find the Annual Church Report/Worksheet enclosed. The report is split – one part for ministry statistics and another for financial statistics. To that end you are also receiving two copies of this letter, one to accompany each part.

Here is your process:

- 1) Get your information together and enter it manually on your Annual Church Report/Worksheet. (Ministry Statistics in sections 1-3 and Finance Statistics in sections 4-7)
- 2) Choose your reporting method.
 - a. By Mail – Mail a copy of your Annual Church Report/Worksheet to the CGGC Office **AND** your Regional Office. Ministry and finance reporting may be sent separately.
 - b. Online - If you do wish to take advantage of the online reporting, simply go to <https://secure.cggc.org/admin> (not www.secure.cggc.org) and enter your church's user name () and password (). You will find further, detailed instructions on the back of this letter. Please make sure to read the “important notes” section of those instructions. The information will aid in answering questions and make your data entry process much more understandable.
- 3) Celebrate! You are done!

Thank you for diligence in reporting. These statistics help us to better plan how to serve as we support you in advancing the Kingdom of God. If you have any question, please feel free to contact Candice Shoemaker, 419-424-1961. (cls@cggc.org)

May the Lord bless you mightily as you continue to serve!

INSTRUCTIONS FOR ONLINE ENTRY OF ANNUAL CHURCH STATISTICS

Complete your Annual Church Report/ Worksheet. (Ministry Statistics in sections 1-3 and Finance Statistics in sections 4-7)

Go to <http://secure.cggc.org/admin> (Note: do not enter www.secure.cggc.org)

Enter your user name and password. (Check the “Save password” box if you do not want to be forced to enter your password each time you return)

In the left hand menu, inside the Church Data box, click “Church Statistics”.

Please make sure that the church for which you wish to enter statistics is the church listed. (If not, you have been given the wrong user name or there was a mistake in setting up the database. If there is a problem please contact Candice Shoemaker, cls@cggc.org, 419-424-1961)

Next, please make sure you are entering statistics for the year 2011. The box should default to this.

Click “Start” You will be taken to screen #1 which deals with Membership. You may now begin entering your data if you are reporting on **Ministry Statistics**. In such a case, please enter information for sections 1-3. If you are entering **Financial Statistics** please click on “4” to begin entering information for sections 4-7. Remember to click “next” after finishing each page, (especially your last one) and check your totals on the summary page.

IMPORTANT NOTES – PLEASE READ!

- Please be aware that your Region may use different terminology for some items.
- While entering data you will NOT see boxes for totals. The numbers you enter will be tallied automatically and included at the end of the process in a Summary Sheet. **Please make sure to double check your worksheet entries and totals in the online Summary Sheet.** (If the totals do not match, you either entered wrong numbers in fields, or there is a mistake in mathematics on your worksheet.)
- If you choose, you may print out copies of pages as you go or wait and print the Summary Sheet.
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- You can return at a later date and review or edit pre-existing information. You may also continue to enter information in unfinished sections.

2011 MINISTRY STATISTICS
CHURCHES OF GOD, GENERAL CONFERENCE - ANNUAL CHURCH REPORT /WORKSHEET

This report is for the **calendar year 2011**. Please make sure the information is accurate and complete. This information will allow us to better plan how to serve the churches.

Once completed, you may submit your information in one of 2 ways:

1. Mail a copy to the General Conference Office **AND** your local Regional Office.
2. Log on to <https://secure.cggc.org/admin> using the user name and password sent to you. (**Do not** use <https://www.secure.cggc.org/admin>) Enter your information.

PLEASE PRINT

Church Name: _____ **Region:** _____

Contact Person: _____

Phone: () _____ - _____ **E-mail:** _____

HELPFUL HINTS AND INFORMATION:

Use "0" for both data that is not applicable as well as when the activity is zero. This will help keep you from entering data in the wrong field, and will let us know you have dealt with each item. (If you are filing online "0" will be in the field by default and does NOT need to be re-entered.)

Totaling fields in the online report will total automatically and do not accept manual over-rides. Totals for sections appear on the Summary Sheet.

If you need further help or clarification, please call the General Conference Office, (419) 424-1961 or via e-mail cls@cggc.org.

Churches of God, General Conference
700 East Melrose
Findlay, Ohio 45840

1. MEMBERSHIP

The term **member** implies all persons who have been fellowshipped into the Church and who are still on the roll.

A. Membership as of January 1, 2011	_____
B. Confessions of Faith	+ _____
C. Transfers In	+ _____
D. Reinstatements	+ _____
E. Deaths	- _____
F. Transfers Out	- _____
G. Other Removals	- _____
H. Total Membership as of December 31, 2011:	_____

Add A through D. Subtract E through G.

NOTE: Online, this total will appear on the Summary Page

2. CONGREGATIONAL LIFE

A. Average Attendance of Church Services:

1. Sunday School Average Attendance _____
2. Sunday Worship Services Average Attendance _____
Include children's church, junior church and worship services conducted on a day other than Sunday.
Do not include a Bible study group or a prayer gathering group, even if done as part of a worship service.
3. Sunday Evening Service Average Attendance _____

B. Total Number:

1. Conversions _____
2. Baptisms _____
3. Child Dedications _____
4. Worship Services per Sunday _____

C. Future Goals:

1. We hope to plant a new church by year _____
2. We are planning to add a new worship service Yes ____ No ____
3. The church has a Missions Leadership Team Yes ____ No ____

3. DISCIPLESHIP – Small Group Ministries

This data should represent the number of Classes/ Groups

of Groups/Classes

- A. Number of Sunday School Classes _____
- B. Number of Women's Ministries Groups _____
- C. Number of Men's Ministry Groups _____
- D. Number of Regular Youth Groups _____
- E. Number of Bible Studies (Excluding Sunday School) _____
- F. Number of Senior Life Groups _____
- G. Number of Athletic Teams _____
- H. Number of Choirs _____
- I. Number of Missionary Groups _____
- J. Number of Other Small Groups _____
- K. Number of AIM Class Participants _____
- L. Number of Other Discipleship Training Participants _____
- M. We expect to begin _____ new small groups in 2012
- N. We are currently training new Sunday School teachers and small group leaders
Yes ____ No ____

Financial Statistics for:

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Churches of God, General Conference
700 East Melrose
Findlay, Ohio 45840

4. LOCAL CHURCH INCOME

- | | |
|--|----------|
| A. Contributions/ Offerings | \$ _____ |
| This includes contributions and offerings received by the church treasury from persons who attend the church.
This should <u>include</u> gifts for operations, building funds, or specific ministries of the church | |
| B. Dividends/ Interest | \$ _____ |
| C. Sales | \$ _____ |
| D. Tuition Fee Income | \$ _____ |
| This includes receipts for tuition of Day Care, pre-school services, etc. | |
| E. Capital Campaigns | \$ _____ |
| F. Loan Proceeds | \$ _____ |
| This includes net cash proceeds received from loans | |
| G. Other | \$ _____ |
| This includes receipts not covered by Sections A through F, such as bequests, estate gifts, memorial gifts, etc. | |
| Total Income (Online this total will appear on the Summary page) | \$ _____ |

5. BENEVOLENT MINISTRY EXPENDITURES

As much as possible, sections 1 - 4 define benevolent expenditures made by your church. An expenditure should be recorded in **one** category only.

1. Expenditures to General Conference and/or Local Conference Ministries:

a. **Cooperative/ Budget** \$ _____

General Conference Cooperative Ministries - includes contributions made directly to General Conference for Cooperative Ministries AND contributions made directly to your Local Conference but which are specifically for General Conference Cooperative Ministries. Contributions made directly to your Local Conference that are specifically for General Conference Cooperative Ministries include contributions for those Cooperative Ministries listed in the annual General Conference Budget Ministries book and contributions for a "General Conference Appointment"

Local Conference Budget/ Cooperative Ministries - includes contributions made directly to your Local Conference for budget funding. This should include contributions such as apportionments, tithes, etc., that includes both Local and General Conference finding.

b. **Designated/ Non-budget** \$ _____

General Conference Designated Ministries - includes contributions made to General Conference and/or your Local Conference but which specify a Designated Ministry from the annual General Conference Budget Ministries book.

Local Conference Non-Budget/ Designated Ministries - includes contributions made directly to your Local Conference for its non-budget or designated ministries.

c. **Other** \$ _____

General Conference Other - includes contributions made to General Conference and/or your Local Conference which are for General Conference funding of ministry items other than Cooperative and Designated Ministries. **Do not include** payments to the Publications Department for purchased materials.

Local Conference Other - includes contributions made directly to your Local Conference for funding of ministry items other than Coop Budget or Designated/ Non-budget ministries.

2. Expenditures paid directly to Churches of God Agencies

 \$ _____

This section includes contributions to ministries that are paid directly to the organization responsible for the ministry. (i.e. Winebrenner Sem The University of Findlay, Churches of God Retirement Communities, Camps, etc.)

3. Expenditures to Local Community Ministries

 \$ _____

4. Expenditures to Other Religious Ministry Groups/ Agencies

 \$ _____

Other religious or Non-Denominational Agencies would include missionary sending groups and organizations such as Salvation Army, Focus on the Family, etc.

TOTAL BENEVOLENT MINISTRY EXPENDITURES

 \$ _____

(Online this total will appear on the Summary Page)

6. LOCAL CHURCH MINISTRY EXPENDITURES

Exclude Benevolent Ministry items

1. Church Staff Compensation per Schedule 7

 \$ _____

This item (6.1) will not appear online as the total will be carried automatically from Section 7. **If you are mailing your form**, complete sec and carry the Total Compensation to this line. **DO NOT** include expenses for staff compensation of day care workers and pre-school workers. These should be included on line 2.

2. All Other Operating Expenses (Other than Church Staff)

 \$ _____

3. Capital Expenditures

 \$ _____

Include expenditures for building construction, major improvements, large furniture and equipment expenditures (over \$1,000).

4. Payments on Indebtedness

 \$ _____

Payments on indebtedness - include both principal and interest payments.

TOTAL LOCAL CHURCH MINISTRY EXPENDITURES

 \$ _____

(Online this total will appear on the Summary Page)

7. CHURCH STAFF COMPENSATION SCHEDULE

Senior Pastor		
1 A	Salary	
1 B	Utilities	
1 C	Parsonage Rental Value	
1 D	Housing Allowance	
1 E	Car Allowance	
1 F	Retirement Paid by Church	
1 G	Insurance- Life	
1 H	Insurance - Medical	
1 I	Insurance - Disability	
1 J	Insurance-Dental	
1 K	Reimbursement For Social Security	
1 L	Continuing Education	
1 M	Worker's Compensation	
1 N	Other Benefits	
1 O	Benefit Description (of item 1.N)	
1 P	Total Compensation (Figured automatically online on Summary Sheet)	
1 Q	Full-time (Yes or No)	

All Other Credentialed Staff		
2 A	Salary	
2 B	Utilities	
2 C	Parsonage Rental Value	
2 D	Housing Allowance	
2 E	Car Allowance	
2 F	Retirement Paid by Church	
2 G	Insurance- Life	
2 H	Insurance - Medical	
2 I	Insurance - Disability	
2 J	Insurance - Dental	
2 K	Reimbursement For Social Security	
2 L	Employer Portion of Social Security	
2 M	Continuing Education	
2 N	Worker's Compensation	
2 O	Other Benefits	
2 P	Benefit Description (of item 2.O)	
2 Q	Total Compensation (Figured automatically online on Summary Sheet)	

Youth Ministry Director (credentialed and non-credentialed)		
3 A	Salary	
3 B	Utilities	
3 C	Parsonage Rental Value	
3 D	Housing Allowance	
3 E	Car Allowance	
3 F	Retirement Paid by Church	
3 G	Insurance-Life	
3 H	Insurance - Medical	
3 I	Insurance - Disability	
3 J	Insurance-Dental	
3 K	Reimbursement For Social Security	
3 L	Employer Portion of Social Security	
3 M	Continuing Education	
3 N	Worker's Compensation	
3 O	Other Benefits	
3 P	Benefit Description (of item 3.O)	
3 Q	Total Compensation (Figured automatically online on Summary Sheet)	
3 R	Full-time (Yes or No)	
3 T	Credentialed (Yes or No)	

All Non-Credentialed Staff		
4 A	Salary	
4 B	Utilities	
4 C	Parsonage Rental Value	
4 D	Housing Allowance	
4 E	Car Allowance	
4 F	Retirement Paid by Church	
4 G	Insurance-Life	
4 H	Insurance - Medical	
4 I	Insurance - Disability	
4 J	Insurance - Dental	
4 L	Employer Portion of Social Security	
4 M	Continuing Education	
4 N	Worker's Compensation	
4 O	Other Benefits	
4 P	Benefit Description (of item 4.O)	
4 Q	Total Compensation (Figured automatically online on Summary Sheet)	

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Only GRAND TOTAL church staff compensation will be published.

GRAND TOTAL COMPENSATION * (Add 1P, 2Q, 3Q and 4Q)

Note: Some numberings may appear out of sequence due to skipped or hidden fields that exist in our database or fields that do not apply to that staff position. (i.e. 4K)

*Carry Total Compensation to Section 6, item 1 of the Annual Church Report /Worksheet

*Figured automatically online on Summary Sheet

