Pastor _____ Non-Church Usage Worksheet Church Name _____

1. Non-church Usage **does not include** groups and activities that are part of the ministry of the church (weddings, funerals, etc.).

2. Take all your utilities expenses and janitorial supply and wages costs and enter it on line 3 of this worksheet. There is minimal heating and lighting of a church which happens regardless if any group is meeting in the building. Non church usage is meant to calculate the additional cost of having those groups in the building beyond those minimal levels. This worksheet is to help ascertain the 'relative' use by outside groups.

3. Most Groups not having insurance should be considered ministries of the church - These are not Non Church Usage activities.

4. The Treasurer's office will review and input approved non-church usage into the statistics tables before submitting them to the General Council of Finance and Administration.

Office hours of the church (days of the week & hours per day): _____

In the 'average' week at my church these groups meet

Church Usage: **Committees, worship, Education, AA, NA office hours, scouts, etc.**	hrs/week	Non-Church Usage **Community, preschool, food bank**	hrs/ wk	**Insurance Cert. Y/N**

#1 Total Hours of Church Usage from above groups in an 'average' week _____

#2 Total Hours of Non-Church Usage from above groups in an 'average' week _____

#3 Total Church Utilities for the year _____
Total Church Janitorial for the year _____
Other (be specific and describe)
_____ _____
_____ _____

#4 Income from user groups fro the year _____

#5 Net Total of church expenses _____
(total of #3 minus #4)

#6 total from line #2 → _____ = _____ % x _____ = _____
(#1 + #2) → non church ratio Total line #5 Reduction for Non-Church Usage

Subject to Treasurers' Approval

If you have filled in "other" on #3 or have some other special situation, please attach an explanation and include a name, telephone number, and email address so we may contact you to figure out a meaningful resolution.

Contact for help: rjamieson@pnwumc.org 206-870-6818