



Peninsula-Delaware Conference

The United Methodist Church



Baltimore-Washington Conference

The United Methodist Church

2025 STATISTICAL REPORTING GUIDELINES AND TRAINING

DECEMBER 2, 2025

AGENDA



Introductions



The 'What', 'Why' and 'How' of Statistical Reports



Timelines and Key Dates



A word about accuracy



ACStats – GCFA's Stats Reporting Site



Tables, and Lines and Questions....



Tools & Resources



KEY PERSONNEL

PRESENTERS:

- **Dave Schoeller**, Director of Business Systems (BWC)
- **John Gauthier**, Applications Administrator / Data Analyst (BWC)
- **Tonia Bennett**, Administrative Operations Coordinator (BWC)

FINANCE AND ADMINISTRATION:

- **Paul Eichelberger**, PDC and BWC Treasurer / Dir. of Administrative Service

WHAT WE COLLECT

Local church statistics are collected across 3 primary tables

Table 1 – Membership and Participation

Table 2 – Church Assets and Expenses

Table 3 – Church Income

WHY WE COLLECT

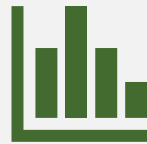
We ask both a set of pre-determined questions provided by GCFA as well as a few custom questions for Conference purposes. This data is integral to understanding the health of the Conference and its churches, and provides a groundwork for determining connectional resources and mission shares.

HOW WE COLLECT

Statistical data is collected by GCFA via the ACStats website:

<https://stats.gcfa.org>

KEY DATES



January 2nd

~ STATS are opened for reporting



**Wednesday, January 28th
(Midnight)**

~ STATS Reporting Deadline

STATS: WHY THEY ARE IMPORTANT?

“You can’t manage what you can’t measure.” (and the Discipline says we have too...)

- **2020-2024 Book of Discipline**

- **Para 606.7:** *The local church report to the annual conference shall be submitted on the prescribed forms no later than thirty days following the close of the calendar year. If the annual conference sets an earlier deadline for receiving the reports, the earlier deadline shall apply.*
- **Para 606.8:** *Official records of secretaries, statisticians, and treasurers shall be kept according to the forms prepared by the General Council on Finance and Administration so that official statistical and financial items shall be handled alike in all annual conferences and that uniformity of reporting shall be established as a worldwide church policy.*

- Your church’s statistical report will be used to:

- Evaluate church vitality (Vital Congregations).
- Evaluate needs so that the conference can provide resources to aid congregation’s progress toward the congregation’s mission.
- Draw comparisons among congregations and among the different annual conferences.
- Compute the congregation’s new Mission Share/Apportionment.
- Provide critical information to the cabinet about congregations and pastors to make new appointments.

ACCURACY IS HEAVENLY



Is it really that important??

- Accurate statistics provide both the local church and conferences a reliable window into the financial and congregational well-being of a congregation. While not the only piece, accurate reporting is a *vital* piece!

Best Practices for Stats Reporting...

- Recommended:
 - Good Planning and Recordkeeping
 - Care, Concern and Honesty
 - Double Checking your work
 - **Having someone else review your work**
- NOT recommended:
 - "Fudging" 😞 & Wild Guesses 😞 😞

Explaining Major Year-to-Year Differences

- Explanations **Required** (Pre & Post Submission)
- Financial Data/Reports may be Required

ACSTATS – GCFA'S STATS REPORTING SITE

Where is it located?

- <https://stats.gcfa.org/> (No "www")

Where can I find more information?

- BWC: <https://www.bwcumc.org/stats>
- PDC: <https://www.pen-del.org/statistical-reporting>
- Recording and additional training resources will be available on the conference sites after the training.

Getting started

- Online Demonstration

ACSTATS – GCFA'S STATS REPORTING SITE

- **User Account Registration and Setup**

- Initial Login using the church's General Church number (GCNO) and a universal password: **Stats2025!** . You can look up your GCNO at <http://www.umdata.org/>
 - Usernames and Passwords are reset every year. All users need to register on the system, new or old.
 - The system allows multiple people to register under different roles for a church.
 - We strongly encourage you to limit the number of people entering data to avoid confusion and errors.
 - Registration includes required fields such as **username, contact information,** and an optional address.
- Verify Church information!
 - Corrections to church information should be submitted through the church's DA and will likely have a delay in populating to the ACStats Website.
 - Pastor information can be corrected directly within the ACStats system.

ACSTATS – GCFA'S STATS REPORTING SITE

- **How to use the system**

- **ACStats** provides last year's Statistical information in an accompanying column right next to where you input your current stats.
- You also have the option to print your stats right from the site and work on reporting away from the computer if you choose.
- As you enter information
- ACStats flags entries that differ drastically from the previous year.
- These alerts help identify significant changes or potential errors.
- Churches are prompted to provide brief notes for these changes/discrepancies.

NEW FOR 2025 REPORTING

NEW FEATURES FOR 2025

- **Account Username and User-Initiated Password Reset**
 - No need to call District Offices or wait for an email response!
 - Ability to have Multiple Usernames
- **Print current and previous stats along with charts**
 - Several new print options for exploring your church's data and creating worksheets!
- **New Question for PDC**
 - Total Building Square Footage (excluding parsonage)

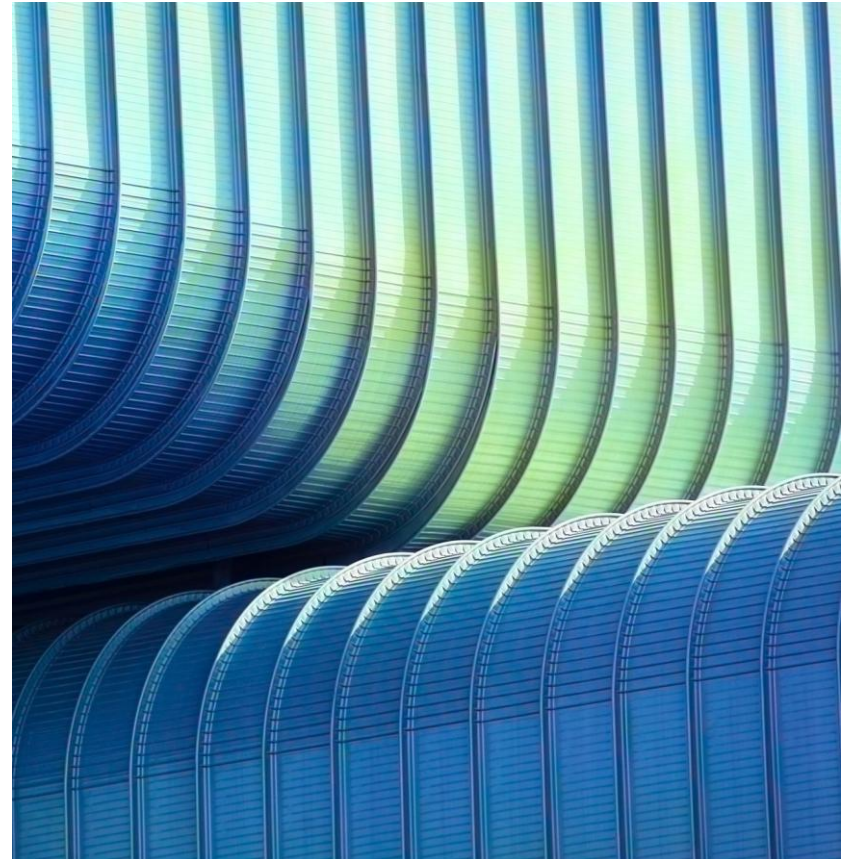


TABLE I

Local church membership

- Additions and reductions to the total professing members from end of last year to the end of this year
- Membership Profile
 - By race
 - By gender
 - Profile totals add up correctly.

Participation: Activities and Attendance

- Average worship attendance
- Sunday school attendance
- Small groups for children, youth, young adults, other adults
- United Women in Faith, United Methodist Men
- Participants in missions and ministry programs

TABLE II

- **Assets, Debt, and Expenses**
 - Some of the expense lines are used in the Mission Share base calculations
- We do **not** apportion expenses associated with:
 - **Mission programs**, including community outreach.
 - Nursery school, preschools
 - Daycares, after school ministries
 - Soup kitchens, shelters, food pantries
 - Non-United Methodist groups like AA, Girl/Boy Scouts
 - **Capital expenditures** related to loan/mortgage payments, purchases, repairs, or short-term rental agreements.

TABLE II: COMPENSATION

*****ALL INFORMATION SHOULD MATCH THE PASTOR'S COMPENSATION FROM CHURCH CONFERENCE*****

Include...

- Base Salary
- Other Cash Compensation paid by your church
 - Reimbursement of social security taxes
 - Reimbursement of family health premiums.
 - After tax personal contributions to UMPIP
 - Bonuses, gifts
- Tax Deferred Compensation & Cafeteria Plan Contributions
- **ALSO INCLUDE Equitable Compensation or other BWC Financial support/grants.**

Do NOT include:

- Compensation paid by other churches in your charge
- Clergy related health/pension benefits

TABLE II: PROGRAM EXPENSES

Do NOT include Capital Campaign and/or Fundraising Expenses

- Report these on their appropriate lines under the 'Debt and Capital Payments' header
- Purchased supplies
 - Rental of equipment or space.
 - Utility Expenses

DO include Stewardship Campaign Expenses

- Consultant costs
- Mailings and special services

TABLE II: PROGRAM EXPENSES

Do NOT include In-Out Costs:

- Payments received by participants and subsequently paid out for church related programs or benevolence activities are not to be recorded as part of Table II.
- Examples:
 - Church suppers and Mission / Fellowship trips.

Do NOT include expenses* for Mission, Outreach, Childcare

- **BWC – associated utility expenses may also be deducted from Operating Expenses using expense calculator (avail online).*

TABLE II: MISSION SHARE BASE DETAILS

Mission Share base is calculated using the following Table II lines together for each local church:

- Pastor Compensation (Lead, Associate & Deacon)
- Pastor Housing Allowance or Parsonage Expenses
 - **Do NOT include medical/pension costs for pastors in Comp or Housing amounts**
- Salary & Benefits: All other church staff & Diaconal Ministers
- Local church program expenses & operating expenses
 - **Do NOT include pastor or staff comp/benefits in your program or operating expenses !!**

TABLE III

This table collects data about the local church income

Records income for annual budget by source

- Pledges
- Non-pledge, but identified giver
- Received from unidentified giver
- Interest/Dividends
- Sale of church assets
- Building use fees, contributions, rentals
- Fundraising and other sources

Capital income reported separately

- Capital campaigns
- Memorials, endowments, bequests
- Other projects (include UMW/UMM projects)

General Advances and other special giving



WRAP UP

**A Recording of this training along
with other resources will be
available at:**

BWC:

<https://bwcumc.org/stats>

PDC:

<https://www.pendel.org/statistical-reporting>

**Thank You for Attending Our
Training.**

Have a great evening!

