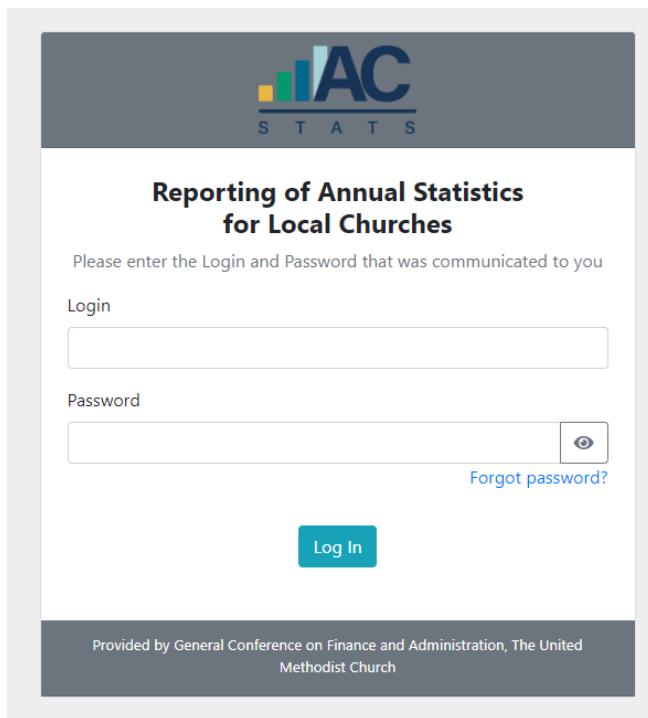




Statistical Reporting Instructions (2025)

Using AC Stats (GCFA's Statistical Reporting System) to Submit Your Conference Statistics



**AC STATS OPENS
JANUARY 2, 2026**

**2024 REPORTING DEADLINE
JANUARY 28TH, 2026**

Step by Step Guide for Entering and Submitting your Statistical Information

If you have questions, please call your District Administrator, or call the BWC Conference Center (410-309-3400) and someone will direct your call. Staff Directory can be found online at <http://www.bwcumc.org/about/districts-regions/>

1. Login to AC Stats

- a. Go to: <https://stats.gcfa.org>
- b. Enter your church's Login/Username and Password as follows
 - i. **Login:** Your church's six-digit General Church Number (GCNO).
 - ii. **Password:** For first-time logging in is **Stats2025!**
Note: first character is Capitalized, and last character is an exclamation point
- c. Click on the "Log In" button to advance.



Reporting of Annual Statistics for Local Churches

First time church users, use the GCNO and password provided by your annual conference.

Users with an existing account, use your username and password.

Be aware that all church user accounts and passwords are reset at the beginning of each statistical year.

Username

A

Password

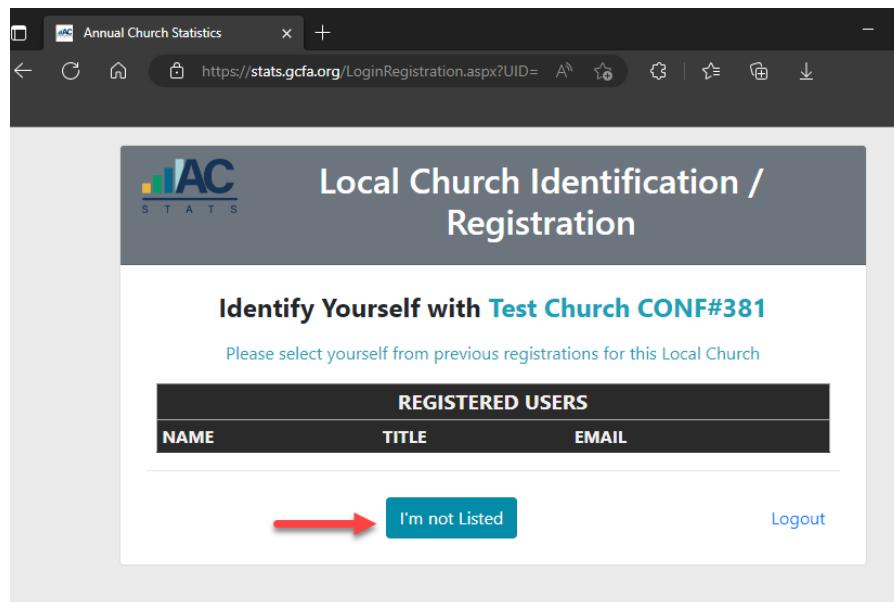
B

[Forgot password?](#)

C

2. Welcome Screen - First Time Login User Setup.

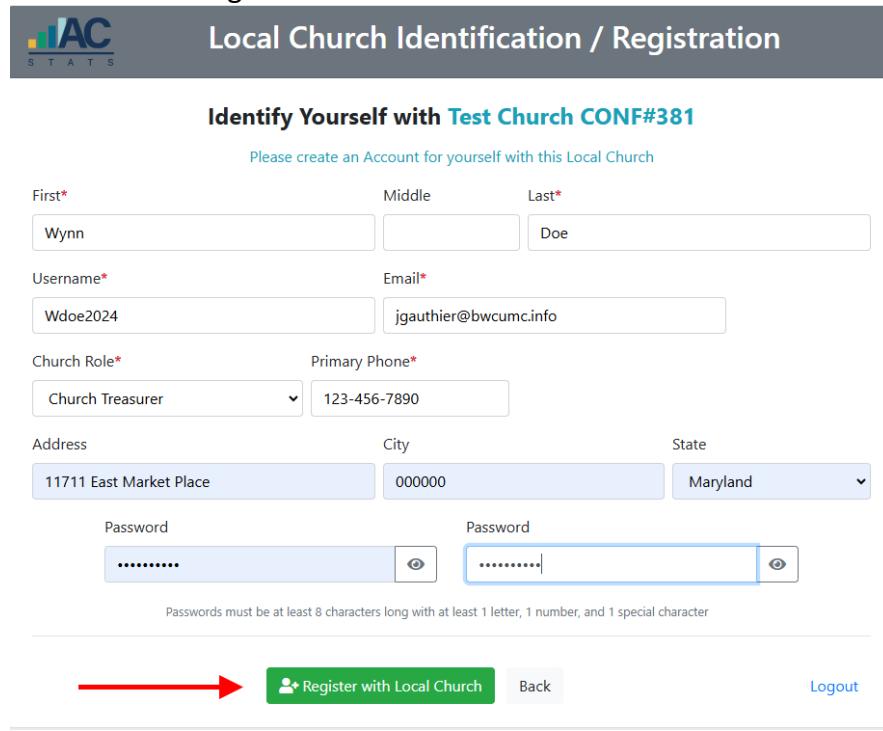
- The first time you log in, you will see a list of users for your church. If your name doesn't appear, click on the button "I'm not Listed"



The screenshot shows a web browser window for 'Annual Church Statistics' at the URL <https://stats.gcf.org/LoginRegistration.aspx?UID=...>. The page title is 'Local Church Identification / Registration'. It features a logo for 'AC STATS' and a sub-header 'Identify Yourself with Test Church CONF#381'. Below this, a message says 'Please select yourself from previous registrations for this Local Church'. A table titled 'REGISTERED USERS' lists columns for 'NAME', 'TITLE', and 'EMAIL'. At the bottom right of the table area is a red arrow pointing to a teal button labeled 'I'm not Listed'. To the right of the button is a 'Logout' link.

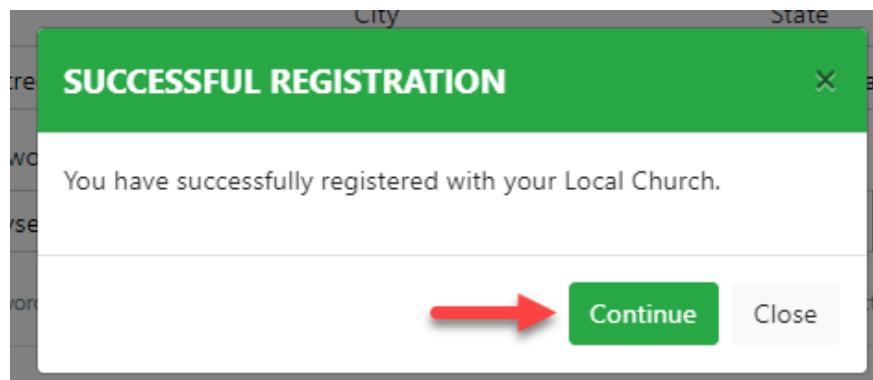
3. Contact Information Screen - First Time Login User Setup.

- Enter **your** information. Required fields have "*" next to the field name
- Create a **Username** unique to you. This will be used to reset your password as needed.
- Enter a password of **your choosing**. Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character
- Write down your password**
- Click the button "Register with Local Church"



The screenshot shows the 'Local Church Identification / Registration' page. The sub-header 'Identify Yourself with Test Church CONF#381' is present. A message says 'Please create an Account for yourself with this Local Church'. The form includes fields for 'First*' (Wynn), 'Middle' (empty), 'Last*' (Doe), 'Username*' (Wdoe2024), 'Email*' (jgauthier@bwcumc.info), 'Church Role*' (Church Treasurer), 'Primary Phone*' (123-456-7890), 'Address' (11711 East Market Place), 'City' (00000), 'State' (Maryland), and two 'Password' fields (both showing masked text). Below the password fields is a note: 'Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character'. At the bottom right is a red arrow pointing to a green button labeled 'Register with Local Church'. To the right of the button are 'Back' and 'Logout' links.

f. When the “Successful Registration” window appears, click the “Continue” button.



g. You will be taken to the “Church Details” screen. This is the “Home” screen for your church statistical reports. You will be taken directly to this screen when you log into the system moving forward.

Church Details

Church Name	Test Church CONF#381		<input type="checkbox"/> I want to update Pastor info
GCFA #	000000	Conference #	381
Conf Church #			
District	<input type="button" value="▼"/>		
Church Email			
Phys Address	123 Test Street		
Phys Address 2			
Phys City	Test City		
Phys State	<input type="button" value="▼"/>		
Phys Country			
Phys Zip	99999		
Status			
Notes on Submit	<input type="text"/>		

Navigating the System

Once you have logged into the system, there are several important links and navigation choices at the top of the screen.

1. **Local Church Detail** (the “Church Details” page – or “Home Screen” shown after login)
2. **Annual Statistics** (to view and enter statistics)
 - a. The “Annual Report” button on the Church Details screen takes you to the same screen.
3. **Need Help:** Displays help email and phone
4. **Managing Year:** Changes statistical year
 - a. Used to view/download prior year statistical information (if needed)
 - b. Must be set to “2025” to enter statistical information.
5. **Update Pastor Information (As Needed):** If you discover the church’s pastor information is incorrect, check the ‘I want to update Pastor info’ box and edit the information as needed. Click **Save** when finished. DO NOT uncheck the box as it will revert to the original information and erase your changes
6. **Logout:** Logs you out of the AC Stats system.

The screenshot shows the 'Church Details' page of the AC Stats system. The page has a sidebar on the left with a 'Test User' section and a main content area. The main content area contains fields for Church Name, GCFA #, Conf Church #, District, Church Email, Phys Address, Phys Address 2, Phys City, Phys State, Phys Country, Phys Zip, Status, and Notes on Submit. To the right of these fields are fields for Pastor Name, Pastor Email, EIN #, Congregation Type, Shared Ministry, Parent GCFA #, Charge #, and Charge Type. At the bottom are 'Save' and 'Annual Report' buttons. The top right of the page shows the user is 'Logged in as WYNN DOE' and has a 'Logout' link. The top center shows the title 'AC Stats Baltimore-Washington 2025'. The top right also has a 'Need Help ?' button, a 'Managing Year' dropdown set to '2025', and a 'Logout' link. Red numbers 1 through 6 are overlaid on the page to indicate specific features: 1 points to the 'Test User' sidebar; 2 points to the 'Save' and 'Annual Report' buttons; 3 points to the 'Need Help ?' button; 4 points to the 'Managing Year' dropdown; 5 points to the 'Logout' link; and 6 points to the 'Logout' link in the top right.

Entering Your Statistical Information

- Make sure the Year (located above the menu bar) displays the current stats year.
 - a. Before you start entering your statistics, it is highly recommended that you print a copy (and/or create a PDF file) of the statistical reports that contains the prior year's data, blanks for the current year's data and full line instructions. These forms are useful because they provide detailed instructions and allow you to fill in your stats offline. You can also distribute these documents to all those in your church who are contributing to the data entry process
- (1) Click the Annual Statistics link in the menu bar.
- (2) Toggle the “Display Question Help” switch on (it will turn blue)
- (3) Click the “Print” button (directly on the printer icon – not on the down arrow)
 - a. If you want to create a PDF file, use your browser’s Print to PDF feature or a free “Print to PDF” utility such as “Cute PDF”.

The screenshot shows the '2024 Annual Statistics for Test Church CONF#381' page. At the top, there are links for 'Local Church Detail' and 'Annual Statistics' (marked with a red arrow and the number 1). The top right shows 'Need Help?', 'Managing Year 2025', 'Logged in as JOHN DOE', and 'Logout'. Below the header, the church details are listed: Church (Test Church CONF#381), City, State (Test City, TST), Pastor (Test Pastor), Conf Church #, GCFA Church # (000000), and Conference (BALTIMORE-WASHINGTON (381)). At the bottom of the page, there are buttons for 'Instructions' (highlighted with a red box and the number 2), 'Print' (marked with a red arrow and the number 3), 'Local Church Detail', and a note input field. A note says: 'Leave a church-specific note. It will be visible to GCFA, Conference, and Church level users in Test Church CONF#381:' with a 'Save' button. At the very bottom, there is a 'Display Question Help' switch (marked with a red box and the number 2) and a 'Table #' navigation bar with buttons for 1, 4, 2, and 3.

- Auto Save Enabled
 - All answers will automatically be saved as you enter them. You can leave at any time and return, and all your entered information will be saved.

- **Enter All Report Answers**

- Completely fill out this form. Do not leave any fields blank. Enter zero if you have nothing to enter. The system only accepts WHOLE NUMBERS. You will not be able to enter data using commas, periods, or dollar signs.

- **Question Help**

- If you need help on any question, click on the Question Number (left most column, in blue) to view Help detail on that question. You can view help for all questions using the "Show Help" toggle button. Use this feature when Printing to see the available help text for each question.

- **Validate Answers**

- When done entering Answers, click "VALIDATE ANSWERS".
- Data entry **errors** must be corrected, or you cannot submit your statistics.
- Data entry **warnings** must be explained, or you cannot submit your statistics

- **Submit your statistics**

- Once errors have been resolved and warning explanations have been provided, you will be able to submit your statistics to the Conference office.
- If you would like to enter/submit a brief church-specific note, this can be entered in the area directly above Table 1 before submitting your statistics. After entering your note, click the Save link.
- You will want to print a copy of your submission for your own records. Use the printing instructions on the prior page.
- **IMPORTANT: Once you submit the annual report the values cannot be changed.**
 - If you find corrections to be made and wish to update your entries before the statistical entry deadline, please email your corrections to your District Administrator. It is preferable to use email for corrections, so that there is less chance of verbal miscommunication.

LINE 48B WORKSHEET (TABLE 4)

This worksheet calculates values that will be automatically entered into the Missional Expenses area of Table 2 so it must be completed BEFORE starting Table 2. To view and complete another table, make your selection from the pop-up menu at the top of the screen or simply scroll to that area on the screen.

PRELIMINARY MISSION SHARE LETTER FROM THE CONFERENCE

- Within 10 days after the 2025 submission deadline, you will receive a very important letter from the conference. It contains an estimate of your **2027** Mission Share along with a worksheet showing the statistics YOU entered that were used in the Mission Share calculation. Prior year statistical data is also provided to help you spot possible errors.
- If you require review/correction of your statistics, and you do not respond before the deadline, we may not be able to modify your apportionment later. **Please submit your corrections using the instructions provided.**
- Sample Verification Worksheet showing possible data entry error.

Verification of 2024 Statistical Data

Includes 2026 Mission Share Estimate (assuming no change in the 2025 Benevolence Factor)

Church: Acme UMC, Anytown (#9876)

Charge: Acme Charge

District: Central Maryland

	2022*	2023*	2024			
	Stats Data	Stats Data	Stats Data			
Table 2: Mission Expenses (not included in Mission Share Calculation)		Dollars (\$)	Dollars (\$)			
UMC CAUSES: Paid DIRECTLY to UMC related institutions and causes	48a	\$ 1,000	\$ 500			
MISSIONS / MINISTRY COSTS: Direct costs and applicable utility expenses	48b	\$ -	\$ -			
NON-UMC CAUSES: Paid DIRECTLY to non-UMC benevolent / charitable causes	49	\$ 21,117	\$ 19,500			
Table 2: Compensation, Housing, Staff, Program & Operating Expense						
Base compensation paid/for <u>Lead/Senior</u> Pastor	53a	\$ 64,890	\$ 71,890			
Base compensation paid/for all <u>Associate</u> Pastors and other pastoral staff	53b	\$ -	\$ -			
Base compensation paid/for any Deacons <u>not included</u> in 53a or 53b	53c	\$ -	\$ -			
Table 2: Housing Benefits						
Housing benefits paid to/for <u>Lead/Senior</u> Pastor	55a	\$ 21,394	\$ 22,036			
Housing benefits paid/for all <u>Associate</u> Pastors and other pastoral staff	55b	\$ -	\$ -			
Housing benefits paid/for any Deacons <u>not included</u> in 55a or 55b.	55c	\$ -	\$ -			
TOTAL housing benefits (Lines 55a+55b+55c)	55	\$ 21,394	\$ 22,036			
HOUSING CALCULATION FOR MISSION SHARE BASE						
For 2022: When Line 55 is: - Below \$8,500: Line 55 amount - From \$8,500 to \$21,394: \$8,500 - Above \$21,394: Line 55 - \$12,894	For 2023: When Line 55 is: - Below \$9,100: Line 55 amount - From \$9,100 to \$22,036: \$9,100 - Above \$22,036: Line 55 - \$12,936	For 2024: When Line 55 is: - Below \$9,500: Line 55 amount - From \$9,500 to \$22,477: \$9,500 - Above \$22,477: Line 55 - \$12,977	55 Calc	\$ 8,500	\$ 9,100	\$ 9,500
Total paid to/for persons in 53a-c for Accountable reimbursements	56	\$ 6,000	\$ 7,000	\$ 7,000		
Total paid to/for persons in 53a-c for Other cash allowances (non-accountable)	57	\$ -	\$ -	\$ -		
Total amount paid in salary and benefits for all other church staff & Diaconals	60	\$ 89,516	\$ 79,541	\$ 134,128		
Total amount spent for local church program expenses	61	\$ 85,961	\$ 65,324	\$ 87,434		
Total amount spent for local church operating expenses	62	\$ 104,243	\$ 86,253	\$ 101,523		
Table 3: Income						
Equitable Compensation (69a) + Support and/or Grants from BWC (69b)	69a + 69b	\$ -	\$ -	\$ 10,000		
2026 MISSION SHARE ESTIMATE (Based on 2024 Statistical Data)						
2026 Mission Share Base: (53a+53b+53c+55Calc+56+57+60+61+62) minus (69a+69b)				\$ 401,475		
2026 Benevolence Factor: 2025 rate to used to provide estimate - actual 2025 rate may vary slightly				17.40%		
2026 Mission Share Estimate: 2026 Mission Share Base x 2026 Benevolence Factor				\$ 69,857		
COMPARISON TO 2025 MISSION SHARE						
2025 Mission Share				\$ 62,522		
2025 >>> 2026 Dollars increase/(decrease)				\$ 7,335		
2025 >>> 2026 Percentage increase/decrease				11.7%		

Possible Line 60 error Increasing Mission Share