

THE WESLEYAN CHURCH

LOCAL CHURCH STATISTICAL REPORT – 2019

INSTRUCTIONS

1. Reporting covers your district fiscal year that ends in 2019 (*Disc.* 1180:18).
2. **All Local Church Statistical Reports (LCSR) 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. An LCSR form can be used as a “worksheet” to prepare answers; however, use of the worksheet to submit your report is unacceptable. Access the worksheet at Pastor Portal (www.wesleyan.org/pastors), and click “Forms” at page top. On “Forms”, click “Local Church Resources” at page bottom.
4. Pastors will receive an email, informing them that the portal is open to receive their report. Included will be their log-in information and a temporary password.
 - a. Every question must be answered. If a question does not pertain to you, type “0.” When every question has been answered, the system will notify your district office.
 - b. A report for your records is available. In the Pastor Portal, 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. If you have nothing to report on a line item, type “0.” **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

Who is making disciples in our church? 1-16

1-3. The membership section has been greatly revised and contains only three questions: how many students members, how many adult members, and how many total members. (**Line 3** will calculate automatically on the electronic form. Do not type in this space.)

4. Report the average of the 48 highest attendance figures. Be sure to include 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.

5. If you "livestream" your service or make your service available online in some other form (Facebook, YouTube, podcast, etc.), use the "Peak Live Viewers" or "Concurrent Viewers" number. Other livestream platforms may use slightly different language, but this is the preferred way of counting online attendance. Do not include this number in line 4.

6, 7 & 8. Whether in Sunday school, small groups, one-on-one discipleship, or some other method, report the number of persons participating. As best you can calculate, only count participants once. Record the total number involved for children, youth, and adults.

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

10. 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 but have not made a commitment leading to conversion do not meet the category criteria.

11. Include 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.

14-16. 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 who consider themselves 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.

How many disciples are multiplying in our church? 17-23

17. Those who have declared and are preparing to engage in local church ministry or in some aspect of missionary outreach.

18. Those who are engaged in a course of study leading to global missions work or who are in touch with Global Partners or other mission organization about cross-cultural ministry.

19. Those who are preparing to engage in church planting or extension of their local church through participating in the launch of a new campus.

20. 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.

22. Students who are actually enrolled in a course of study leading to licensing for ministerial service.

23. Persons "invested" in planting another church and are no longer counted in your attendance.

Where are we a transforming presence by disciples making disciples? 24-25

24. List the number of locations, including the main campus/ location where you are holding worship services.

25. List the **actual ZIP codes** in which you are holding worship services.

PART II – FINANCIAL STATISTICS

Property

26-28. Report the insured value with 100% coverage. Property without buildings may be valued at purchase price or current market value, whichever is greater.

Cash Income

29-31. – 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.

29. 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.

30. All other contribution income including Sunday school, Global Partners, and other special offerings. Do not include items reported on lines 32-34. Exempt items will be considered in later calculations.

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

32-36. – USF/EIF “Non-assessable” Contribution Income

This category distinguishes between contributions that are assessable (lines 29-31) from those that are not assessable as provided by *The Discipline*, para. 2005.

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

33. Only funds received for district or denominationally approved church plants.

34. 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.

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

37-44. – 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.)

37. 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.”

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

Cash Disbursements

45-59 – Basic Ministry Support

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

46. List the amount paid for pension.

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

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

49. 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.

50. List the amount paid for pension for associate or assistant pastor(s).

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

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

53. Only TWC missionaries or Global Partners.

54. Only non-Wesleyan missionaries or missionary organizations other than Global Partners. (Exclude World Hope, which is listed on line 63.)

55. 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 **53** and **54**.

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

57. 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.*)

Important Supplementary Questions
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58. Include all local maintenance, office and staff salaries, supplies for office, kitchen, housekeeping, repairs and upkeep, and any other local expense not otherwise listed.

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

60-69 – Other Ministry Support

60. Report here the amount **actually paid** on your USF-EIF and district assessment. Do not report the amount you owe to the assessment.

61 & 62. Include all funds sent to these ministries. Wesleyan Native Ministries was Wesleyan Native American Ministries.

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

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

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

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

70-72– USF Assessable Net Income

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

73-75. Reply “Yes” or “No.”

Thank you for your dedicated service to your district and the denomination.

Janelle Vernon
General Secretary
Executive Director, Communication and Administration