

**INSTRUCTION SHEET
CHURCH STATISTICAL REPORT – 2016**

Used by all Missionary Churches (Full Member, Affiliate and Unorganized)
Please verify that all information is accurate.

**NOTE: COMPLETION OF THE CHURCH STATISTICAL REPORT IS NECESSARY
FOR THE ISSUANCE OF CREDENTIALS FOR THE LEAD PASTOR.**

The following explanations clarify the information requested for each line.

EVANGELISM/DISCIPLESHIP

1. Record professions of conversion in all ministries of the church. Do not include other spiritual decisions.
2. Report all baptisms for the year.
3. List name, address, phone and email of the church prayer coordinator.
4. List how many 24-hour prayer ministry events were held during the year.
5. Share a brief summary if the church has an intentional vision and strategy for reaching your community.
6. Share how the church is involved in multiplying churches.

MEMBERSHIP

7. Total current membership.

ATTENDANCE (weekly averages for the year)

8. Indicate average weekly attendance at the worship service(s).
9. Report attendance for the church's primary educational ministry (this may be Sunday school or a combination of programs; e.g., Sunday school for children and small groups for adults. Do not include secondary programs in this figure – see #10 and #11). The location and time of meeting is not important.
10. Typically this is a children's program (not Sunday school) such as a "club."
11. Youth ministry attendance (not Sunday school).

PROMOTION

12. Indicate the quantity of material needed to promote denominational projects such as Thanksgiving and Pentecost offerings. A sample will be sent to each church.

CHURCH FINANCES

*** Round all figures to nearest dollar.**

13. Total of all contributions other than building fund and bequests. (Do not include funds that are only processed through your books such as registration fees, day care and counseling center income, property sales, insurance claims, rentals, etc. – see #16.)
14. This should reflect money raised during the past year and identified to be used for current or anticipated building projects or debt liquidation on current buildings.
15. Amount (cash, stocks, goods, property, etc.) received during the past year from wills/bequests.
16. Include amounts from day care and counseling center income, property sales, insurance claims, registration fees, etc.
17. Monies received as subsidy from region/district and/or denomination - NOT A LOAN

EXPENDITURES

18. Local church expenditures for pastoral and staff salaries, utilities, repairs, office supplies, outreach, Christian education, compassion ministry, health insurance, long-term disability, etc. (Do not include contributions to the region/district, denomination, Bethel College, World Partners or other such agencies – See #19-24.)
19. All contributions to the region/district; i.e., fair share or assessment.
20. Amount sent to denominational office for 2% or other general expenses. Do not include payments for health insurance or LTD (these are local expenses, #18).
21. Report World Partners share support and project contributions, such as VBS, on this line.
22. Total money received and forwarded to Bethel College during the year. Do not include matching scholarship funds.
23. Money contributed to other mission organizations. (Thanksgiving offering, Church Planting, Pentecost, etc.)
24. Funds sent to other ministry agencies; e.g., Gideons, Campus Crusade, World Relief, etc.

CHURCH PROPERTY

25. Estimate current market value of properties.
26. Insurance coverage on church property, including contents.
27. Amount of liability insurance coverage.

INDEBTEDNESS

28. Report total indebtedness (mortgage, notes, loans, etc.).

Please complete this report online at: www.mcusa.org

If the report cannot be submitted online, print a copy for the church's record and send a copy to:

Annual Reports
P.O. Box 9127
Fort Wayne IN 46899-9127

If you downloaded the files from the website, complete and return the files as attachments to stats@mcusa.org