



# Michigan Conference

The United Methodist Church

## CHECKLIST – BEFORE YOU BEGIN

- ✓ Tables are open online ([www.ezra.gcfa.org](http://www.ezra.gcfa.org)) for submission on **December 30, 2019**. Tables will be closed on **January 30, 2020**. You have 31 days. Please mark your calendar and plan ahead.
- ✓ Make sure you have a log-in for Ezra. Your church should have two users with passwords. Your user name is your GCNO number. If necessary, please request a log-in from [pstewart@michiganumc.org](mailto:pstewart@michiganumc.org).
- ✓ Collect your records: Membership records for Table 1, and your General Ledger for Tables 2 and 3. Try to complete your submission early so that if you hit a snag, there is still time to take care of it.
- ✓ If you are reading this checklist on paper, find available helps on the Conference website: <https://michiganumc.org/resources/local-church/finance-and-administration/database/statistics/>
- ✓ Your contact for questions or assistance: Pamela Stewart, Conference Statistician – [pstewart@michiganumc.org](mailto:pstewart@michiganumc.org). 517-347-4030, ext. 4137. If you email or leave a voice message, please be sure to state your church's name along with your name and contact information.
- ✓ If you have no internet access and cannot submit your Tables online, please have your Tables completed **no later than January 20** and call Pamela Stewart to arrange to send in your completed Tables by email or mail.