



Treasury & Benefits

Michigan Conference

THE UNITED METHODIST CHURCH

2021 Annual Statistical Report - Overview

DUE DATE

The final date for submission of 2021 annual reports is Monday, January 31, 2022. You will be able to log in and begin entering your Tables **on Monday, December 27, 2021.** This gives you 36 days for completion and submission. Because you may need to gather information from various sources, such as your membership secretary, treasurer, and perhaps financial secretary, we encourage you not to wait until the last minute. If you have questions, please contact **Pamela Stewart** at pstewart@michiganumc.org or 517-347-4030, ext. 4137. Helps are also available on the Statistician's Page of the Conference website. <https://bit.ly/michstats>

CHOICE OF WEB BROWSER

The commonly used web browsers (Internet Explorer, Firefox, Chrome) on most PC and Mac computers and smart phones should work. However, you may encounter some difficulties making data entries on tablets such as the iPad and various Android tablets.

LOGGING IN TO MICHIGAN CONFERENCE STATISTICS

Open your web browser and go to <https://stats.gcfa.org>.

Your username is your GCNO number and can be found in the document list on the **Statistician's Page** of the Conference website: <https://bit.ly/michstats>. Look for the "username" link in the top paragraph.

The universal password for your first-time login is **Stats21!**



Reporting of Annual Statistics for Local Churches

Please enter the Login and Password that was communicated to you

Login

Password



Log In

(Below) The first time you log in you will see a list of users for your church. If your name doesn't appear, select "I'm not Listed."



Local Church Identification / Registration

Identify Yourself with **Test Church CONF#160**

Please select yourself from previous registrations for this Local Church

REGISTERED USERS

NAME	TITLE	EMAIL
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I'm not Listed

[Logout](#)

You will be shown a screen where you register your identity and create your own private password. Choose and enter your password and enter it a second time for verification.



Local Church Identification / Registration

Identify Yourself with Test Church CONF#160

Please create an Account for yourself with this Local Church

First*	Middle	Last*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email*	Church Role*	Primary Phone*
<input type="text"/>	- choose a position - <input type="text"/>	<input type="text"/>
Address	City	State
<input type="text"/>	<input type="text"/>	Alabama <input type="text"/>
Password		Password
<input type="password"/>	<input type="text"/>	<input type="password"/>

Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character

Register with Local Church

Back

[Logout](#)

Then select Register with Local Church and you will see a screen with your local church details. Select Annual Report.

Church Details

Church Name	<input type="text" value="Test Church CONF#160"/>	Pastor Name	<input type="text" value="Test Pastor"/>
Church #	<input type="text" value="000000"/>	Conference #	<input type="text" value="160"/>
District	<input type="text" value=""/>	Pastor Email	<input type="text" value=""/>
Church Email	<input type="text" value=""/>	Pastor Phone #	<input type="text" value=""/>
Church Address	<input type="text" value="123 Test Street"/>	EIN #	<input type="text" value=""/>
Address 2	<input type="text" value=""/>	Congregation Type	<input type="text" value=""/>
City	<input type="text" value="Test City"/>	Founded Date	<input type="text" value=""/>
State	<input type="text" value=""/>	Chartered	<input type="text" value=""/>
ZIP Code	<input type="text" value="99999"/>	Closed Date	<input type="text" value=""/>
Notes on Submit	<input type="text" value=""/>		

2021 Annual Report has not been Started

ENTERING YOUR STATISTICS

Once you have collected all information from your general ledger and your membership rolls, it's time to enter your data. You can enter information in any order, and you can take a break and come back to it later. It will be automatically saved. All three Tables are on one page. You can scroll up and down among them or you can jump from one Table to another using the 123 tabs in the center.

2021 Annual Statistics for Test Church CONF#160

Church	Test Church CONF#160	<div>Annual Church Statistics is not yet open for 2021</div>
City, State	Test City, TST	
Pastor	Test Pastor	
GCFA Church #	000000	
Conference	MICHIGAN (160)	

Display Question Help

Table #

Please read the brief notes in the Instructions tab before proceeding. Use the Display Question Help toggle switch if you would like to see extra help information on each line as you work.

NOTES FOR TABLE 1

Line 1 is prefilled for you, using the previous year's Line 4 figure.

As you proceed through the fields, if any field has no value, enter a zero. Do not simply leave it blank. When you tab through the lines, they will automatically add, subtract, and total where applicable.

Lines 4, 5, and 6 are three different ways of counting the same set of persons. These three lines must be equal.

Please note the new Line 6c, Number of non-binary members. If known, please enter a number in this field. If unknown, enter 0.

Line 7a contains your figure for average virtual worship attendance. There are documents on the Statistician's Page that address how to count attendance other than in-person.

Line 10 is the number of your constituents. Constituents are persons who are not members but nonetheless receive congregational and pastoral care. For more information refer to the Book of Discipline Paragraph 230.3.

NOTES FOR TABLE 2

Line 24 refers to market value of your property, NOT replacement (insurance) value. Although an appraisal is not needed, please show here the estimated real estate value.

TABLE 2 DISABLED LINES

Lines 28 – 36 are not visible to you. These lines contain your remittances to the Conference and will be filled in by the Conference Treasurer. About 6 weeks after the January 31 deadline, you will receive a complete copy of your report, including the remittance lines, for reconciliation with your records.

Lines 37 and 38 – Line 37 is for direct giving to United Methodist affiliated agencies or organizations, such as Red Bird Mission, United Methodist Camping, Chelsea Retirement Community, United Methodist Community House, etc. Line 38 is for recipients not part of the Connection, such as a local food bank, a neighborhood school, a women's shelter, or a GoFundMe cause.

Line 50 will not contain a true total until the Conference Treasurer has filled Lines 28-36 for you. Don't worry about making a total at this time.

NOTES FOR TABLE 3

Table 3 is for all sources of income. Note that there is a section for income designated for the Budget/Spending Plan (Line 52,) and a separate section for income toward Capital and other designated projects (Line 53.) Line 54 is for Other funding sources.

ERRORS AND WARNINGS

When you have finished data entry and click Validate and Submit, you will be notified if there are errors that need to be corrected first.

Errors must be resolved before your Tables can be submitted. However, you are allowed to save your Tables *with* errors and return to them to fix them once you have found the correct information.

You will want to print a copy of your submission for your own records. Please do not also mail a paper copy to the Treasurer's office.* We will see your submission electronically.

Once you have submitted your Tables, you will not be able to make further changes yourself. If you find corrections to be made and wish to update your entries before the January 31 deadline, please contact **Pamela Stewart, Conference Statistician**, pstewart@michiganumc.org or **517-347-4030, ext. 4137**. It is preferable to use email for corrections, so that there is less chance of verbal miscommunication.

*If you do not have internet access or otherwise cannot enter your Tables online, please have your Tables completed on paper and contact Pamela Stewart **before January 21, 2020**. They will be entered for you **ONLY** if you have no internet access.

Thank you for this very important work, as together we build our Michigan Conference Connection!

Pamela Stewart

Conference Statistician/Database Manager

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