Statistical Tables FAQs

Annually, emails are sent to announce the Statistical Tables are open, provide login reminders, and offer helpful advice on how to complete the Tables. These emails are sent to the pastor, treasurer/financial secretary, church business administrator, and church secretary/administrative assistant. These persons' email addresses must have been entered in the church's dashboard.

Guidance is also provided on the conference website (www.sgaumc.org). Look for Statistical Tables under the Administrative Services department.

LOGGING IN

- *What is my username?*
  Your username is the 6-digit general church number found in parenthesis on your church's apportionment bill, plus the letter "p" (for the pastor) or the letter "o" (lower case) (for the secretary/treasurer/whomever). So, your number might be 123456p, or 123456o.
- *I don't remember my password from last year. Can you reset it?*
  Your password is initially set to 12345678. You will be able to reset the password once you login (but you don't have to). *All passwords reset to 12345678 every year.*

GENERAL QUESTIONS

- *Can I print the blank report, so I can work at my desk to get the lines all filled in?*
  Yes – BUT when you print the report, the instructions and explanations for the various lines do not print also. We recommend you print the sheet out, but keep it up on the screen so you can check the explanations for various lines.
- *How does this report affect our apportionments?*
  The ending membership number (line 4) is used for the membership number in apportionment calculations. Lines 39-47 are totaled and used as the financial number in apportionment calculations.
- *Can I get previous year's reports? Can I see old reports to compare membership and attendance numbers?*
  If you do not have old reports, the numbers are available in the Conference Journal. The Administrative Services office may be able to print an old copy of the report. You may want to look at www.umdata.org. You can easily view and download charts of various information for your church.
- *Why do you need to know all of this information?*
  Several reasons:
  - To get information on how United Methodism is doing.
  - To be able to chart the trajectory of a church, district, or conference.
  - To have something objective with which a church may evaluate its ministry.
  - To have a guide for the deployment of resources.
  - To assist research.
  - To calculate the apportionments.
- *Nothing has changed at our church this year. Can't I just put the same numbers down?*
  - This is so sad – "We have worshiped Jesus for an entire year, and nothing has changed."
  - No, you can't just repeat all the numbers. It is NEVER the case that NOTHING has changed statistically.

- Utility bills change. SS material costs change. Income changes. Repairs happen.

MEMBERSHIP (lines 1-6)

- *The total membership on line 1 is wrong, but I can't type in that block. How do I get in there to fix it?*

  Your beginning church membership is set to be the same as the ending membership your church reported last year. You may view this information but will be unable to change it. *If the number <u>is</u> incorrect (ex. – the person entering values on previous year's reports entered incorrect information), there are lines to correct the previous year's reporting by addition (line 2d) and by subtraction (line 3c).
- *How do I get Table One to total?*

  The report totals as you tab through the lines.

PLEASE NOTE—the NUMBER ONE REASON a church's official membership numbers get so out of whack is persons just reporting a line of zeroes on Questions 2-3. It doesn't take too many years of failing to report death and membership transfers for a church to have an official "reported" membership number much higher than their "actual" membership. Please take a few moments to get this part right. Check your monthly dashboard report to be sure you aren't missing some membership change that should be included.

ATTENDANCE (line 7, 7a)

- *How do I report attendance, when we did not hold services for several weeks?*

  For 2020, please report only the weeks you held in-person services on line 7. When averaging, do not put in zero for weeks you did not meet – do not count those weeks at all. (For example, you actually held services for 34 weeks in 2020. Total the attendance and divide by 34, not by 52).
- *Do I report views for our Facebook/YouTube/online service?*

  Yes. Please report online viewership on line 7a. See the instructions on your viewing platform on how to count views. Note that you may need to decide how long a person watched to count as a view (you probably don't want to include everyone who scrolled through as viewing, just as you don't count everyone who drives past the church as attending.) The key is to use the same method every time, so you can see increases and decreases.
- *What about the weeks when we did not meet, and had no online service?*

  These weeks just do not get reported. There was no attendance, so there is nothing to report.

ASSETS AND DEBT (lines 24-27)

- *Will our savings or building fund balance increase our apportionments?*

  No. These numbers will NOT impact the calculation of your church apportionments. Apportionments are based on expenditures, not assets.
- *Should I include my PPP loan as an asset?*

  If your PPP loan has been received, but not yet forgiven, it should be included on line 27 as "outstanding debt." If the loan has been received and forgiven, it should go on line 54c as "Other grants and financial support." It will not impact your apportionments on either line.

EXPENDITURES (lines 28-50)

- *Why are some blocks orange and pre-filled?*

All funds remitted through the Conference Treasurer's Office have been exported into the Tables, and are pre-filled. This includes lines 28a-36f and line 40a. If you think one of these lines is incorrect, please contact our conference office. Before you call, be sure you have not included apportionments paid in early January for the previous year in your total.

- *Do I report the pastor's housing/utilities allowance in line 42?*

  You may report the housing allowance on line 42 IF you have NOT included it in the salary reported on line 41. Do not report the housing twice. If your pastor receives a housing allowance in lieu of a parsonage, that amount is definitely reported on line 42.
- *Do I include expenses covered by the PPP loan?*

  Yes. The income from the PPP loan will show up on line 27 or 54, as appropriate. The expenses are normal church salary and operating expenses, and should be counted as usual.
- *We had to buy equipment to put our services online. Where do those expenses go?*

  Unusual purchases of audio-visual and computer equipment to enable broadcasting of worship services should be reported on line 49, Capital Expenses, and NOT on line 47, Operating Expenses.
- *Line 50 doesn't have the correct total.*

  Line 50 does not auto-total. Each morning the Administrative Services office runs a "grand total" feature, and the report will be totaled then. Save your form and login tomorrow to see the corrected total.

PLEASE NOTE—WATCH LINE 47.

Line 47 includes expenses for items such as maintenance, repairs, and building expenses. Please be careful in your reporting. If you have a major building expense, report it on line 49, not on line 47. If you replace the AC, paint the building, or do some other big project that is not normal procedure, we do not want to include it on this line. Line 47 is for routine annual expenses, and is included in the apportionment calculations. Line 49 is for capital expenses and improvements (painting, new roof, AC replacement, etc.) and is NOT included in the apportionment calculations.

CHURCH INCOME

- *Why do you want to know about our church income?*

  Table 3 is used for two main reasons – research and historical records. These numbers allow us to track overall income for more than just a single church. We can see trends related to sources of income, and how churches are financing their ministries. Churches use the information in these tables to track their own income over a time period. Information on how the church receives income, and how many giving units it has, is helpful to local churches in determining what pastoral support they can offer.
- *Does our PPP loan get included as income?*

  If your PPP loan has been received, but not yet forgiven, it should be included on line 27 as "outstanding debt." If the loan has been received and forgiven, it should go on line 54c as "Other grants and financial support."

ERRORS AND WARNINGS

- *I tried to submit the tables, but there are errors. How do I make them go away?*

  Errors occur when the values do not match up or total up correctly. Such errors *must* be corrected before the table can be submitted. (ex. – the value for "total membership ethnicity" or "total membership gender" does not equal "total professing members", review the values listed in "Membership Ethnicity" section or "Membership Gender" section and make necessary corrections). Once the errors are corrected, the table can be saved and submitted.

- *I tried to submit the tables, but there are warnings. How do I make them go away?*
  Warnings appear when the value on a line varies from the correlating value from the previous year by more than 20%. Usually (but not always) such a large variance means there has been a mistake or typo. Warnings appear so entries will be reviewed and corrected, if needed.
  - Warnings may be the result of a typo (ex. – membership was incorrectly entered as 1000 instead of 100) which can be corrected. Once the table is saved, the warning will go away.
  - Warnings may appear on *correct* entries that differ greatly from the previous year's value. (ex. – line 22 "Number of persons…serving in mission" has increased because of additional community events) This entry does not need to be corrected, but an explanation *must* be entered for the warning box.
    - On the far right of the yellow warning box, click "Edit".
    - A white box will appear. Type the explanation for the difference in values.
    - Click "Update" to the right. ("Update" is very close to "Cancel", so make sure not to click "Cancel".)

    *The warning box will still appear at the top of the table. As long as an explanation has been saved to the warning box, the table can be saved and submitted.

SUBMITTING TABLES

- *Why did I get an email saying that I haven't submitted my tables? I finished them weeks ago!*
  - Tables may have been completed and saved, but not submitted. After completion, you need to hit the "Submit" tab on black menu bar at top of page.
  - One table may have been submitted, but not the others. All three tables must be submitted.
  - You may want to print out a copy of the Tables for your records. You may choose to come back after the "grand total update" has been run to print your copy.