

LOCAL CHURCH INFORMATION FORMS FOR 2009/2010

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Dear Friends,

We have changed the Yearbook process this year. Our goal is to provide nearly all the forms to you in an electronic manner in order to be better stewards of your OCWM dollars and communicate to you more efficiently.

All the annual Yearbook reporting forms, with the exception of your Local Church Report (Form G) will be available for download at www.ucc.org/research on January 4th. (Please make a note on your calendar.) Click on the link for Yearbook forms and all the forms and instructions will be posted.

Simply download a copy of each form and you can complete it on your computer. You will need to have Adobe Acrobat Reader in order to do this. If you do not have this program it can be downloaded for free at <http://get.adobe.com/reader/>. Follow the instructions provided on this website to download and install.

The Local Church Report (Form G) has been printed and your conference has likely mailed this to you.

We are again offering an online system for you to submit this information. You're conference must decide to participate in this system. If they have opted-in you will receive further information from them regarding this.

Please adhere to the deadlines your conference has established and communicated to you. It is important for us to meet our deadlines in order to meet the publication date. Without your help the Yearbook would not be a useful tool. Please be aware that the data you provide may not be included in the 2010 Yearbook if you miss your conference's deadline. We do our best to include all data we receive, but after the deadline there is no guarantee we can include data.

If you should have questions or comments regarding the Yearbook process we ask that you communicate them with your conference or association. They will in turn communicate with us if they need. We'd love to be able to communicate directly with all of you in the churches; however, this is not feasible if we are to complete the Yearbook in a timely manner.

Again, thank you for your cooperation in filing Yearbook forms.

The following forms are available to download at www.ucc.org/research:

1. **FORM E**, Report of Church Officers for 2009/2010
2. **FORM F**, Ministerial Support Form 2009

Please read the following instructions before you prepare your reports. They are intended to assist you in completing your congregation's forms.

If at any time you have questions or need clarification on items, you may contact your Conference or Association Office. Please contact the Research Office in Cleveland only as a last resort.

Thank you in advance for your help in this important effort. By completing these forms, you enable the United Church of Christ to maintain accurate and current information on UCC churches and ministerial staff, as well as provide information that will assist Conferences, Associations and the national ministries of the denomination to identify and understand trends in membership, attendance and other factors that will impact programs and policies.

Form E and Form F can be completed in one of two ways. You must download the form from www.ucc.org/research unless your conference has mailed you a printed copy. After you have located the appropriate form online you will be able to either click the Print button and print a blank copy to complete by hand. Or you can fill out the form on your computer then click the Print button and send the completed form back to your conference or association. If you need a copy of this for your records please print 2 copies.

1. INSTRUCTIONS FOR **FORM E**, Report of Church Officers for 2009/2010

Conference, Association Code and Church Number: These codes for your church should appear on Form G. If they do not, please enter the name of your Conference and/or Association.

Church Name and Location: Please enter the name of your congregation and the community in which the church's primary place of worship is located.

Position/Title: Please complete information about all categories of officers in your congregation. If there are official positions in your congregation that are not listed on Form E, there is room to enter them as "Other" on the bottom of the Form. You may also use the "Other" category space to indicate the names of co-chairs of committees. If you do so, please indicate on the "Other" category space the committee the person co-chairs.

Term of Office: Please indicate the month and year when each term of office begins and will end (i.e., 6/2010, 12/2010, etc.). If your officers are elected as of the first of the year, please enter your incoming officers, not those who held the positions in the past year.

2. INSTRUCTIONS FOR **FORM F**, Ministerial Support Form 2009

Please complete the information requested for your congregation's pastor, and for associate pastors or other **ordained clergy** who are members of your congregation's ministerial staff.

3. INSTRUCTIONS FOR **FORM G**, United Church of Christ Local Church Report 2009

If a report was submitted for your church last year the data provided appears on this report for key data. This data is in bold print just to the left of the blank for your 2009 data. Please note, this is just for your convenience and is not meant to be updated. The last year for which a report was received for your church is also reported on the form.

I. LOCAL CHURCH IDENTIFICATION INFORMATION

Conference/Association Code and Church Number: To be checked or filled in by the Conference.

Year Organized: If incorrect, please make the change on the form.

Staff Information: Church Ministerial staff is printed on the form. Please correct as necessary. Due to space limitations, larger churches may not have all staff printed. If that is the case, please add as necessary. **Please include clergy/ministerial staff only.** Do not include secretarial or janitorial staff.

Church Name: If the name shown is not correct, please correct it on the sheet. This should be the name as it appears on your church's charter.

Church Mailing Address: The mailing address printed on the form is the address for your church currently in the UCC YEARBOOK files. If a correction is needed, mark out the incorrect information and add the correct information at the side. Please be sure complete information is on your form.

Church Phone/Fax/E-mail/Web Address: If your church has a phone/fax/e-mail or web address but it does not appear on the form, please write it in the space provided. If the printed phone/fax/e-mail or web address is incorrect, please correct it on the form.

Church Location: Location is the community in which the church's primary place of worship is located, or the nearest community if in open country. This information is used to provide mapping of your church's location on the Internet. If an exact location is not available for your church, please provide the nearest crossroads. Without this information your church cannot be listed on Find a Church at ucc.org. **DO NOT LEAVE BLANK OR PROVIDE PO BOX.**

County of Church Location*: Please verify the name of the county printed on the sheet and correct as necessary. The county named should be the county of the primary location of worship.

(Note: Items starred (*) indicate information provided to Conferences, Ministries and other National Bodies for program use, but not appearing in the YEARBOOK.)

Church Accessible to the Disabled: Guidelines for accessibility include your church's having seven out of the ten following accessible facilities: parking spaces, ramps, aisles, sanctuary, washrooms, interpreters for the deaf, hearing devices, large-print hymnals, trained ushers, on-going work with the disabled. If the designation on the form is incorrect, please change it.

If any of the above information changes throughout the year, please feel free to contact our office at yearbook@ucc.org. Be sure to contact your conference and/or association office prior to contacting us.

II. MEMBERSHIP REPORT

A - D. The 2008 total membership figure from the 2009 YEARBOOK is provided under (A). If it does not appear, fill it in. Do not change last year's printed figure. If you disagree with the printed figure, write your correct 2008 membership number next to the printed one. Begin with the printed (or corrected) 2008 membership on line (A). Carefully follow the instructions and steps (B-D)

printed on the form to calculate the correct total membership for 2009. **Please confirm the numbers total properly. Don't forget to correct your 2008 membership if necessary.**

E. BAPTISMS - YOUTH AND ADULT* In the first space, give the total number of baptisms of children age twelve (12) and under. In the second space, give the total number of adults, age thirteen (13) and older who were baptized in your church in 2009. Add the two lines for the total.

F. AVERAGE WEEKLY CHURCH SERVICE ATTENDANCE Based on the best ten months of your church year, estimate the average weekly attendance at church services in 2009. Persons of all ages should be included in the count.

G. CHRISTIAN EDUCATION Does your church have a Christian education program? If Yes, please indicate the number of active children and adult participants. Do not include only a total. If only a total is provided it will be assumed all participants are children.

H. AVERAGE CHRISTIAN EDUCATION ATTENDANCE* Please indicate the average attendance of both children and adults in your Christian education programs. Again, if only a total is provided it will be assumed all are children.

I. YOUTH* Do you have an active youth program? Indicate either "YES" or "NO". Please list the number of active youth participants in both junior high and senior high. If only a total is provided, it will be assumed to be all senior high.

III. FINANCIAL REPORT, IN DOLLARS (OMIT CENTS)

INCOME*

Total income from all sources. Please give the amount received by your church in 2009 from pledges, offerings and all other sources, including income from investments, rentals, bequests, etc. If this figure is not reported, your total reported operating expenses will be reported here.

Total income from pledges and offerings. Indicate here the amount received by your church in 2009 from pledges and offerings only.

EXPENDITURES

1. Our Church's Wider Mission Support in 2009

A. OCWM Basic Support Total

Your Conference will either supply this figure or edit it in relation to the Treasurer's records.

B. Special Support for Our Church's Wider Mission in 2009 sent through your Conference

This figure should include One Great Hour of Sharing Offering (OGHS) and One Great Hour of Sharing Emergency Appeals, Neighbors In Need Offering (NIN), Strengthen The Church Offering (STC), Christmas Fund (CF) and other Emergency Offerings as authorized. Also include Second Mile Projects, Conference Appeals (new church development, camping programs, capital campaigns, etc.), and Fellowship Dues or Per Capita Directed Gifts for UCC Conferences, Ministries and other bodies, and institutions

that are listed in the United Church of Christ Yearbook. Please note this figure is for monies sent through the Conference Office only.

C. OCWM support sent directly to other UCC bodies and institutions

Please enter the total contributions from your church sent directly to UCC institutions in 2009.

2. Financial Support for Non-UCC Agencies and Projects

This figure should include contributions for work that is not conducted under the auspices of a UCC group listed in the Yearbook. For example, include monies for local ecumenical projects, local Councils of Churches, community agencies, needy families, CROP, Habitat for Humanity, etc.

3. Capital Payments

Include in this figure payments on funds borrowed for capital purposes. Do not include the amount borrowed. Include amount used for all capital purposes, even if not borrowed.

4. Operating Expenses

Include in this figure amounts paid in salaries, utilities, insurance, building maintenance, etc. This figure should not exceed the figured provided for "**Total income from all sources.**"

BEQUESTS, DEFERRED GIFTS AND ENDOWMENTS*

1. Please enter the total amount your church received in 2009 from bequests.

2. Please enter the amount received from deferred gifts once income beneficiaries are deceased.

Endowment: Please enter the total value of the principal in your endowment. (Note: Endowment refers to funds held with restrictions as to the use of the principal, in contrast to annual operating funds and other reserves).

RESEARCH QUESTIONS* Please complete this year's research questions.

When Form G is completed, please write the name and telephone number of the person filling out the form and the date. This will only be used if we have questions regarding this report and need to call you for clarification.

Please complete and return this form with your other 2010 UCC Yearbook materials.

Thank you for completing forms for the 2010 UNITED CHURCH OF CHRIST YEARBOOK. Please return completed forms to your Conference Office.