



## 2024 Statistical Reports Webinar

**Feb. 11, 2025**

**Presenter, David Quinn**

Apportionments Administrator/Office Manager

Phone: 872-810-0895

[dquinn@umcnic.org](mailto:dquinn@umcnic.org)

**All things 2024 Statistical Reports is found at**  
<https://www.umcnic.org/statisticalreporting>

[Visit the Stats Website](#)

**Username = GCFA # (6 digits) - [Click here](#) to find your GCFA #**

**Password = ACstats2024!**

**Reports are due by 11:59 PM on February 28, 2025**

**Some important things to note about the 2024 Statistical Report:**

We are now entering our stats through the [General Council on Finance and Administration](#) (GCFA)

- To log-in, you must enter your six-digit GCFA Number as the "e-mail" address, and then enter the password as: ACstats2024!
- The first question you come to will tell you that you are not listed, and the system will have you register with the Local Church.
- Once you do this, you will be required to register as a user using your e-mail address and picking a password. More than one person per church can register following the same instructions above.
- After you registered, you can click Annual Report, and it will take you to your statistical report entry page.
- It is at this step that you may start entering your stats. We recommend sliding the "Display Question Help" to the on position as it will provide you more details and assistance when answering questions. Clicking on the Question # will also display a helpful pop-up detailing more information relating to that question.

This site does allow you to save and return as many times as you need.

### **Getting Started:**

**You will go to stats.gcfa.org. Your username is the church's 6-digit GCFA number; the password is the same for everyone a ACstats2024!** Every year, GCFA wipes out all of the previous usernames and passwords so every year starts fresh.

The first thing you're going to do is come to this screen where it says, **please identify yourself with the church.** It's going to say click here to register you can just... fill in the information. Once you fill in the first name, last name, your username, your email address. You can choose your role at the church. And then you can enter your phone

number, your address, and you choose a password. Then you're going to hit register with local church. And once you do that, you're ready to go. And then you will just sign in. We're going to go back to the exact same church.

So once you look at this, then you'll just hit your annual report at the bottom. And that will actually open the report.

But this will be where you enter your information.

As always, Total Professing members at the reported close of the previous year, which this time is 2023, is auto filled in for you and you will make any adjustments to this membership from this screen.

**To correct 2023 reporting errors:** So say this church, for instance, had 36 members and they actually had 37. There are two lines that are the utmost importance here. One is **2D**. And the other is **3C**. It corrects previous year's reporting errors. **2d is by addition. And 3C is by subtraction.** So if you had two more members then you would just enter that here. That corrects your previous year statistics.

### **What if your church merged last year?**

Q-We are a merged church. So our church is the result of a merger or 3 churches. So are we updating? Based on when we were Englewood Rust and now we put in all the new people that came from the other two churches.

A -So for that, you will have three statistical reports to fill out. But two are super easy. For the Statistical Reports for the churches that no longer exist, you're going to enter the number of members going to the new church into 3D, which is removed by transfer to other United Methodist churches. And you're going to zero out your membership there. So if you have 36 members, you're going to put 36 there and it's going to change you're professing members to zero. Then, for all of the rest of the boxes that say "justify this change" and you're going to have to type "Closed Church". What I recommend is to highlight it and just paste it and every one of these boxes.

The church that remains, Chicago: House of Praise (GCFA: 517087), is the church that received all the new members. So you're going to fill out the full stats for all three churches at the Statistical Report for 517087. And, for those on line 2G, you're going to put the membership that transferred to House of Praise from the two closed churches.

### **Ethnicity/Gender**

This number has to equal the total number of professing members. And the same thing on the next line, which is gender. We do have three options now. It's female, male, non-binary. The total of those numbers have to equal the total ethnicity, has to equal the total membership. If you aren't sure about ethnicity, just use your best guess.

### **Worship Attendance**

Then you enter your attendance, in-person attendance is line seven, and 7A is your average number of persons who worship online. How do we count online attendance?

Carefully and everyone does it differently. So there are no official GCFA guidelines on how to count online attendance. They recommend two things: Don't count page views because that's not accurate. You have to count the people that watch the video. And the second thing is that however you track it, write it down. So when you do it next year, you'll know how you track it.

### **Baptized**

Number 8 is number of people baptized, in age categories. And then you have your total baptized members who have not become professing members.

This question, question nine, also gets a lot of questions. In the UMC, you can be baptized at a church without becoming a member. So if someone comes and they want to be baptized but they don't want to become a member, you would count them in line nine.

Question:

Q-We have a seven-week-old child who was baptized. The parents do not belong to the church. How do I count the child.

A-You would count them under the zero to 12 category; and then you could technically count them on question nine also. But you're not obligated to. Nine is more for 13 and older.

### **Mission Teams**

Question 20B is the number of church members on the Mission Teams. Every year I'll have someone that says we had 20 teams and we sent out two people. You should have more people than teams. And not every person is a team.

**Market Value of your property:** This is a best guess scenario. And then the market value of everything else in your property. Again, you know, these are best guesses.

**Questions you don't have to fill out-** they are prefilled by the GCFA.

The best part is **You do not have to fill out questions 28A- through 36F.** When you submit your stats. And you're done, we fill these questions in. We know how much you paid in apportionments. We know how much you sent to special Sundays. We know how much you've sent to mission giving. If you sent it through the conference, we fill this in. This is everything you send to the conference. me people prefer to fill it in. And that is fine. But do know if you fill it in, we just overwrite it.

**Number 37 Total amount given to United Methodist Causes:** This is money that you sent that you did not send to the conference. So say you gave to UMCOR, but you sent a check directly to UMCOR. You could put that here. And 38 is the same except it's non-Methodist charges. Say you sent money to the United Way or say you sent money to another organization.

39 is total paid for direct billed and or non-apportioned clergy pension and other non-health benefits.

42c applies to very few churches. Most of you will skip that question.

**M47b is your custodial staff an employee of the church?** You always enter one if they're an employee and zero if they're a contract.

Q- It says, we have an on-staff building engineer or slash facilities manager, which is the janitor and a cleaning service. How and where do we differentiate this?

A- 47a, the amount spent on custodial staff, and then 47B, it's an employee. So they would enter one.

Q-Okay, so if you have both then you would put it in both, right?

A-Put whatever you pay your facilities manager and then and then you whatever you pay for your cleaning service.

Q- What do we do when the pastor's information is wrong? It should have changed in 2023. Has that been happening?

A- In Nov 2024, the NIC switched to Brick River database, which is also used by GCFA. Prior to that, we used another program called Microsoft Dynamics. With Dynamics, we had to send GCFA our updated clergy and church information through a spreadsheet, which they would then import it into their system without updating the information on the viewer side. So even though everything we have has your clergy & church information, when you log into here, you will not see that. However, now that we're on Brook River, the information will be more quickly updated and corrected in their views.

### **My form says the wrong pastor**

And I complained about this. We have the right information and GCFA has have the right information. Apparently we just don't have it in a system that YOU see the right information. We apologize for that. It will be fixed sometime in the future.

50 automatically ads for you. 51 number of units or individual persons giving to the local church.

### **IMPORTANT: #52 Apportionment Calculation Information**

This year at annual conference, there will be votes and talks of simplifying the apportionment calculation. If this happens, **your answer to question 52 is super important**. So make sure you fill out question 52 correctly.

- Which is the amount received from pledges, amount received from non-pledging but identified givers.
- Amount receive unidentified givers. Interest and dividends, sell of church assets.
- Building use fees, rentals, and then fundraisers and other sources. This question has never been more important.

And then question 53, not as important, but still important. Amount received from capital campaigns, amount received from memorials, endowments, and bequests. Amount received from projects, including the sale of buildings and amount received for special Sundays, general advance specials, world service specials, and other forms of directed charitable giving. So 53D.If someone writes you a check and says this goes to

UMCOR, You have no choice but to send it to UMCOR. It's not part of your budget. So don't count it anywhere else except 53D. It's not part of your operating expense.

**And then 54 will automatically total and then 55 will total 54, 53 and 52.**

**And once you're done**, you just hit **submit**.

**The website autosaves**, so you can go in and out at any time, and all of your entries will be there. You can even go back in after you submit it. The website is available for changes until it is mass submitted to GCFA on Feb. 28 @ 11:59 pm.

**To display the question** You can just click the button next to the question to display question help. And it will tell you about every question you're filling out.

**To print a copy** You just click print. You can print a blank report. You can print current values.

**You can print a year over year report.**

And you **can even leave a note** here if you want to. Note that if you leave a note here, it's not only visible to me. It's also visible to anyone in the conference and GCFA.

### **Final Q & A**

Q- Where are Keagy Grants entered?

A- They are institutional grants

Q- safe sanctuaries... is that safe gatherings too?

A- Yes, safe sanctuary, safe gatherings are the same.

Q- Do offsite mission trips include things like off-site packing events at Northern Illinois Food Bank?

A-Yes. Anything not on church property.

Q- Still not sure if worship attendance via Zoom, if they attend the church every week during church service.

A-If they attend the zoom every week that count in the online worship attendance.

Q- Should we print the report before submitting it?

A-Yes, it would be wise to have a copy for your records. You can either print it before you submit it or you can print it after you submit it. And one of the things that they are working on that I learned last week, GCFA is working on a way so that then a completed stats report is emailed to every person that completed their stats automatically. We may not see that this year, but hopefully next year.

Q-If the answer is zero, do we have to put a zero or can we leave it blank?

A-You're completely fine not putting something in. It defaults to zero. However, it might be good to do so if you would like to keep better track of which questions you still need to attend to.

Q- How do you know you are finished, if more than one person is completing the report?

A- As each of you add things to the report, it continues to autosave, so your done when you're both done. And remember if you don't have it submitted on February 28<sup>th</sup>, it automatically submits at midnight.

**Last year was our first year using this. And just FYI, if you mess up completely, I can reset your church.** So if you just want a clean slate to start over on your statistical report, I can always reset it.

Q- How can I see last year's Statistical Report answers?

A- You can see 2023's answers right next to where you type in the 2024 answers.