

Instructions for Table I

LOCAL CHURCH REPORT TO THE ANNUAL CONFERENCE, 2017 - 2020

Virginia Annual Conference

Line	Column	Description	Notes
1	MEMBPREV	Total professing members reported at the close of last year	Enter here the total membership reported in last year's Local Church Report. Do not use this line to correct the previous year's report. This line should be provided by the annual conference statistician.
2a	RECONF	Received this year on Profession of Faith through confirmation	
2b	RECPROF	Received this year on Profession of Faith other than confirmation	
2c	RECREST	Membership restored by Affirmation of Faith	
2d	RECCOR	Added by correction	
2e	RECUMC	Transferred in from another United Methodist Church	
2f	RECOTH	Transferred in from a non-United Methodist Church	
3a	REMCHR	Removed by Charge Conference Action	
3b	REMWITH	Withdrawn from Professing Membership	
3c	REMCOR	Removed by Correction	
3d	REMUMC	Transferred out to another United Methodist Church	
3e	REMOH	Transferred out to a non-United Methodist Church	
3f	REMDEATH	Removed by Death	
4	MEMBTOT	TOTAL PROFESSING MEMBERS reported at the close of this year	Enter here the figure reported from calculating $1 + (2a+2b+2c+2d+2e+2f) - (3a+3b+3c+3d+3e+3f) = 4$. Affiliate, associate, and baptized members (who have not yet become professing members) should not be counted as professing members.
5	ETHTOT	TOTAL MEMBERSHIP ETHNICITY	TOTAL MEMBERSHIP ETHNICITY ($5a+5b+5c+5d+5e+5f+5g = 5 = 4$)
5a	MEMBA	Asian	Asian Members with ethnic origins in East or South Asia (this includes the peoples of Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Japan, Korea, Laos, Malaysia, Mongolia, Myanmar, the Philippines, Pakistan, Singapore, Sri Lanka, Taiwan, Thailand, Tibet, and Vietnam).
5b	MEMBAA/B	Black	Black Members with ethnic origins in Africa or those who identify themselves as "African American." This includes the African Diaspora in the Caribbean, Latin America, and North America.
5c	MEMBH	Hispanic/Latino	Hispanic/Latino Members with ethnic origins in Latin America (including Mexico, Central America, and the Spanish-speaking islands of the Caribbean). This ethnicity includes persons whose racial heritage is either European or African.
5d	MEMBN	Native American	Native American Members with ethnic origins in indigenous America (including Aleut, Inuit, Micmac, Ojibwa, Mayan, Miskito, etc.) and/or who maintain cultural identification through tribal affiliation or community recognition.
5e	MEMBP	Pacific Islander	Pacific Islander Members with ethnic origins in the Pacific Islands (including Fiji, Guam, Hawaii, Marianas, Micronesia, Papua, Polynesia, Samoa, Solomon and Tonga, Vanuatu, and Tuvalu).
5f	MEMBW	White	White Members with ethnic origins in Europe, including its various ethnicities.
5g	MEMBMR	Multiracial	Multiracial Members with ethnic origins in two or more of the other six categories.

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6	GENDTOT	TOTAL MEMBERSHIP GENDER	(6a+6b = 6) This line must also equal Line 5 and Line 4
6a	MEMBFEM	Female	
6b	MEMBMALE	Male	
7	AVATTWOR	Average attendance at all weekly worship services	Report average in-person attendance at all services held on a consistent weekly basis as the primary opportunity for worship. Count all persons (including children) who participate in part of any of these services. Do not include online worshippers nor attendance from irregularly held special services (i.e. Christmas Eve services).
7a	ONLNWOR	Average online weekly worship participation	Report here average weekly number of users who access your recorded Sunday weekly worship service online. This includes those who view or listen to your Sunday worship service or Sermon. Include the number of unique individuals who view or listen or download the recording of your Sunday worship service or sermon. Do not include generic hits/visits to your website.
8	NUMBAPT	Total number of persons baptized this year (sum of 8a+8b)	
8a	BAPTCHILD	Number of persons baptized this year (0-12 Years)	
8b	BAPTADULT	Number of persons baptized this year (ages 13 or older)	
9	PREMEMB	Total baptized members who have not become professing members	Report the cumulative total of all persons who have been baptized, but have not yet made an official profession of faith into full membership (i.e. not included in Line 4's total membership). DO NOT INCLUDE persons who have been removed from professing membership by withdrawal or charge conference action, though they remain baptized members.
10	CONSTIT	Number of other constituents of the church.	Report the number of all unbaptized children, church school members, and others who are not members of the church but are in relationship with the congregation and for whom the local church has pastoral responsibility. These persons should be recorded in your church's Constituency Roll.
11	CFTOTAL	TOTAL Christian Formation Group Participants (Total of lines 11a-d)	
11a	CFCHILD	Number of CHILDREN CFG participants and leaders (ages 0-11)	
11b	CFYOUTH	Number of YOUTH CFG participants and leaders (ages 12-18)	
11c	CFYADLT	Number of YOUNG ADULTS CFG participants and leaders (ages 19-30)	
11d	CFOADLT	Number of OTHER ADULT CFG participants and leaders (ages 31+)	
12	CONFIRM	Total enrolled in confirmation preparation classes this year	Report the number of persons of all ages who have participated in confirmation preparation classes during the year. If they were confirmed and became official church members, these persons should also be reported on Line 2a.
13	CSATTSUN	Average weekly attendance (all ages) in Sunday Church School or other weekly education classes.	Report here the average weekly attendance figures for all sessions of education classes and groups that meet in Sunday Church School groups.
14	VBSPART	Number of participants in Vacation Bible School	Report here the number of individual students attending this church's Vacation Bible School or similar activity, including Vacation Bible Schools conducted in cooperation with other churches.

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15	CSCLASS	Number of ongoing Sunday Church School Classes offered	Report here the total number of classes and other small groups held each week in Sunday Church School through all or most of the year.
16	ONGOCCLASS	Number of ongoing small groups, support groups, or classes offered (other than Sunday Church School)	Report here the total number of classes and small groups held each week at times other than Sunday Church School, including small groups that meet in places other than the church building. Examples include (but are not limited to) singles/couples groups, health ministries, Bible studies, book clubs, choirs and other musical groups that perform music in worship.
17	SHORTCLASS	Number of support groups or small groups offered for a short term only	Report here the total number of classes or groups that meet less than all or most of the year. Do not report groups reported in Line 16. Include Covenant Bible Study classes. Examples include (but are not limited to) short-term educational series, financial classes, health ministries and support groups, and seasonal musical worship groups.
18a	UMMEMB	Membership in United Methodist Men	Report here the total number of men participating in men's ministry programs as reported by the UMM president.
18b	UMMPROG	Amount paid for projects (UMM)	Report amounts paid for local church and community projects or programs, or for other projects and programs selected by the group.
19a	UMWMEMB	Membership in United Methodist Women	Report here the total number of members in the local organization as reported by the president.
19b	UMWORK	Amount paid for local church and community work (UMW)	Report amounts paid for local church and community projects or programs, or for other projects and programs selected by the group. DO NOT INCLUDE money sent by UMW to the district or conference treasurer for United Methodist Women mission.
20a	UMVIM	Number of UMVIM teams sent from this local church	Report ONLY those teams affiliated with United Methodist Volunteers in Mission.
20b	UMVIMPAR	Number of persons sent out on UMVIM teams from this local church	Report ONLY those persons sent out with teams affiliated with United Methodist Volunteers in Mission.
21	OUTRCH	Total Number of community ministries for outreach, justice, and mercy offered by this local church	Enter the total number of different ministries sponsored by your church (i.e. revivals, community events, food banks, homeless shelters, legal services, community nurse, prison ministry) that are offered to the community as a means of outreach, social justice, and/or mercy.
21a	OUTRCHHLTH	Of the ministries counted in Line 21, how many focus on global/regional health?	
21b	OUTRCHPOOR	Of the ministries counted in Line 21, how many focus on engaging in ministry with the poor/socially marginalized?	
22	MISSENGAGE	Number of persons from your congregation serving in mission/community ministries	Report the number of individual persons who participated on behalf of your church in ministries that intend to transform people in your local community, the region, and the world. This number should include those involved in any ministry the congregation officially supports, including local food programs, mission teams, disaster response, and/or other mission efforts. Count each person only once. Include persons reported in Line 20b.
23	OUTSRVD	Number of persons served by community ministries for outreach, justice, and mercy	Enter the total estimated number of persons served by or who attended ministries counted in Line 21.

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Line	Column	Description	Notes
24	VALPROP	Market value of church-owned land, buildings, vehicles and equipment	Enter the estimated market value of buildings, parsonages, vehicles, and equipment plus the value of parsonage-related assets. If a parsonage is in a charge of more than one church, list parsonage-related assets only on the report of the church where parsonage is located. If property is held by a multi-church charge in common (rather than by an individual church) a share of the value should be assigned to each church according to its percentage of total professing membership within the charge unless a specific percentage of commonly-held property has been otherwise designated. Congregations are not obligated to initiate property appraisals in order to provide this estimate.
25	VALOTH	Market value of financial and other liquid assets	Enter the estimated market value of cash, stocks, bonds, trusts, securities, investments (including endowments) belonging to the church, including money raised or donated and held for future building programs or any other special purposes, and all property and other investments not included elsewhere. Include any liquid reserve funds in this line. Line 25 = (Line 25a + Line 25b + Line 25c)
25a	CASH	Cash value of financial and other liquid cash, including checking, savings, money market, Certificates of Deposit and reserve funds.	
25b	INVESTMENTS	Enter the estimated market value of stocks, bonds, trusts, securities, and other investments (including endowments) belonging to the church, including money raised or donated and held for future building programs or any other special purposes, and all property and other investments not included elsewhere.	
25c	OTHER	Enter receivables for the current year which include donations deposited after the end of the year for the current year. Also, enter any prepaid expenses that your church paid in the current year for next year expenses (for example Insurance premiums paid this year for next year).	
26	DEBTCHUR	Debt secured by church physical assets	Enter the amount of debt currently held by the church that is secured by church property and assets, such as mortgages.
27	DEBTOTH	Enter the total of all debt currently held by the church that is not secured by church property assets, such as credit cards, lines of credits, and lease-to-purchase agreements.	The sum of Lines 26 and 27 should equal the total debt currently held by the church.
28a	TOTAPP	Amount APPORTIONED to the local church by the CONFERENCE	This amount should include the total for all district, annual conference, jurisdictional, and general church funds apportioned to the local church to be remitted to the annual conference treasurer. This should be provided by the conference treasurer.
28b	DISTAPPOR	Amount APPORTIONED to the local church by the DISTRICT (if applicable)	This amount should include the total of all funds apportioned separately by the district. DO NOT INCLUDE any amounts apportioned to the local church included in 28a.
29a	APPPAID	*Amount PAID by the local church to the CONFERENCE for all apportioned causes	This amount should include the total given by the local church to the annual conference treasurer for all district, annual conference, jurisdictional, and general church apportioned funds.
29b	DISTPAID	Amount PAID by the local church to the DISTRICT for all apportioned causes (if applicable)	This amount should include the total given to all causes apportioned by, and paid directly to, the district. DO NOT INCLUDE any amounts given to the annual conference treasurer for conference-apportioned causes.
30	GENADV	*General Advance Specials	
31	WSSPEC	*World Service Specials	
32	CONFADV	*Annual Conference Advance Specials	

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Line	Column	Description	Notes
33	YSF	*Youth Service Fund	
34	BENOTHA	*All other funds sent to Conference for connectional mission and ministry.	Report any other non-apportioned funds sent to the annual conference treasurer for connectional mission and ministry not otherwise reported on Lines 29a through 33, including non-apportioned giving to higher education and health and welfare ministries.
35	ACSPSUN	*Total Annual Conference Special Sundays Offerings	
36a	GENCHROFa	*Human Relations Sunday	
36b	GENCHROFb	*UMCOR Sunday (formerly One Great Hour of Sharing)	
36c	GENCHROFc	*Peace with Justice Sunday	
36d	GENCHROFd	*Native American Ministries Sunday	
36e	GENCHROFe	*World Communion Sunday	
36f	GENCHROFf	*U.M. Student Day	
37	UMDIRECT	Total amount given directly to United Methodist causes (not sent to Conference)	Report here monies paid directly by the local church to UMC-related institutions and causes. DO NOT INCLUDE any amounts sent to the Treasurer in your annual conference.
38	OTHDIRECT	Total amount given to non-United Methodist benevolent and charitable causes	Report here monies paid directly by the local church to local benevolence or community organizations not directly related to the United Methodist Church.
39	PENBILLED	Total paid for direct-billed and/or non-apportioned clergy pension and other non-health benefits	This amount should include the total paid by the local church for ministerial benefits, excluding health.
40	HLTHBILLED	Total paid for direct-billed and/or non-apportioned clergy health benefits	This amount should include the total amount paid by the local church for ministerial health benefits.
41a	COMPPAST	Base compensation paid to/for the Senior Pastor or other person assigned or appointed in the lead pastoral role to the church (this person could be an elder, deacon, supply pastor, local pastor, etc., as long as he/she is assigned or appointed to the lead pastor role).	
41b	COMPASSC	Base compensation paid to/for all Associate Pastor(s) and other pastoral staff assigned or appointed to the church.	Include deacons and other clergy in this role.
41c	DEACOMP	Base compensation paid to/for any Deacons not included in 41a or 41b	
42a	PASTHOUS	Housing benefits paid to/for Lead Pastor or person in lead pastoral role as described in 41a.	
42b	ASSCHOUS	Housing benefits paid to/for all Associate Pastor(s) and other pastoral staff assigned or appointed to the church. Include deacons and other clergy in this role.	
42c	DEACHOUS	Housing benefits paid to/for any Deacons not included in 41a or 41b	
43	TOTREMB	Total amount paid to/for all persons included in Lines 41a-41c for accountable reimbursements	This includes any reimbursements of expenses incurred by the pastor(s) based upon a written policy and/or agreement of the church and pastor(s) in which expenses are substantiated through receipts or other documentation and must be presented prior to payment by the church. These include expenses for travel, continuing education, books, publications and other expenses related to supporting the ministry and development of the pastor. Reimbursements of expenditures made by the individual for local church programs and operating expenses should be reported on Lines 46 and 47.

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Line	Column	Description	Notes
44	TOTCASH	Total amount paid to pastor and associate(s) for any other cash allowances (non accountable)	Enter here the total amount paid to all pastors for other cash allowances based upon an agreement of the church and pastor (s). These include allowances for health or other insurance premiums other than those billed or apportioned by the annual conference, travel, continuing education, books, publications, membership dues, and other allowances related to supporting the ministry and development of the pastor. DO NOT ENTER allowances for expenditures made by the pastor for local church programs and operations here. They should be reported on lines 61 and 62 below.
45	OTHCOMP	Total amount paid in salary and benefits for all other church staff and diaconal ministers	Report the amounts paid by the local church as salaries, housing, benefits, expense reimbursements, and allowances for any lay employees who are not diaconal ministers. DO NOT INCLUDE amounts reported on lines 51-57.
46	PROGEXP	Total amount spent for local church program expenses	Report the total of all amounts spent on local church program for the purposes of education, witness, outreach, mercy, communication, worship, and other ministries. DO NOT INCLUDE amounts given to support local or national non-UMC groups and agencies in their programs. Those amounts should be reported on Line 38.
47	OPREXP	Total amount spent for other local church operating expenses.	Enter the total of current operating expenses, such as office expenses, expenses for property maintenance and insurance, utilities for the church, etc. DO NOT INCLUDE any expenditures already reported on previous lines.
48	PRIN/INT	Total amount paid for principal and interest on indebtedness, loans, mortgages, etc.	Report here all payments on all loans, mortgages, etc. DO NOT INCLUDE principal and interest on money borrowed and repaid within the current fiscal year. This should be reported on lines corresponding to the purpose for which the money was borrowed.
49	BLDGIMPV	Total amount paid on capital expenditures for building, improvements, and major equipment purchases.	Enter here only amounts paid from contributions, not from loans. Enter any outstanding indebtedness on Lines 38 or 39. Amounts contributed but not paid out (retained for use in future years) should be included on Line 37. Report the cost of new property and buildings, major purchases of new equipment or furnishings (organs or other musical instruments, heating and cooling equipment, kitchen equipment, audio-visual equipment, furnishings) and major renovation. Also include short-term rent.
50	GRANDTOT	TOTAL CHURCH EXPENSES (Sum of Lines 29a through 49)	

Instructions for Table III

LOCAL CHURCH REPORT TO THE ANNUAL CONFERENCE, 2017 - 2020

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Line	Column	Description	Notes
51	NUMPLEDG	Number of giving units	Report here the number of households or individual persons (i.e. units) recorded by name as contributors for the year in support of the annual budget/spending plan and benevolence giving.
52	ANNOPP	Total income for annual budget/spending plan	Enter here the total sum of 52a + 52b + 52c + 52d + 52e + 52f + 52g.
52a	BENOTHAa	Amount received through pledges.	Enter here receipts of funds received toward the payment of pledges, estimates of giving, or other commitments establishing a level of giving toward annual budget/spending plan of the church (for example, a member's payments toward an annual pledge). If your church does not conduct financial stewardship campaigns using pledges, please skip this line.
52b	BENOTHAb	Amount received from non-pledging, but identified givers	Enter here this year's receipts from identifiable individuals who have not pledged or provided an estimate of giving in support of the annual budget/spending plan (for example, personal check from a member who did not submit a pledge card in response to the church's stewardship campaign).
52c	BENOTHAc	Amount received from unidentified givers	Enter here receipts from unidentifiable individuals used in support of the annual budget/spending plan (for example, loose currency or coins placed in the offering plate).
52d	BENOTHAd	Amount received from interest and dividends and/or transferred from liquid assets	Enter here funds allocated toward the annual budget/spending plan earned through interest on deposits or dividends (for example, interest gained on reserve funds invested in money market accounts used to support the annual church budget) or sale of stocks. Any change in the value of existing stocks (not sold) should be reflected in Line 25.
52e	BENOTHAe	Amount received from Sale of Church Assets for Budget	Enter here funds allocated toward the annual budget/spending plan from the sale of church-owned assets (for example, the sale of discarded church furniture, vehicles, computer equipment, yard sales, etc.). If proceeds from a sale are designated for the church's operating budget, report in Line 52e. If proceeds are intended for other use, report in Line 53c.
52f	BENOTHAf	Amount received through building use fees, contributions, and rentals	Enter here funds allocated toward the annual budget/spending plan from building use fees and related contributions and rentals (for example, fees collected from weddings for building use).
52g	BENOTHAg	Amount received through fundraisers and other sources	Enter here funds received in support of the annual budget/spending plan from special fundraisers and any other sources (for example, net receipts from a pancake breakfast used to support the annual budget).
53	CAPFUN	Total income for designated causes including capital campaign and other special projects	Enter here the total sum of 53a + 53b + 53c + 53d.
53a	CAPFUNa	Capital campaigns	Enter here funds received from capital campaigns and this year's interest from previous campaign balances (for example, receipts from a building renovation capital campaign).
53b	CAPFUNb	Memorials, endowments, and bequests	Enter here funds received this year designated for memorials, endowments, and bequests (i.e., enter the total value initially given only this year). Any rent payments, interest, or dividends earned on previously reported memorials, endowments, or bequests should be recorded in Line 52d or 52f if allocated for budget. Total market value of assets (including reinvested interest or dividends) should be reflected in Lines 24 or 25.
53c	CAPFUNc	Funds from other sources and projects, including sale of buildings	Enter here funds received from other sources in support of capital campaigns and special projects (for example, sale of church-owned land, buildings, and/or other assets held as deposits for future use).

Instructions for Table III

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Line	Column	Description	Notes
53d	CAPFUND	Amount received for Special Sundays, General Advance Specials, World Service Specials, Conference Advance Specials and other forms of directed benevolent (charitable) giving	Enter here funds received for benevolent causes including Special Sunday offerings, General Advance and World Service special gifts, Conference Advance Specials and other forms of designated donations given by individuals and forwarded by the local church.
54	FUNDSCRc	Total income from connectional and other institutional sources outside the local church.	Enter here the total sum of 54a + 54b + 54c.
54a	FUNDSCRa	Equitable Compensation Funds received by Church or Pastor	Enter here equitable compensation funds received by church or pastor.
54b	FUNDSCRb	Advance Special, apportioned, and connectional funds received by church	Enter here advance special funds or apportioned funds received by church (for example, pastor salary support from annual conference funds beyond equitable compensation funds).
54c	FUNDSCR	Other grants and financial support from institutional sources.	Enter here funds received from other sources (for example, grants received from a foundation in support of the church food bank).
55	INCOMETOT	TOTAL CHURCH INCOME	Enter the total sum of 52 + 53 + 54