

2017 YEAR BOOK REPORT FORM INSTRUCTIONS

You have a new serial number!

Step 1: Gather the information listed below

Step 2: Submit your Year Book information in one of two ways:

You can submit your 2017 Year Book report by returning the paper form to your regional office or to the Year Book Office, P O BOX 1986, Indianapolis, Indiana 46206.

Or you may file the report online at www.disciples.org/yearbook by following the appropriate link. Regardless of which way you choose to file, you will need to gather the information below.

To file your report online you will need the PIN and serial number for the congregation. Those numbers are found on the top left of the Year Book Report form. If you file the electronic version of the Year Book report form **remember to click on "Submit" before leaving the site.** *If you do not click on "Submit" nothing will be saved. If you return to make additions or corrections, click on "Submit" again after each session*

Information to gather

How do we keep in touch with your congregation.™ The location and mailing address of your congregation are in boxes on the left side of the page. If there are corrections to these items, please make them in the boxes below the current information. Just above that you will see the phone number we have listed for your congregation. You may also enter the congregation's web site, and email along with the pastor's email. This contact information is used to keep your congregation's information on disciples.org current. Also there is a question about the year the congregation was founded. If there is nothing in that spot, please fill in the year your congregation began ministry..

Is your congregation reported as able to receive tax deductible contributions?™ In the upper right hand corner there is a space for your congregation's Employer Identification Number (EIN). If the listed EIN is incorrect or has for some reason changed, please correct it.

The Federal government requires an annual report of the Employer Identification Number (EIN) of each congregation we certify as able to receive tax deductible contributions under the IRS ruling granted to the Christian Church (Disciples of Christ). The number is like your church's Social Security Number.

If no number is listed, it means that either your congregation has never been assigned an EIN — or you have not given it to us. To obtain an EIN, please visit the IRS web site (www.irs.gov). After completing the EIN application, file it with the IRS and report your assigned EIN on this form. If, however, you already have an EIN, please share it with us. Thank you.

Who served on your congregation's ministerial staff?

Next look at the Ministerial staff of your congregation. Cross out any names that are no longer serving your congregation and enter the names (on the right side of the page) of those who are now serving. This is for ministerial staff only.

Statistics for 2016

Now it's time to begin looking at statistics for your congregation. Please answer the questions based on the last day of 2016.

The people of our congregation during the last year.

1. Total membership of your congregation? active and inactive.
2. Participating membership of your congregation? Members who have attended, contributed, or shown spiritual concern.
3. Baptisms: Individuals who became members of your congregation through confession of faith and baptism.
4. Transfers: People who transferred their church membership from another congregation to your congregation.
5. Average worship attendance: Add the total number of people who attended worship last year and divide by the number of Sundays you held services.

6. Average Christian Education attendance: Add the number of persons who participated in Christian Education groups (either Sunday or during the week) and divide by the number of weeks groups met.
7. CWF/Disciples Women membership. What is the total membership of the Disciples Women's group in your congregation?

Finances of your congregation

Local operating receipts. (Total amount your congregation received for taking care of regular expenses). *This includes gifts to Church School, Youth groups, Men's and Women's ministries whose dollars were used for congregational programming.*

Local capital receipts: Total amount received from all sources during 2016 which was used to erect, expand, and/or remodel the church's building and facilities, to retire the congregation's capital debt, and/or to increase permanent and endowment funds for activities such as scholarships, memorials, etc. *Please do not include borrowed monies in this figure.*

Total outreach: What were the total contributions during 2016 from all congregational sources, which were either sent to Disciples Mission Fund or given to local, regional, general, or global ministries, both Disciples-related and other, for the outreach witness of the church?

Other information

On the back page there are a few questions for information. If you can fill them out without unduly delaying the filing of your Year Book report, please do so.

1. What ethnicities are represented in your congregation.
2. How many people does your congregation minister to directly? *This is an effort to see the breadth of Disciples' ministries. Congregations touch people through food pantries, support groups, and in many other ways. What is the total number of people your congregation serves in these various ways*
3. Is the *lead* minister of your congregation employed by the congregation or a volunteer? Also, is that minister employed full-time or part-time? If part-time, how many hours a week is the minister to serve?
4. What new program has your congregation tried in the last year. *It's amazing the number of things Disciples congregations are involved in. Please show only one.*
5. Do you want to receive a copy of the next year book. If so check the box and a Year Book along with an invoice will be delivered to you when the new Year Book is published.

Remember you have a NEW SERIAL NUMBER listed at the top of the paper form.