



# Statistical Gathering Basics

# Topics to Discuss



- Team Introductions
- Timeline for 2024 Collection Year
- Types of churches that report
- Ecumenical churches
  - Different Types
  - Changes just made 4,5,6
  - How do you get them to report

# Topics to Discuss



- **At-Large Membership – what it is and how to submit it to ACStats**
- **On-line Worship Attendance**
  - Show what we have gathered
  - Have a discussion
- **Charts in ACStats**

# Topics to Discuss



- Mapping custom questions to GCFA questions
- Totaling questions
- Reports
- Blank form printing
- Uploads

# Topics to Discuss



- Review, review, review
- Statistics for 2025 Collection Year
- Open for Q/A – issues/problems you are having, time permitted

# Timeline 2024 Statistics

GCFA to Open to Conferences	November 2024
Conferences to Open for Churches	January 1, 2025
Initial Submission to GCFA	April 30, 2025
Corrections Due to GCFA	July 31, 2025
GCFA to finalize	August 31, 2025



# The Basics: Stats Overview

## GCFA uses ACStats to report statistics

- Enter information directly into ACStats
- Upload your information

## What Treasurers Need to Know

- ¶606.7 – Churches must report by January 30<sup>th</sup> - no later than thirty days following the close of the calendar year
- Table 1: Membership and Participation
- Table 2: Expenses
- Table 3: Income



# The Basics: Definitions of Church Types

Type	Description
<b>Chartered</b>	A chartered local church is a freestanding, fully operational, congregation that has been appointed a pastor, and is expected to give an annual financial and participatory report to its annual conference. Organization of the local church is defined in the BOD ¶ 244. A chartered church is not in “New Church Start” status, nor is it a mission church or attached to another congregation, unless as the parent to a satellite.
<b>New Church Start</b>	A New Church Start is a church that has been established with the consent of the Bishop, but has not yet reached a level of organization to garner it a “chartered” church. A New Church Start may be appointed a pastor or submit statistics, but it is considered new (and given considerations associated with any newcomer) until the conference authorizes its charter. More information can be found in the BOD ¶ 259.2.
<b>Satellite</b>	When authorized by the district superintendent and the district board of church location and building, chartered local churches may sponsor or serve as “parent” to a satellite church. The satellite is often a separate site or campus of a larger local church congregation.
<b>Mission</b>	Congregations are designated as “Missions” when membership opportunities and resources place limits on the church’s abilities to obtain charter status. These churches often are created strategically in order to serve a limited population such as those of a minority demographic or to cater to other cultures or languages. Missions are often funded by sources outside of the congregation and rarely support the UMC connection through apportionments or other income, and the annual conference usually provides long-term administrative guidance of the congregation. The mission congregation may be organized in the same manner of any local church and can have the same rights and powers, as such submitting statistics to GCFA, as decided by the annual conference. The BOD ¶ 259.1a provides further detail.



# The Basics: Church Types reporting

Church Type	Table 1	Table 2	Table 3
<b>Chartered Church</b>	Required	Required	Required
<b>New Church Start</b>	Required	Optional – excluded from conference apportionments	Optional
<b>Satellite</b>	Only required if information is being reported separate from parent church		
<b>Mission Church</b>	Optional, but recommended	Optional – excluded from conference apportionments	Optional
<b>Ecumenical Shared Ministries</b>	See upcoming slide		

# The Basics: Definitions of Ecumenical Churches

Ecumenical Type	Basic Definition	How to Report Membership
<b>Federated Church</b>	One congregation with at least two denominations. Members choose which denomination holds membership.	If church is holding two membership rolls, only report UMC membership and proportionally split expenses.
<b>Union Church</b>	One congregation with one unified membership roll is related to two denominations.	This is left up to the conference as to whether full membership is included. If so, report as if 100% UMC. If not, do not report.
<b>Merged Church</b>	Two or more congregations from different denominations form one congregation that only relate to one denomination.	If church chooses to relate to UMC, report 100%. If not, do not report.
<b>Yoked Parish</b>	Congregations of different denominations share a pastor.	Only report the churches considered UMC regardless of pastor denomination.

# Ecumenical Church Validation

Display Question Help Table # 1 2 3 4 5 ACS Demo 2.1 Submit

3b Withdrawn from Professing Membership 0

3c Correct previous year's reporting errors of total professing membership numbers by subtraction 0

3d Removed by transfer to other United Methodist Churches 0

3e Removed by transfer to other denominations 0

3f Removed by death 0

**4 Total professing members at close of this year** 5230 5230 0%

Previous Membership added to the sum of the Answers to Questions from #2 minus the sum of Answers to Questions #3

**MEMBERSHIP ETHNICITY**

5a Asian 0

5b African American/Black 0

5c Hispanic 0

5d Native American 0

5e Pacific Islander 0

5f White 5231 5222 -0%

5g Multi-Racial 0

**5 Total Membership Ethnicity** 5231 5222 -0%

**MEMBERSHIP GENDER**

6a.1 map to 6a 0

6a Number of female members 0

6a.2 another map to 6a 0

6b Number of male members 5231 5111 -2%

6c Number of non-binary members 0

6d Test maps to 6 0

6e test maps to 6 but with decimal 0

**6 Total Membership Gender** 5231 5111 -2%

- Ecumenical Churches do not always report gender and ethnicity, therefore we have removed the validation for questions 4, 5, and 6

**Professing members = Ethnicity = Gender**

# Question?



What are ways you  
encourage your  
Ecumenical churches to  
report?



# Membership Reporting



New Church Starts (NCS) and Mission Churches – If they are holding their own membership roll, report membership under the church's record.

Satellite churches – Satellite church members may be reported as part of parent church or under the satellite church record. Take great care to avoid double reporting.

# General Membership Roll Reporting

Report any members held on the annual secretary's general membership roll (§259.3) under the annual conference record.

This is also known as your At-Large Membership.

GCFA adds this number to your membership when reporting membership numbers

Please use the below step-by-step process flow to guide your annual setup

2024 New Features for Annual Conference Statistic Collection	📌
2024 FULL Annual Conference Statistics Training	📌
Annual Church Statistics & Status	🔔
Conference Note for Local Churches	📝
Local Churches - Review All	?
Local Churches - Set Passwords	?
Local Churches - Data Collection Settings (optional)	?
Local Churches - Do not report churches' stats to GCFA	?
Local Churches - Pastor Customization	?
Local Churches - Complete Review	?
Questions - Review	?
Questions - Additional Validations	?
Questions - Upload Answers (optional)	?
Questions - Complete Review	?
Testing - Annual Report (optional)	?
Testing - Complete Testing	?
Testing - Clear All Churches Test Answers (optional)	?
Districts - Restrict District User Access (optional)	?
Annual Church Statistics - <b>Open</b> for Local Churches	
Annual Church Statistics - <b>Close</b> for Local Churches	
Annual Church Statistics - <b>Roll Up</b> Satellite Churches	🔔
Annual Church Statistics - <b>At-Large</b> Membership	
Calculate & validate Answers - You can do it anytime	
Final Validation Check - Do Churches have Matching Membership	?
Annual Church Statistics - <b>Submit</b> to GCFA	

### At-Large Membership

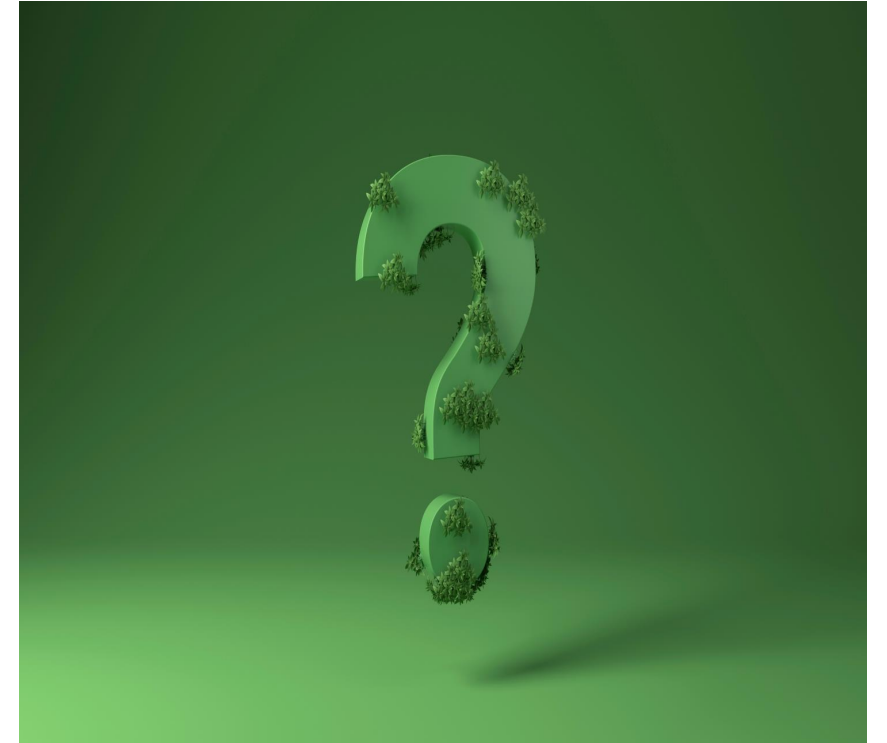
At-large members are people who are United Methodist members but are not part of a specific church. Report any members held on the annual secretary's general membership roll (§259.3) under the annual conference record.

Please enter your At-Large Membership below.

# Question?



How do you reference  
this at your Annual  
Conference?



# Online Worship

7

## In-Person Worship

Report average weekly number of people who worship in-person

7a

## Online Worship

Report average weekly number of unique viewers who access worship online. This includes those live streamed online services using various platforms.





# Online Worship

7a

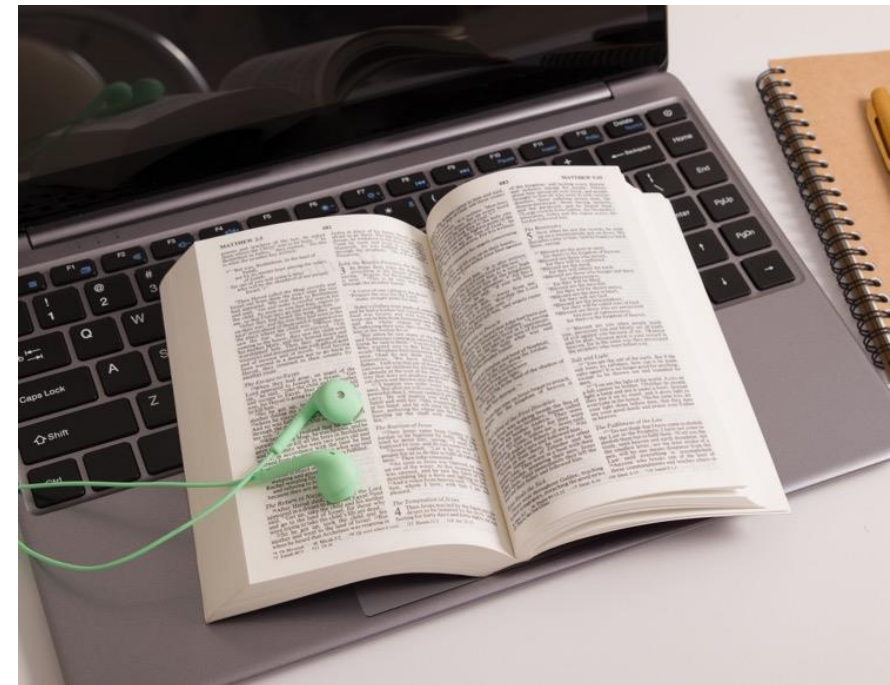
## Online Worship

- See instructions from the platform to determine streaming your worship service and views/downloads of recorded worship services (audio or video), sermons, and/or podcasts. Do not include generic hits/visits to your website.



# Online Worship - Research

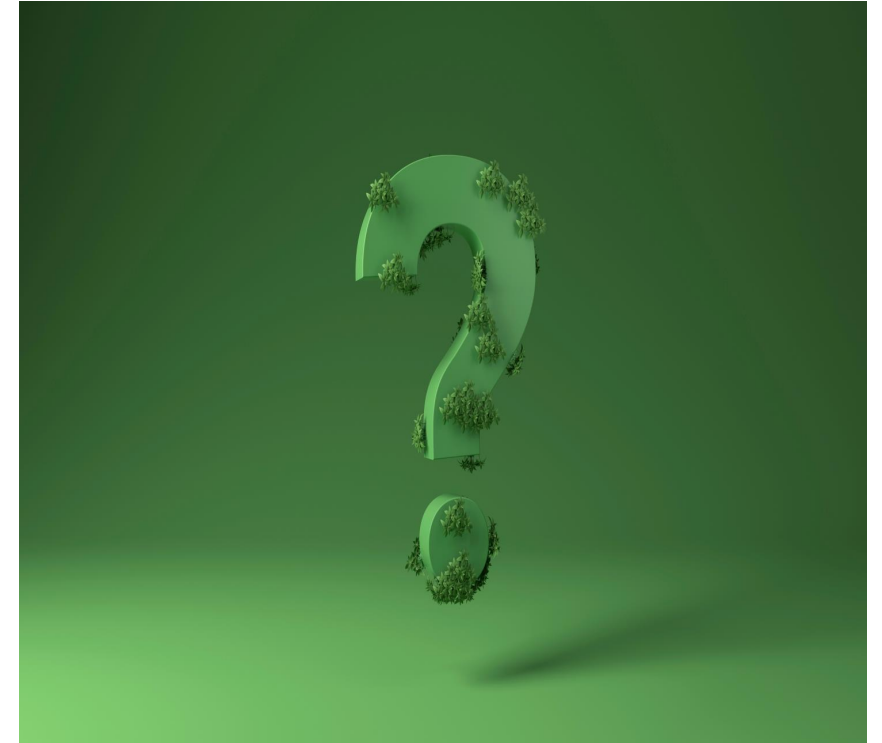
- Use whatever number the churches enter
- Take the number of likes/comments/views/hits
- Take the number of views/hits but not likes/comments
- Take the number reported in the comments
- Count the number of views that watch for a certain time period: one minute, 10 minutes, 15 minutes, etc
- Recommend churches use a multiplier between 1.5-1.9, Take the number of views/hits and multiply by a ratio to account for households with multiple viewers
- Put a cap on the YOY number entered by the church – 10% growth



# Question?



How do you guide your churches regarding Online Worship in your Annual Conference?



# The Basics: Stats Overview



**Think about your year and your deadlines**



**Train and Support your staff and churches**



**Remember WHO is reporting**

- All active chartered and new church start churches during the reporting year - including churches that closed during the year
- Mission, satellites are not required
- Ecumenical churches, it depends

# Checking for Accuracy



- Run year-to-year comparisons.
- Check for extra zeros.
- Are totaling lines totaling?
- Is there any double-counting?
- Is all data requested included?
- Check net expense totals!
- Is there any lingering membership?
- How's the Membership/Attendance ratio?
- Are property values reasonable?
- Are debt figures reasonable?
- Do the numbers pass the “gut-check”?

# Best Practices



- Have meetings between churches and the DS
- Give early deadline for churches
- Validate – Perform your own checks and balances to ensure the numbers you are submitting are correct. Is it complete? Is it accurate? Does it make sense?
- Pay close attention to the warnings/errors. Ask questions. Verify. Correct them. Pay attention to your data.

# Most Common Mistakes

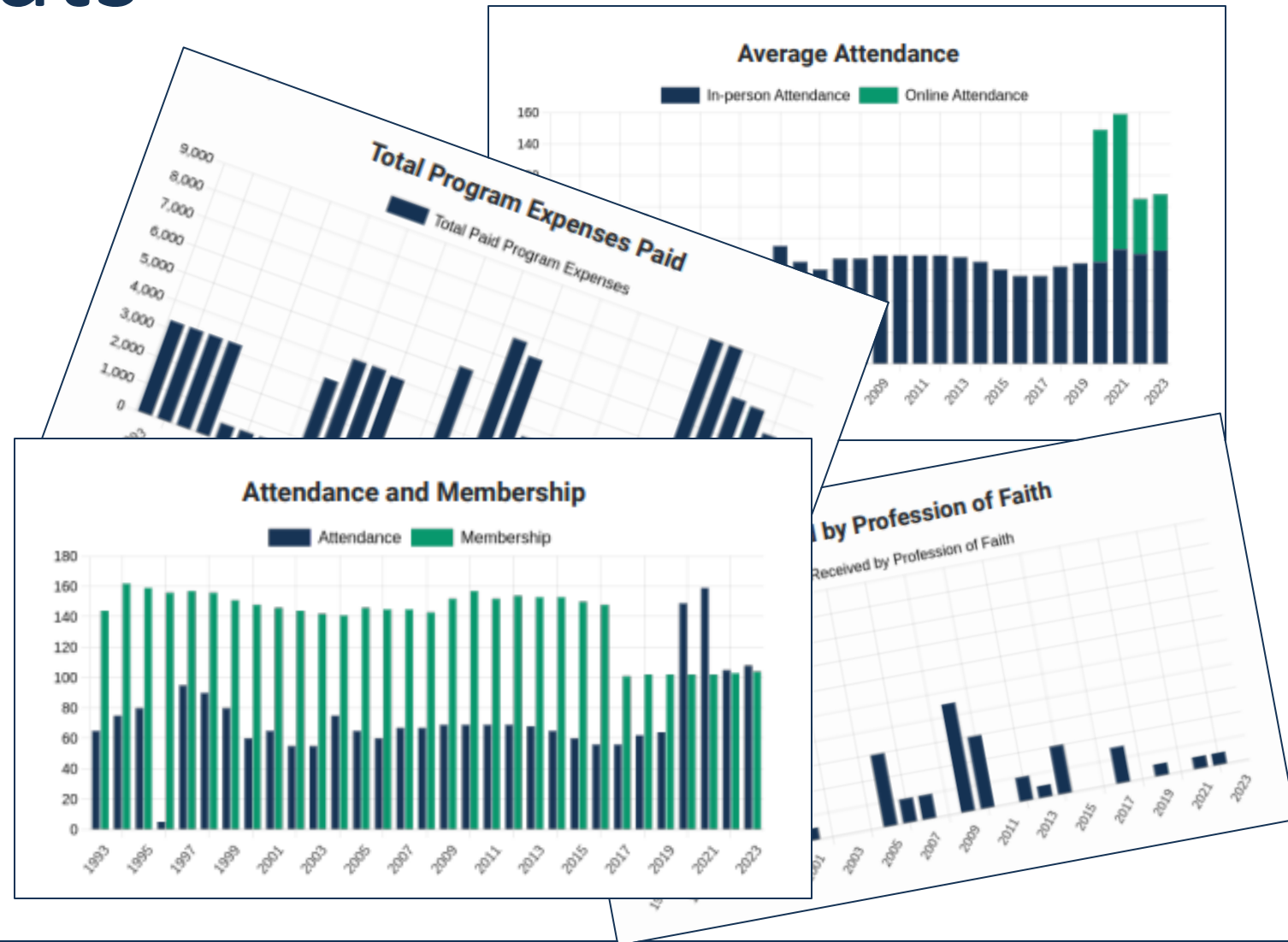


- **Not transferring membership out of closed/merged churches**
- **A total line is off**  
Line 4, 5, 6, 50, 55
- **Leaving an important line blank**  
Line 1-7 (membership), 24, 28a-29b, 47, 52



# Charts in ACStats

- Attendance and Membership
- Received by Profession of Faith
- Average Attendance
- Year End Membership
- Membership Growth
- Apportionment Percentage Paid
- Year End Membership
- Grand Total Paid
- Year End Debt
- Total Program Expenses Paid
- Total Paid Operating Expenses
- Total Income
- Total Baptisms





# Charts in ACStats



## Single Church

Chart for an  
individual church



## Single District

Charts for all churches  
within a single district



## Entire Conference

Charts for all churches  
within the entire  
Conference

# Charts in ACStats

Administration ▾ Local Churches ▾ Reports ▾ Security & Settings ▾ Changes Log Logged in as GCFA ADMIN USER Logout

**Report Status**

Download Report

**Church Configuration**

What type of churches would you like to report on?

Chartered  
New Church Start  
Satellite  
Mission

☒ Select All Church Types

**Report Status**

Error Integrity Report  
Warning Report  
Conference Stats Spreadsheet  
Custom Export Report  
Conference and District Summary Report  
Church Reports  
View Church Notes  
Annual Reports  
Chart Reports

**Churches:**

Anchorage Korean #905092  
Anchorage-Anchor Park #905148  
Anchorage-First #905104  
Anchorage-Jewel Lake Parish #905115  
Anchorage-Ola Toe Fuatana #004554  
Anchorage-St John #905126  
Anchorage-Turnagain #905172  
Chugiak #905183  
Douglas Community #905263  
Every Nation UMC #006096  
Fairbanks-First #905308  
Girdwood Chapel #905478  
Homer #905343  
Huneix Hidi Northern Light #905387  
Juneau-Aldersgate #905217

☒ Select All Districts

☒ Select All Churches

**Churches in Demo Part 2**

Name  GCFA #  Sort By Church Name ▾ ☐ Desc

Email  District # Catwalk District  
Demo 2 District  
Demo 3 District [CLOSED]  
Demo 4 District [CLOSED]

Status Active  
Closed

Report Status Not Started  
Started But Not Submitted  
Awaiting District Approval  
Submitted w/District Approval

Conf  Email Status - Any - Display On Screen Single Report  
Church # Report Format

**Available Reports**

Below are some available report types/formats available for download, each will download different information about the churches shown below.

**Church Details**  
Downloads general church info such as name, address, pastor, etc.  
Download To Excel

**Church Answers for Conference**  
Downloads the shown churches answers  
Download To Excel

**Answers Mapped to GCFA Questions**  
Downloads the shown churches answers  
Download To Excel

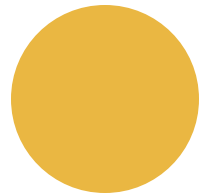
**Questions for Conference**  
Downloads the questions the churches below have to answer  
Download To Excel

**Related User Contact Info**  
Downloads a list of users with contact info that are related to the churches  
Download To Excel

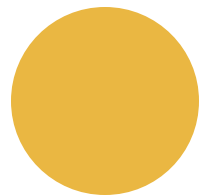
**Local Churches (7)** [CLOSED] indicates a Church closed in 2024

	GCFA #	CONF CHURCH #	CONF	DISTRICT	CHURCH NAME		CITY	STATE	SUBMIT DATE	DIST APPR	REPORT STATS TO GCFA
	140317	1010	998	Demo 2 District	ACS Demo 2		Anytown	TN		—	×
	140318	1020	998	Demo 3 District [CLOSED]	ACS Demo 2 church		Anytown			—	✓
	140414		998	Catwalk District	Faith is all you need		Nashville	TN		—	✓
	140416		998	Demo 4 District [CLOSED]	Living Water [CLOSED]		Nashville	TN		—	✓
	140417		998	Demo 2 District	Lord, Give Me A Break		Nashville	TN		—	✓
	140415		998	Catwalk District	Nashville First		Nashville	TN		—	✓
	140408		998	Catwalk District	Peace BE Still		nashville	TN		—	✓


























# Charts in ACStats



Choose your church type,  
district(s), church(es)

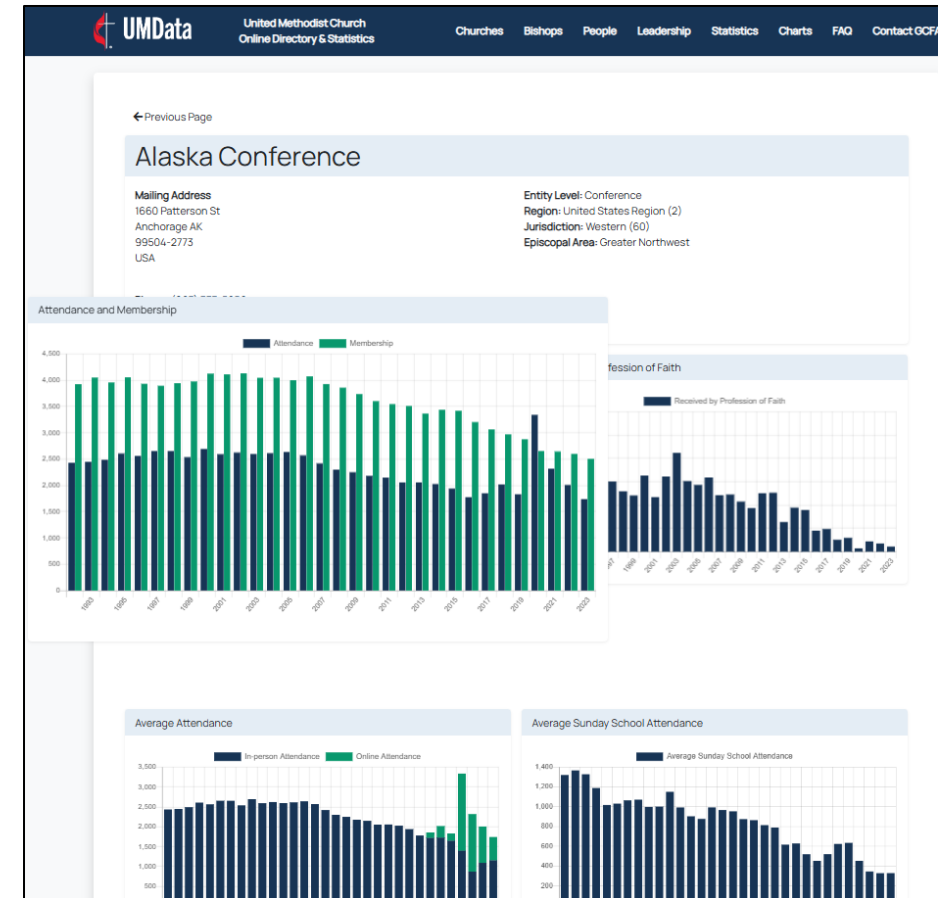


Charts will download  
individually into a separate  
report for each church

Name	Type
 Chart Report - Anchorage Korean - ...	Adobe Acrobat Document
 Chart Report - Anchorage-Anchor ...	Adobe Acrobat Document
 Chart Report - Anchorage-First - 9...	Adobe Acrobat Document
 Chart Report - Anchorage-Jewel La...	Adobe Acrobat Document
 Chart Report - Anchorage-Ola Toe ...	Adobe Acrobat Document
 Chart Report - Anchorage-St John ...	Adobe Acrobat Document
 Chart Report - Anchorage-Turnaga...	Adobe Acrobat Document
 Chart Report - Chugiak - 905183	Adobe Acrobat Document
 Chart Report - Douglas Communit...	Adobe Acrobat Document
 Chart Report - Every Nation UMC - ...	Adobe Acrobat Document
 Chart Report - Fairbanks-First - 905...	Adobe Acrobat Document
 Chart Report - Girdwood Chapel - ...	Adobe Acrobat Document
 Chart Report - Homer - 905343	Adobe Acrobat Document
 Chart Report - Huneix Hidi Norther...	Adobe Acrobat Document
 Chart Report - Juneau-Aldersgate - ...	Adobe Acrobat Document
 Chart Report - Kenai - 905423	Adobe Acrobat Document
 Chart Report - Ketchikan-First - 90...	Adobe Acrobat Document
 Chart Report - Moose Pass - 905467	Adobe Acrobat Document
 Chart Report - Nikiski-North Star - ...	Adobe Acrobat Document
 Chart Report - Nome - 905627	Adobe Acrobat Document
 Chart Report - Palmer Fellowship - ...	Adobe Acrobat Document
 Chart Report - Seward - 905707	Adobe Acrobat Document
 Chart Report - Sitka - 905137	Adobe Acrobat Document
 Chart Report - Soldotna - 905456	Adobe Acrobat Document
 Chart Report - Unalaska - 905536	Adobe Acrobat Document

# Charts in ACStats

- If you would like the charts that overlay of conference, go to UMLData.org
- Can't print as of today, on the project plan to allow conference/district users the ability to print them from ACStats
- Reach out to us and we will print the charts or you can cut/paste



# Mapping of Custom Questions



1499			1	MEMBERSHIP ETHNICITY			0
1500	5a	MEMBA	1	Asian	+ 5	70%	0
1510	5aa	Mapping5a	1	this is a test to show mapping of breaking out Asian			0
1520	5aaa	Mapping to 5a	1	this is another test to show mapping of breaking out Asian			0
1600	5b	MEMBAAB	1	African American/Black	+ 5	70%	0
1700	5c	MEMBH	1	Hispanic			
1800	5d	MEMBN	1	Native American			
1900	5e	MEMBP	1	Pacific Islander			
2000	5f	MEMBW	1	White			
2100	5g	MEMBMR	1	Multi Racial			
2200	5	ETHTOT	1	Total Membership Ethnicity			

MEMBERSHIP ETHNICITY			
5a	Asian		25
5aa	this is a test to show mapping of breaking out Asian ---> Maps to GCFA Question #5a: MEMBA		5
5aaa	this is another test to show mapping of breaking out Asian ---> Maps to GCFA Question #5a: MEMBA		20
5b	African American/Black		0
5c	Hispanic		0
5d	Native American		0
5e	Pacific Islander		0
5f	White	3428	3400 -1%
5g	Multi Racial		0
5	<b>Total Membership Ethnicity</b> ATTENTION: This value should be equal to Total members Question 4: 3428	3428	3425 -0%

- Mapping questions to GCFA questions allows you to break down questions into additional values.

# Totaling Questions

Creating Totaling questions allows you to break down questions into additional values.

Question Code CONF8210613

Is Active

Is Visible

Is Editable

Allow GCFA Push

Question Code

CONF8210613

Reference Code

Mapping5a

Question #

5aa

Sort Order #

1510

Table #

1

Type

Question

Source

Conference

Sum to GCFA Question Code

- None -

Badge Type

From Vital Signs

From Addl. Table

Question / Section

this is a test to show mapping of breaking out Asian

Subheading

Help Title

Help Details

Default Answer Value

0

Previous Year Question #

Total To Question #

Total To Operator

+

Minimum Value

Maximum Value

Warn Zero

4

Error if Zero

No

Validation Question #

5at

Validation Operator

Warning if % Variance

6

Formula

Last Updated By

Updated Date

1/31/2025

Cancel

Delete Question

Save Question

1

ATTENDA

MS

0

ATTWOR

1

Average at

100a

principal weekly worship service(s)

0

UNWOR

1

Average n

1.3

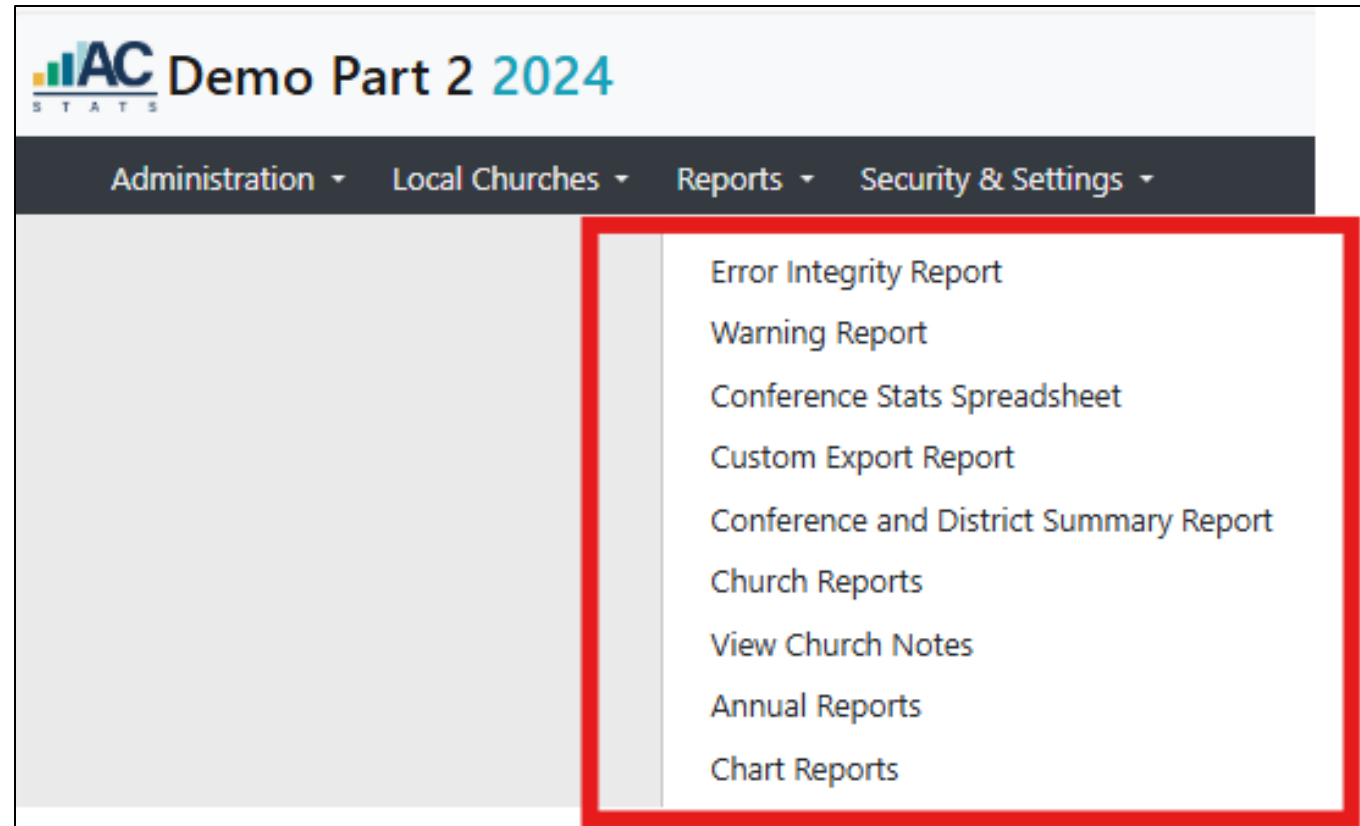
s who worship online

0

MEMBERSHIP ETHNICITY									
5a	Asian							25	
5at	This is a totaling example							25	
5aa	this is a test to show mapping of breaking out Asian							5	
5aaa	this is another test to show mapping of breaking out Asian							20	
5b	African American/Black							0	
5c	Hispanic							0	
5d	Native American							0	
5e	Pacific Islander							0	
5f	White						3428	3400	-1%
5g	Multi Racial							0	
5	Total Membership Ethnicity						3428	3425	-0%
ATTENTION: This value should be equal to Total members Question 4: 3428									
1505	5at	totalEx	4	This is a totaling example				0	
1510	5aa	Mapping5a	1	this is a test to show mapping of breaking out Asian			+ 5at	0	
1520	5aaa	Mapping to 5a	1	this is another test to show mapping of breaking out Asian			+ 5at	0	
1600	5b	MEMBAAB	1	African American/Black			+ 5	70%	0
1700	5c	MEMBH	1	Hispanic			+ 5	70%	0
1800	5d	MEMBN	1	Native American			+ 5	70%	0
1900	5e	MEMBP	1	Pacific Islander			+ 5	70%	0
2000	5f	MEMBW	1	White			+ 5	70%	0
2100	5g	MEMBMR	1	Multi Racial			+ 5	70%	0
2200	5	ETHTOT	1	Total Membership Ethnicity					0
									Yes

# Reporting

- Error Integrity Report
- Warning Report
- Conference Stats Spreadsheet
- Custom Export Report
- Conference and District Summary Report
- Church Reports
- View Church Notes
- Annual Reports
- Chart Reports



# Reporting

- Church Details
- Church Answers for Conference
- Answers Mapped to GCFA Questions
- Questions for Conference
- Related User Contact Info

### Churches in Demo Part 2

Status

Active

Closed

District #

Catwalk District

Demo 2 District

Demo 3 District [CLOSED]

Demo 4 District [CLOSED]

Sort By

Church Name

Desc

Report Status

Not Started

Started But Not Submitted

Awaiting District Approval

Submitted w/District Approval

Display On Screen Report Format

Single Report

Search

#### Available Reports

Below are some available report types/formats available for download, each will download different information about the churches shown below.

Church Details

Downloads general church info such as name, address, pastor, etc.

Download To Excel

Church Answers for Conference

Downloads the shown churches answers

Download To Excel

Answers Mapped to GCFA Questions

Downloads the shown churches answers

Download To Excel

Questions for Conference

Downloads the questions the churches below have to answer

Download To Excel

Related User Contact Info

Downloads a list of users with contact info that are related to the churches

Download To Excel

Print

### Local Churches (7)

[CLOSED] indicates a Church closed in 2024

	GCFA #	CONF CHURCH #	CONF	DISTRICT	CHURCH NAME	CITY	STATE	SUBMIT DATE	DIST APPR	REPORT STATUS TO GCFA
	140317	1010	998	Demo 2 District	ACS Demo 2	Anytown	TN		—	✗
	140318	1020	998	Demo 3 District [CLOSED]	ACS Demo 2 church	Anytown			—	✓
	140414		998	Catwalk District	Faith is all you need	Nashville	TN		—	✓
	140416		998	Demo 4 District [CLOSED]	Living Water [CLOSED]	Nashville	TN		—	✓
	140417		998	Demo 2 District	Lord, Give Me A Break	Nashville	TN		—	✓
	140415		998	Catwalk District	Nashville First	Nashville	TN		—	✓
	140408		998	Catwalk District	Peace BE Still	nashville	TN		—	✓

QUADRENNIAL TRAINING

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# Reporting: Error Integrity Report

- Displays the questions and associated church that have errors and need attention before completing the Annual Report
- Can be exported as an excel or pdf file

## Error Integrity Report for Demo Part 2

Download Report - Excel

Download Report - PDF

Downloads may take a little while, please be patient.

Conference No	Conference Name	GCNO	Church Name	Local Church No	District No	District Name	Errors	Membership	Attendance	Online Attendance
998	Demo Part 2	140317	ACS Demo 2	1010	01	Demo 2 District	No Stats - Operating Expenses	5230	0	0
998	Demo Part 2	140417	Lord, Give Me A Break		01	Demo 2 District	No Stats Listed	0	0	0
998	Demo Part 2	140408	Peace BE Still		02	Catwalk District	No Stats - Operating Expenses	57	0	0
998	Demo Part 2	140414	Faith is all you need		02	Catwalk District	No Stats - Operating Expenses	3428	0	0
998	Demo Part 2	140415	Nashville First		02	Catwalk District	No Stats - Operating Expenses	57	0	0
998	Demo Part 2	140318	ACS Demo 2 church	1020	03	Demo 3 District	No Stats - Operating Expenses	3564	0	0
998	Demo Part 2	140416	Living Water		04	Demo 4 District	No Stats - Operating Expenses	1000	0	0

# Reporting: Warning Report

- Displays the questions and associated church that have warnings to be reviewed before completing the Annual Report
- The values may be correct, but an explanation needs to be given
- Can be exported as an excel or pdf file

Warning Report for Demo Part 2

Download Report - Excel

Download Report - PDF

Downloads may take a little while, please be patient.

GCNO	Church Name	Local Church No	District No	District Name	Table	Question Code	Line No	Previous Value	Current Value	Difference	Percent Change	Warnings	Explanation	Membership	Attendance	Online Attendance
140317	ACS Demo 2	1010	01	Demo 2 District	1	AVATTWOR	7	0	0	0	0	WARNING: This value should not be Zero or blank!		5230	0	0
140317	ACS Demo 2	1010	01	Demo 2 District	2	OPREXP	47	0	0	0	0	ATTENTION: This value should not be Zero or blank! Please update your Answer or enter an Explanation.		5230	0	0
140317	ACS Demo 2	1010	01	Demo 2 District	3	FUNDSCR	54	1	0	-1	-100	ATTENTION: More than a 75% decrease from last year! Please update your Answer or enter an Explanation.		5230	0	0
140317	ACS Demo 2	1010	01	Demo 2 District	4	TEST_1	57	0	0	0	0	WARNING: This value should not be Zero or blank!		5230	0	0
140317	ACS Demo 2	1010	01	Demo 2 District	4	CONF8115306	1509	0	0	0	0	ATTENTION: This value should not be Zero or blank! Please update your Answer or enter an Explanation.		5230	0	0
140417	Lord, Give Me A Break		01	Demo 2 District	1	MEMBTOT	4	0	0	0	0	ATTENTION: This value should not be Zero or blank! Please update your Answer or enter an Explanation.		0	0	0
140417	Lord, Give Me A Break		01	Demo 2 District	1	ETHTOT	5	0	0	0	0	WARNING: This value should not be Zero or blank!		0	0	0
140417	Lord, Give Me A Break		01	Demo 2 District	1	GENDTOT	6	0	0	0	0	WARNING: This value should not be Zero or blank!		0	0	0
140417	Lord, Give Me A Break		01	Demo 2 District	1	AVATTWOR	7	0	0	0	0	WARNING: This value should not be Zero or blank!		0	0	0
140417	Lord, Give Me A Break		01	Demo 2 District	2	OPREXP	47	0	0	0	0	ATTENTION: This value should not be Zero or blank! Please update your Answer or enter an Explanation.		0	0	0
140417	Lord, Give Me A Break		01	Demo 2 District	4	TEST_1	57	0	0	0	0	WARNING: This value should not be Zero or blank!		0	0	0
140417	Lord, Give Me A Break		01	Demo 2 District	4	CONF8115306	1509	0	0	0	0	ATTENTION: This value should not be Zero or blank! Please update your Answer or enter an Explanation.		0	0	0
140406	Peace BE Sall		02	Catwalk District	1	MEMBA	5a	57	0	-57	-100	ATTENTION: More than a 70% decrease from last year! Please update your Answer or enter an Explanation.		57	0	0
140406	Peace BE Sall		02	Catwalk District	1	ETHTOT	5	57	0	-57	-100	WARNING: This value should not be Zero or blank!		57	0	0
140406	Peace BE Sall		02	Catwalk District	1	GENDTOT	6	57	0	-57	-100	WARNING: This value should not be Zero or blank!		57	0	0
140406	Peace BE Sall		02	Catwalk District	1	AVATTWOR	7	0	0	0	0	WARNING: This value should not be Zero or blank!		57	0	0
140406	Peace BE Sall		02	Catwalk District	2	OPREXP	47	0	0	0	0	ATTENTION: This value should not be Zero or blank! Please update your Answer or enter an Explanation.		57	0	0
140406	Peace BE Sall		02	Catwalk District	4	TEST_1	57	0	0	0	0	WARNING: This value should not be Zero or blank!		57	0	0
140406	Peace BE Sall		02	Catwalk District	4	CONF8115306	1509	0	0	0	0	ATTENTION: This value should not be Zero or blank! Please update		57	0	0

# Reporting: Conference Stats Spreadsheet

- Allows user to choose demographic information and specific questions to export into an excel spreadsheet to see all values entered for churches

Conference Statistics Spreadsheet

Include Church Columns:

- District No
- District Name
- District Status
- District Closed Date
- Congregation Type
- GCFA ID
- Pastor Name

Ctrl + Click to select multiple.

Districts:

- 02 Catwalk District
- 01 Demo 2 District
- 03 Demo 3 District
- 04 Demo 4 District

Ctrl + Click to select multiple.

Sort Order:

Conference No

Include Tables:

- One
- Two
- Three

☐ Include Disabled

Download Report

Available Stats

Click the blue arrow to choose all questions

Line No	Question Code	Reference Code	Status	Visibility	Description
1	MEMBPREV		Active	Visible	Total professing members r...
100	CONF8210594	TestQuestion	Inactive	Visible	Test
2a	RECCONF		Active	Visible	Received this year on Profe...
2A8	CONF8115340	NEWQUESTION	Active	Visible	Question Information
2b	RECPROF		Active	Visible	Received this year on Profe...
2bb	CONF8115286		Active	Visible	2a+2b+2c
2c	RECREST		Active	Visible	Membership restored by Af...
2d	RECCOR		Active	Visible	Correct previous year's rep...
2e	RECUMC		Active	Visible	Received from other United...

Selected Stats

Line No	Question Code	Reference Code	Status	Visibility	Description
1	MEMBPREV		Active	Visible	Total professing members r...
100	CONF8210594	TestQuestion	Inactive	Visible	Test
2a	RECCONF		Active	Visible	Received this year on Profe...
2A8	CONF8115340	NEWQUESTION	Active	Visible	Question Information
2b	RECPROF		Active	Visible	Received this year on Profe...
2bb	CONF8115286		Active	Visible	2a+2b+2c
2c	RECREST		Active	Visible	Membership restored by Af...
2d	RECCOR		Active	Visible	Correct previous year's rep...
2e	RECUMC		Active	Visible	Received from other United...

	A	B	C	D	E	F	G	H	I	J	K	L
	Conference No	Conference Name	GCNO	Church Name	Local Church No	District No	District Name	District Status	GCFA ID	1 MEMBPREV	100 TestQuestion	2a RECCONF
1												
2	998	Demo Part 2	140417	Lord, Give Me A Break		01	Demo 2 District	Active	1250525			
3	998	Demo Part 2	140416	Living Water		04	Demo 4 District	Closed		1000		
4	998	Demo Part 2	140415	Nashville First		02	Catwalk District	Active		57		
5	998	Demo Part 2	140414	Faith is all you need		02	Catwalk District	Active	1252702	3428		
6	998	Demo Part 2	140408	Peace BE Still		02	Catwalk District	Active	1250861	57		
7	998	Demo Part 2	140318	ACS Demo 2 church	1020	03	Demo 3 District	Closed	1250861	3564		
8	998	Demo Part 2	140317	ACS Demo 2	1010	01	Demo 2 District	Active		5230		

# Reporting: Custom Export Report

- Allows user to choose to create a report by individual church or by entire district, and multiple years of data, along with specific questions to export into an excel spreadsheet to see all values entered for churches

Custom Stats Export

Report Status

Download Report

Church Configuration

Select Churches:
 

☐ By District
 ☒ Individually

Churches:
 

ACS Demo 2 #140317  
 ACS Demo 2 church #140318  
 Faith is all you need #140414  
 Living Water #140416  
 Lord, Give Me A Break #140417  
 Nashville First #140415  
 Peace BE Still #140408

☐ Select All Churches

What type of churches would you like to export:
 

Chartered  
 New Church Start  
 Satellite  
 Mission

☒ Select All Church Types

Stats Configuration

Include Tables:
 

One  
 Two  
 Three

☐ Show All Tables ☐ Include Inactive Questions

Including this managing year, how many years of data would you like? 
 Data goes back 5 years

Available Stats

Click the blue arrow to choose all questions

Line No	Question Code	Reference Code	Status	Visibility	Description
1	MEMBPREV		Active	Visible	Total professing members r...
			Active	Visible	Received this year on Profe...
	NEWQUESTION		Active	Visible	Question Information
			Active	Visible	Received this year on Profe...
			Active	Visible	2a+2b+2c
			Active	Visible	Membership restored by Af...

Selected Stats

Line No	Question Code	Reference Code	Status	Visibility	Description
1	MEMBPREV		Active	Visible	Total professing members r...
			Active	Visible	Received this year on Profe...
	NEWQUESTION		Active	Visible	Question Information
			Active	Visible	Received this year on Profe...
			Active	Visible	2a+2b+2c
			Active	Visible	Membership restored by Af...

Conference No	Conference Name	GCNO	Church Name	Local Church No	Congregation Type	District No	District Name	District Status	District Closed Date	Stats Year	1 MEMBPREV	2a RECONF
998	Demo Part 2	140408	Peace BE Still		Chartered	02	Catwalk District	Active		2024	57	
998	Demo Part 2	140408	Peace BE Still		Chartered	02	Catwalk District			2023	57	
998	Demo Part 2	140408	Peace BE Still		Chartered	02	Catwalk District			2022	0	2
998	Demo Part 2	140408	Peace BE Still		Chartered	02	Catwalk District			2021		
998	Demo Part 2	140414	Faith is all you need		Chartered	02	Catwalk District	Active		2024	3428	
998	Demo Part 2	140414	Faith is all you need		Chartered	02	Catwalk District			2023	3428	
998	Demo Part 2	140414	Faith is all you need		Chartered	02	Catwalk District			2022	3439	2
998	Demo Part 2	140414	Faith is all you need		Chartered	02	Catwalk District			2021		
998	Demo Part 2	140415	Nashville First		Chartered	02	Catwalk District	Active		2024	57	
998	Demo Part 2	140415	Nashville First		Chartered	02	Catwalk District			2023	57	
998	Demo Part 2	140415	Nashville First		Chartered	02	Catwalk District			2022	0	2
998	Demo Part 2	140415	Nashville First		Chartered	02	Catwalk District			2021		

# Reporting: Conference and District Summary



- User can choose multiple views of the data
  - Conference Version: data submitted by churches
  - Conference and District: data grouped by district
  - GCFA Version: data is mapped to the GCFA questions

### Conference and District Reports for Demo Part 2

Three versions of this report can be downloaded.  
Downloads may take a little while, please be patient.

#### Conference Version

Data submitted by churches to the Conference. Nothing is rolled up.

Display On Screen

Download To Excel

Download To Pdf

#### Conference and District

Data submitted by churches to the Conference. Answers are grouped by district.

Display On Screen

Download To Excel

Download To Pdf

#### GCFA Version

Data to be reported to GCFA. Any mapped questions are added into the primary question.

Display On Screen

Download To Excel

Download To Pdf

# Reporting: Church Reports

- Church Details
  - Downloads general church information
- Church Answers for Conference
  - Downloads the church answers for all questions
- Answers Mapped to GCFA Questions
  - Downloads the church answers for all questions, mapped to the GCFA questions
- Questions for Conference
  - Downloads the questions for review
- Related User Contact Info
  - Downloads a listing of the users contact and login information

**Churches in Demo Part 2**

Name  GCFA #  Sort By  ☐ Desc

Email  District #  Report Status  ☐ Desc

Status  Demo 2 District Demo 3 District [CLOSED] Demo 4 District [CLOSED]

Conf Church #  Email Status  Display On Screen Report Format

**Available Reports**

Below are some available report types/formats available for download, each will download different information about the churches shown below.

**Church Details**  
Downloads general church info such as name, address, pastor, etc.

**Church Answers for Conference**  
Downloads the shown churches answers

**Answers Mapped to GCFA Questions**  
Downloads the shown churches answers

**Questions for Conference**  
Downloads the questions the churches below have to answer

**Related User Contact Info**  
Downloads a list of users with contact info that are related to the churches

**Local Churches (7)** [CLOSED] indicates a Church closed in 2024

GCFA #	CONF CHURCH #	CONF	DISTRICT	CHURCH NAME	CITY	STATE	SUBMIT DATE	DIST APPR	REPORT STATUS TO GCFA
140317	1010	998	Demo 2 District	ACS Demo 2	Anytown	TN		—	×
140318	1020	998	Demo 3 District [CLOSED]	ACS Demo 2 church	Anytown			—	✓
140414		998	Catwalk District	Faith is all you need	Nashville	TN		—	✓
140416		998	Demo 4 District [CLOSED]	Living Water [CLOSED]	Nashville	TN		—	✓
140417		998	Demo 2 District	Lord, Give Me A Break	Nashville	TN		—	✓
140415		998	Catwalk District	Nashville First	Nashville	TN		—	✓
140408		998	Catwalk District	Peace BE Still	nashville	TN		—	✓

# Reporting: View Church Notes




Conference can allow a submission note to be entered by churches.

- Some examples are:
  - What is a Ministry highlight you wish to share?
  - What is your EIN number?
- This report allows conferences to print out all the notes entered by churches, rather than reviewing each report individually

**These are notes from churches**  
View Submitted Churches Only ☐

**Download Churches Table**  
Downloads a copy of the Church Table with Church Information

 **Download To Excel**

# Reporting: Annual Report

Historically, conferences have been able to print all the annual reports for the churches

- This report allows conferences to export into a PDF all the annual reports entered by churches, rather than reviewing each report individually

**Annual Reports PDF Export**

**Report Status**

[Download Report](#)

**Church Configuration**

What type of churches would you like to export:

- Chartered
- New Church Start
- Satellite
- Mission

☒ Select All Church Types

Districts:

- Catwalk District #D99802
- Demo 2 District #D99801
- Demo 3 District #D99803
- Demo 4 District #D99804

☒ Select All Districts

Churches:

- ACS Demo 2 #140317
- ACS Demo 2 church #140318
- Faith is all you need #140414
- Living Water #140416
- Lord, Give Me A Break #140417
- Nashville First #140415
- Peace BE Still #140408

☒ Select All Churches

Files:

- User Contact Info @ 2025-01-31 08-26 PM.xls
- Custom Exp Report @ 2025-01-31.xlsx
- Conf Stat Sheet @ 2025-01-31 (1).xlsx
- Annual Reports 2025-01-31 19-45-31.zip**
- Conf Stat Sheet @ 2025-01-31.xlsx
- Chart Report - Anchorage Korean - 905092 (1)
- Chart Report - Anchorage Korean - 905092.pdf
- Chart Reports 2025-01-31 18-30-45.zip
- LeadershipAssignments-2025-01-31.xlsx
- Annual Reports 2025-01-31 09-47-30.zip

[See more](#)



# PDF Downloads

Conferences are able to print a church annual report with the following options:

- Year over Year
  - YOY values
- Year over Year blank report
  - Prior year and blank current year
- Current Values Report
  - Current year values
- Blank Report
  - Blank without header values
- Charts Report
  - Charts with key metrics

The screenshot displays the '2024 Annual Statistics for Faith is all you need' interface. At the top, a yellow banner allows adding a note to the report. Below this, church details are listed: Church Name (Faith is all you need), Pastor Name (Alee Yang), Conference (Demo Part 2 (998)), and GCFA Reporting Status (Included). A 'Conference Admin Panel' on the right indicates the report is 'Awaiting Validation and Submission' and last edited by Ezra@gcfa.org, with buttons for 'Reset this Church' and 'Edit Annual Report'. A navigation bar includes 'Instructions', 'Print', and 'Local Church Detail'. The 'Print' dropdown menu is open, showing options: 'Print Year over Year Report', 'Print Year over Year Blank Report', 'Print Current Values Report', 'Print Blank Report', and 'Print Charts Report'. At the bottom, there is a text area for a church-specific note, a 'Save' button, and a 'Hide Note' link. The page number '255' is visible in the bottom right corner.

# Uploads: Checking for Accuracy



- Run year-to-year comparisons.
- Check for extra zeros.
- Are totaling lines totaling?
- Is there any double-counting?
- Is all data requested included?
- Check net expense totals!
- Is there any lingering membership?
- How's the Membership/Attendance ratio?
- Are property values reasonable?
- Are debt figures reasonable?
- Do the numbers pass the “gut-check”?

# Uploads: Most Common Mistakes

=

- Not transferring membership out of closed/merged churches
- A total line is off

Line 4, 5, 6, 50, 55

- Leaving an important line blank

Line 1-7 (membership), 24, 28a-29b, 47, 52

- Each answer must only contain numbers.

No periods for decimals places, no comma's or other non-numeric characters

- Duplicate entries

If a GCFA Church Number appears in more than 1 row, the last row's answer values will be used

- Forgetting to remove columns you do not want to upload and overriding the values in ACStats already entered



# Mistakes happen – now what ?



If you upload a file and realize your mistake, there are a few options

- Most important – **DON'T PANIC!**
- Upload a new file and fix the fields in error
- Call us! We can rollback the database to how it was before your upload.



# After you submit: what happens?

=



- Perform similar checks and balances that you ran to ensure the numbers you are submitted are correct. Is it complete? Is it accurate? Does it make sense?
- Reach out to you with questions/issues to review/correct.

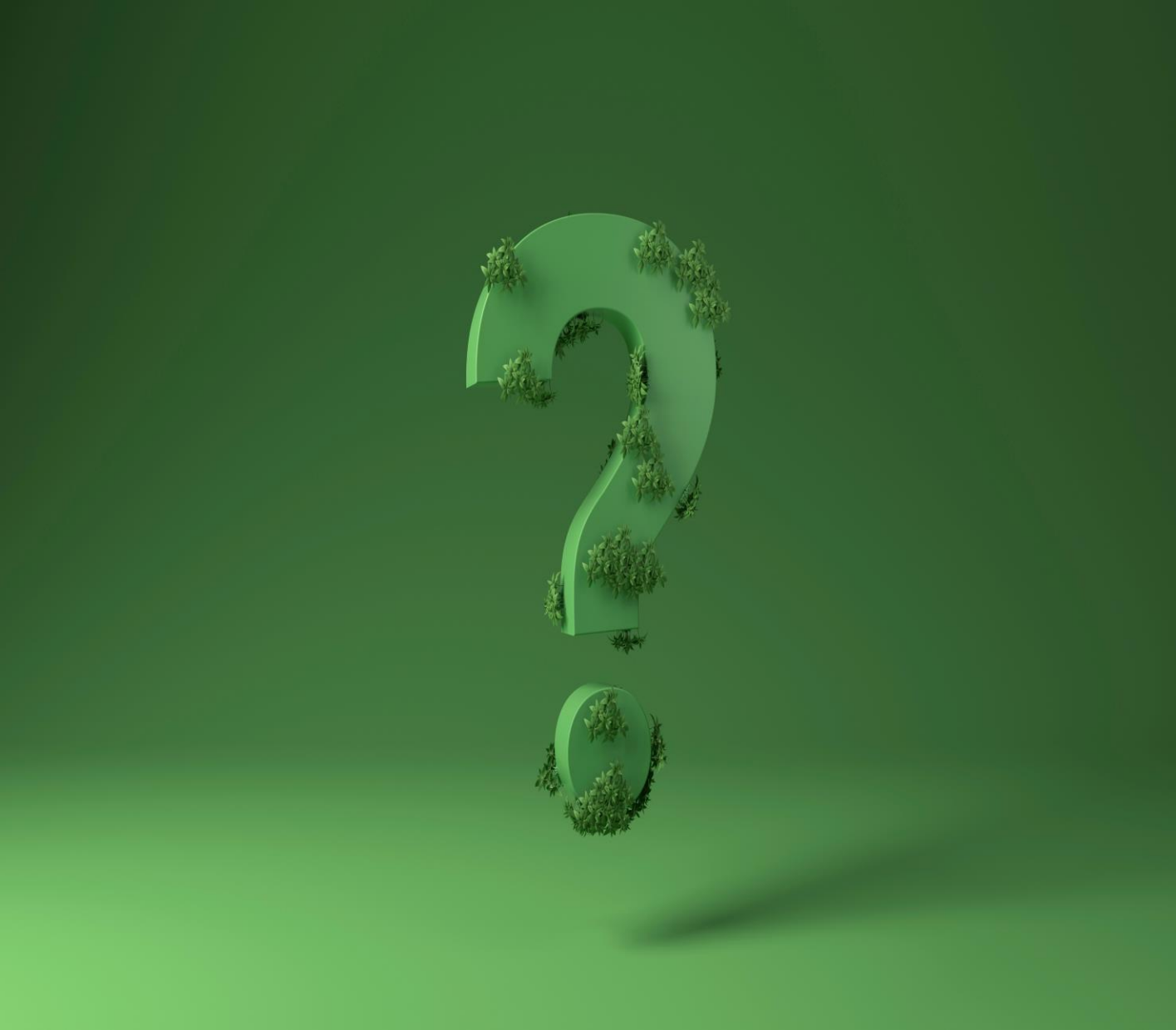
**We Review! Review! Review!**

# Statistics for the 2025 Collection Year



- Organizing a group in 2025
- Reviewing all the questions
- Adding/changes from General Conference









# Thank You!



615-369-2368



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**FINANCE & ADMINISTRATION**

General Council on Finance and Administration

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