

# INSTRUCTIONS FOR 2017 REPORTS

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## RETURN REPORTS BY FEBRUARY 15, 2018 TO:

Bishop Todd Fetters  
302 Lake Street • Huntington, IN 46750  
email: reports@ub.org



**United  
Brethren**  
ALL FOR CHRIST

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Annual reports can be downloaded from [ub.org/reports](http://ub.org/reports) as either PDF or fillable (MS Word) forms.

**1. Minister's Annual Report.** An annual report is required of all licensed United Brethren ministers—assigned, unassigned, and retired. The report is one page long. You can download forms as Word documents, which you can fill out on your computer and then email or mail back to the Bishop's Office. Or, easiest of all, you can use the online form. Go to: [UB.org/reports](http://UB.org/reports).

**2. Local Church Annual Report.** Only senior pastors need to complete this report. Send the original to the bishop. Make a copy for yourself, and a copy for your cluster leader. A fillable form can be downloaded from the UB website; you can then fill it in on your computer and email it to the Bishop's office. Or, you can use the online form. Go to [ub.org/reports](http://ub.org/reports).

## Minister's Annual Report

**Places of Service During the Year.** If you need more lines, improvise.

**People with Whom You had a Discipling Relationship.** This involves persons with whom you met regularly (individually, in a discipleship group, or otherwise) with the purpose of helping them become better followers of Christ.

**Continuing Education: Books.** Ordained elders (unless retired) are required to read at least four ministry-related books a year. You probably read many more than that, but just list four of the most significant ones.

**Continuing Education: Instruction.** Ordained elders (unless retired) are required to earn 20 credit hours of instruction per year. Here are some United Brethren options:

1. Full attendance at National Conference: 6 credit hours
2. Cluster meeting: 1 credit hour. A maximum of 6 per year.
3. UB History seminar: 12 hours.
4. Any pastoral summit (Pastor & Spouse, Associate, Youth, etc.): 20 hours.
5. Pastoral Coaching: 2 hours.
6. Other seminars: 1 credit hour for each hour of instruction. If you attended conferences or training events but are unsure if it qualified, please include it anyway.

**License Advancement Form.** This is for ministers working toward a national conference or specialized ministry license, or ordination. This should be used to detail your next steps in the process.

**Exemption from Assignment.** This is a new item found only on the Unassigned Ministers form. It is based on a new Chapter 12 added to the Pastoral Ministry Handbook ([ub.org/pmh](http://ub.org/pmh)).

## Local Church Annual Report

The financial section has two parts—Income, and Expenses (money you take in, and money you spend or give away). *No money should be reported in more than one income or expense category.* When you're not sure, use your best judgment. Round off all figures to the nearest whole-dollar amount (\$638, not \$637.75). Your church treasurer should be able to provide figures.

## Income

**Tithes and Offerings.** This includes all regular giving—basically, what is put in the offering plate. But from this amount, you need to deduct money designated for missions and building fund, and put those amounts on the next two lines (“Missions Income” and “Building Fund Income”). *This is important.* The amount of “Tithes and Offerings” is used to calculate your 3.5% partnership fee, and it shouldn’t include missions, building fund, and estate money.

**Missions Income.** This is money given specifically for missions (whether UB or non-UB).

**Building Fund Income.** Money given specifically for church construction, renovation, etc.

**Other Income.** Grants, bequests, and anything else which doesn’t fit in another category.

**Total Income.** Add the four income lines for the Total Income.

## Expenses

**Personnel Costs.** This includes salaries, wages, insurance, benefits, and the three percent withheld for pension purposes. It applies to pastoral and non-pastoral staff (secretary, custodian, organist, paid nursery workers, etc.). This doesn’t include support for missionaries.

**New Construction.** Only include money actually *spent* during the year for new construction. Include interest paid for borrowed money. This means that you may not have built anything new during the year, yet you report as “New Construction” monies which help pay for something built several years before.

**Partnership Fee.** This is the amount you gave to help support denominational and cooperative ministries. The expectation is 3.5% of your tithes and offerings.

**Other Giving Beyond Your Local Church.** This would include giving to missions, Christian colleges, local agencies with whom you partner, etc.

**Other Expenses.** This is a catch-all for anything which doesn’t fit in one of the other categories.

**Total Expenses.** Add the above five lines to get the total expenses.

## Average Attendances

**Main worship services(s).** Use the total attendance of your main services each week. For most churches, this means only the morning worship service. Larger churches might include the total from two or three Sunday morning services, plus perhaps the attendance from a Saturday night service.

How many main worship services are held each week? A main worship service is the equivalent of the traditional Sunday morning service. In some cases, that may include services on Saturday (or some other) night *plus* multiple services on Sunday morning. If you have just one service a week, circle “1.” If you have two Sunday morning services, circle “2.” If you have three Sunday morning services plus a Saturday night service, circle “4.”

You may omit Sundays when, because of severe weather, you cancelled services or experienced extremely low attendance.

## Membership Records

Your church’s membership list should be revised as of the end of December.

## Personnel List

There is a separate form for your Church Personnel List. This includes:

**Church Staff.** We need to know the persons serving on staff at your church in a paid capacity

**Other Contacts.** We list various lay positions who will provide valuable contacts if needed. For example, the Personnel Relations contact would be used in case of a pastoral change. This contact information is valuable for cluster leaders and for the national staff.