

# INSTRUCTIONS FOR 2011 REPORTS

FOR THE CHURCH OF THE UNITED BRETHREN IN CHRIST, USA

## RETURN REPORTS BY FEBRUARY 15, 2012 TO:

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



Annual reports can be downloaded from [ub.org/resources/reports](http://ub.org/resources/reports) as either PDF or fillable (MS Word) forms.  
If you participate in a cluster, provide a copy of this report for your cluster leader.

## There are Two Different Reports

**1. Minister's Annual Report.** Every licensed, active minister must complete the "2011 Minister's Report" form. It is just one page long. Make copies for each qualifying minister on your staff.

Inactive and Retired ministers will receive their own forms in the mail. All ministers can use the online forms at [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.

You can handwrite or type your responses, or use the fillable form (which can then be emailed). Fillable forms can be downloaded from [UB.org/reports](http://UB.org/reports).

## Minister's Annual Report

**Places of Service During 2011.** 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 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 are required to earn 2 CEUs per year. A CEU is equivalent to 20 hours of instruction. Here are some United Brethren options:

1. Full attendance at National Conference: 1 CEU (10 hours).
2. Cluster meeting: 1 CEU (1 hour). A maximum of 6 per year, or .6 CEUs.
3. UB History seminar: 1.2 CEU (12 hours).
4. Other seminars: .1 CEU for each hour of instruction. If you attended conferences or training events but are unsure if it qualified as a CEU, please include it anyway.

## Local Church Annual Report

The financial part of this report has just 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 category, or more than one 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.** This could include grants, bequests, and anything else which doesn't fit in the other categories.

**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 2011 toward new construction. It also includes 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."

## Membership Records

Your church's membership list should be revised as of the end of December 2010.

## Personnel List

**Church Staff.** We need to know the persons serving on staff at your church in a paid capacity. We also want their email addresses, so we can include them to receive periodic denominational news.

**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.