

2025 REPORT INSTRUCTIONS

REPORTS ARE DUE BY March 3, 2026.

Please read these instructions carefully. When you are ready, go to ub.org/reports to link to the online report forms.



Like last year, all reports will be submitted electronically using our online form. Please note that this means that you **will not be** submitting a hard copy to the bishop's office by postal mail or attaching a document by email; instead, you will simply fill out the online form and submit it that way. You might also notice that like last year, you are not asked to submit a personnel or leadership list with the local church report. Instead, later in January, we will be contacting lead pastors with instructions for a new process to update church personnel records.

1. Minister's Annual Report. An annual report is required of all licensed United Brethren ministers. Upon submission, you will automatically be emailed a copy of your report, which you will want to save for your records. Since you will not be able to access the online form after submission, it is important to save the copy that is emailed to you. Additionally, senior pastors must also send a copy to the assigned cluster leader.

Helpful Instructions:

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 to learn (evangelism) and live (equipping) the way of Jesus.

Ministry-Related Books: Ordained elders (unless retired or unassigned) are required to read at least four ministry-related books a year. You probably read many more, but just list four of the most significant ones.

Contact Hours: Ordained elders (unless retired or unassigned) are required to earn 2 continuing education credits (CEUs), which equates to 20 contact hours, per year. The report forms include spaces for listing your activities related to CEUs, and the number of contact hours credit for each.

2. Local Church Annual Report. We need this report from every church, so it is the responsibility of the senior pastor to be sure the church report gets submitted. A hard copy is provided in this mailing only as a resource, if needed, to collect all necessary data to submit the online form; you will not mail in the hard copy. One inconvenience of the online form is that there is no way to save work and resume later, so we hope that having a printed copy to work from can help with efficiency. Once all data is collected, you would then use the hard copy as a reference to complete the online form found at ub.org/reports. Upon submission, you will automatically be emailed a copy of your report at whatever address you entered on that form; you will want to save for your records, and you will also forward a copy to your cluster leader.

Helpful Instructions:

Average In-Person Attendance | Main worship services(s). Note that you are only including in-person attendance. 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. If you want to report on your online ministry, please do so in the additional notes section.

You may omit Sundays when severe weather was a factor in services experiencing extremely low attendance or services being cancelled.

Disciple-Making & Multiplying Ministry: As you consider your reporting in this section, think in terms of relational, intentional, and small forums. To the question, *how many converts in 2025 are engaged in a disciple-making relationship*, simply report the number of conversions you had in 2025 and then report how many of those individuals are in a relationship with a disciple-maker.

Membership Records: Your church's membership list should be revised as of the end of December.

Church Finances: 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. 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 received specifically for missions, whether UB or non-UB.

Building Fund Income. This is money received specifically for construction, renovation, etc.

Other Income. This is money received through grants, bequests, and anything else which doesn't fit in another category.

Expenses:

Personnel Costs. These expenses include 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.

Missions Expenses. This is money distributed specifically for missions, whether UB or non-UB.

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 Expenses. These expenses include anything that doesn't fit in one of the other categories. (One example might be expenses for construction costs.)

National Conference Covenant & Cluster Activity:

For the first item in this section, if you have questions or need a copy of your church's National Conference Covenant, you can contact Jamie Hoffman at jamie@ub.org.

In the second item in this section, we would like to know about your involvement with other ministers and churches in your cluster.