

INSTRUCTIONS FOR 2022 REPORTS

FOR THE CHURCH OF THE UNITED BRETHREN IN CHRIST, USA

RETURN REPORTS BY FEBRUARY 15, 2023 TO:

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



**United
Brethren**
ALL FOR CHRIST

Annual reports can be downloaded from 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. 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.
- 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.
- 3. Church Leadership List.** Use this form to provide contact information about your church's staff, lay leaders, and others.

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. The report forms include spaces for listing up to four books.

Continuing Education: Instruction. Ordained elders (unless retired) are required to earn 2 continuing education credits (CEUs), which equates to 20 contact hours, per year. The report forms include spaces for listing instruction events attended (some examples are provided), and the number of hours of credit for each.

Instruction Hours/Contact Hours Equivalents		
0.5 hour of training or instruction	=	0.5 contact hours
1 hour of training or instruction	=	1 contact hour
Contact Hours/CEUs Equivalents		
10 contact hours	=	1 CEU
20 contact hours	=	2 CEUs

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. This form is Chapter 22 in the Pastoral Ministry Handbook.

Exemption from Assignment. This item is found only on the Unassigned Ministers form. It is based on Chapter 12 of the Pastoral Ministry Handbook (ub.org/pmh).

Local Church Annual Report

Average Attendances

Main worship services(s). 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.

There are lines for both in-person and online attendance. Use a number that you're comfortable with. But please, include *something* as your total average attendance. This is an important figure for historical records for both your church and, cumulatively, for the denomination.

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

Disciple-Making & Multiplying Ministry

As you consider your reporting in this section, think in terms of relational, intentional, and small forums:

1. **How many converts in 2022 are currently or were engaged in a disciple-making relationship?** *Simply report the number of converts you had in 2022 and then report how many of those individuals are in a relationship with a disciple-maker.*
2. **How many disciple-making leaders do you have?** *A disciple-making leader is simply a person who is intentionally relating with someone to help him or her learn and live the way of Jesus.*
3. **How many individuals are in a disciple-making relationship?** *This question is similar to the "convert" question, but expands to ANYONE in your church who is involved with a disciple-maker.*
4. **Of your primary disciple-making programs, how many are new or have been reproduced?** *Your church has smaller groups for children, youth, and adults. How many are intended for disciple-making? You can consider classes or groups for kids, students, adults, worship, Discovery Bible groups, missional huddles, micro-churches, etc.*

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. 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.

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.

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.