**Year-end Reporting Worksheet**

This worksheet is designed to help with your church’s year-end church reporting. It can be helpful in gathering information before logging onto **datahub.ucc.org**. If your church does not have computer access or is not comfortable with the online process, complete this form and return it to Brea Rarick in lieu of online reporting. Questions can be directed to Brea at 484-949-8774 ext. 311 or [brea@psec.org](mailto:brea@psec.org).

**MAIN INFO**

If you are working on DataHub: This information will already be entered from previous years. You should look over it for errors, but nothing needs to be done for this tab. Make sure to click “Update” after any changes.

**Church Name:**

(*Legal name of church. If ‘United Church of Christ’ is part of the full legal name, use the abbreviation ‘UCC’*)

**Email Address:**

(*Primary email address for church – do not use an individual’s personal email address unless no church email is available*)

**Website:**

**Phone:**

(*Primary phone number for church – do not use an individual’s personal phone number unless no church phone number is available*)

**Phone 2:**

**Fax:**

**Year organized:**

**Open and Affirming:**

Yes

No

(*Changes to Open and Affirming (ONA) status are completed by a verification process through the Open and Affirming Coalition, who certifies new churches and maintains the official ONA registry. Please contact them at* [*ona@ucccoalition.org*](mailto:ona@ucccoalition.org) *to confirm your status.)*

**Accessible:**

Yes

No

(*Check this box if the church building is accessible to persons with physical disabilities*)

**Race:**

White/Euro-American

African-American

Asian/Pacific-Islander

Hispanic/Latino(a)

Native American

Bi-Racial/Multi-Racial

Other

**ADDRESSES**

If you are working on DataHub: Confirm this information. If you are editing your church address (for example, the street is listed as “Road” instead of “Ave”), click edit. If your church has moved, click “Add New Address” at the top.

**Location Address**:

**Mailing Address**:

**MEMBERSHIP**

If you are working on DataHub: Click “Add New Membership Year Data”. The number shown for “Previous Membership” is the Membership total from the previous year.

**Number of Confirmations:**

**Number of Confessions of Faith:**

(*As an adult (13 and older), formally joining a congregation for the first time*)

**Number of Transfers in**:

(*Number of individuals who transferred into the church from another congregation*)

**Number of Reaffirmations of Faith**:

(*As an adult (13 and older), having experienced a Christian community in the past, but drifted away over time, recommitting to live in covenantal relationship with a specific congregation*)

**Number of Deaths:**

**Number of Transfers Out:**

(*Number of individuals who transferred out of the church to another congregation*)

**Other removals:**

(*Use this space if your church “cleaned off its roles” this year or otherwise needs to decrease the membership from last year*)

**Number of Child Baptisms:**

(*Total number of baptisms for children (12 and younger)*)

**Number of Adult Baptisms:**

(*Total number of baptisms for adults (13 and older) Please note: Baptism numbers do not add to membership. If adults were baptized and joined the church, count them for both baptisms and Confessions of Faith.*)

**ATTENDANCE**

If you are working on DataHub: Click “Add New Attendance Year Data”.

**Average Weekly Worship Attendance**:

(*Average weekly in-person attendance at church services in the previous year. Include persons of all ages.*)

**Community Engagement:**

(*Estimated number of individuals in the wider community (beyond church participants) who have been impacted by church-sponsored community events or through having been served by the church’s outreach ministries.*)

**Church Participants:**

(*The total number of individuals, of any age, who participated regularly in worship, programs, or other church activities or groups within the past year; includes both active members and non-members.*)

**Mission Trips:**

Yes

No

(*Please check here if members of your congregation participated in a U.S. or international mission/immersion/ service trip.*)

**Christian Education/  
Faith Formation:**

Yes

No

(*Please check here if you have a Christian Education/Faith Formation Program. If there is a Christian Education/Faith Formation Program, please fill in participants and average attendance in the chart below.*)

|  |  |  |
| --- | --- | --- |
|  | Children (0-17 years) | Adults (18 years & over) |
| Active Participants |  |  |
| Average Attendance |  |  |

**Youth Program:**

Yes

No

(*Please check here if you have an active youth program. If yes, please fill in participants in the chart below.*)

|  |  |  |
| --- | --- | --- |
|  | Jr. High Participants | Sr. High Participants |
| # of Participants |  |  |

**FINANCIAL**

If you are working on DataHub: Click “Add New Finance Year Data”. The information for OCWM Basic Support and the Special Mission Offerings will be input at a later date by the Conference Office.

**Total Income:**

(*Total income from all sources (including pledges and offerings). Sources include investments, rentals, bequests, etc. If this figure is not reported, your total reported operating expenses will be reported here.*)

**Pledges and Offerings:**

(*Total income from pledges and offerings only*)

**Other UCC Giving:**

*(Include all giving to any UCC agency or organization excluding Basic Support and Special Mission Offerings. Examples would include funds to Disaster Response, Phoebe Ministries, an association, Lancaster Seminary, etc.)*

**Other Support:**

(*Financial Support for Non-UCC Agencies and Projects*)

**Capital Payments**:

(*Include in this figure all payments on funds borrowed for capital purposes. Do not include the total amount borrowed. Also include amount used for all capital purposes, even if money was not borrowed.*)

**Operating Expenses:**

(*Includes all expenses required to operate the church such as all staff salaries and benefits, utilities, insurance, building maintenance, supplies, etc.*)

**Bequests:**

(*Total amount received from bequests*)

**Deferred Gifts:**

(*Total amount of gift annuities, trusts, and other deferred gifts received upon income beneficiary’s death*)

**Endowments:**

(*Total market value of the principal in your endowment as of December 31. Endowment refers to funds held with restrictions as to the use of the principal, in contrast to annual operating funds and other reserves*)

**MINISTERIAL SUPPORT**

Please complete a Ministerial Support entry for every authorized minister employed by the church (Senior Pastor, Associate Pastors, Visitation Pastor, etc.).

**Full Time:**

Yes

No

(*Please check here if this pastoral position is considered full time.*)

**Minister Category:**

Pastor

Senior Pastor

Designated-Term Pastor

Interim Pastor

Co-Pastor

Supply Minister

Associate/Assistant Pastor

Youth Minister

Director of Christian Education/Faith Formation

Minister of Music

Other Church Worker

Pastor Emeritus

**Salary:**

(*Cash salary should be listed at the annual rate, even if the minister did not serve the church for an entire year.*)

**Additional Amount Paid by Church:**

(*Additional amount paid by churches with which you may be yoked*)

**Parsonage:**

(*If a parsonage is provided, estimate rental value*)

**Rent allowance:**

(*Housing allowance if parsonage is not provided*)

**Utility allowance**:

**Social Security:**

**Annuity:**

(*Paid by church toward Pension Fund*)

**Insurance:**

(*Life, disability, medical, dental, etc.*)

**Other expenses:**

(*Books, continuing education, etc.*)

**Business expenses:**

(O*ther business related expenses such as mileage*)

**STAFF**

If you are working on DataHub: Look over this information. It is maintained by the conference office with help from the association Committees on Ministry. If there are any errors, please click the “Report data discrepancy” button in the upper right, or contact Brea directly. **The staff listed here should only be authorized ministers.**

**FOUR-WAY COVENANTS**

If you are working on DataHub: Look over this information. It is maintained by the conference office with help from the association Committees on Ministry. If there are any errors, please click the “Report data discrepancy” button in the upper right, or contact Brea directly. Four-Way Covenants are held between churches and ordained members who are serving other establishments, such as chaplains, counselors, or interim pastors serving churches where they are not members.

**GROUP MEMBERS**

If you are working on DataHub: This information is updated through the Conference Office. Once your Leadership Report is submitted, we will use that information to update the information in this tab.

**SUPPLEMENTAL YEARBOOK SURVEY**

The Supplemental Survey can be completed by using the link on the DataHub homepage or by visiting <https://www.surveymonkey.com/r/2024_supplemental_survey_YB>.

1. Does your church use church management software?

Yes

No **(skip to question 3)**

Unsure **(skip to question 3)**

1. What church management software do you use?

**Virtual Worship & Online Giving**

1. Did your church hold virtual worship at any time in 2023?

Yes

No **(skip to Question 9)**

1. Select the type of platform(s) you have used for virtual or broadcast worship (choose all that apply):

Video Conferencing (e.g., Zoom (meeting or webinar), Go To Meeting, Skype, Uber Conference, Teamlink, Webex, Google Duo, Google Meet, Microsoft Teams)

* 1. On average, how many devices are logged in per service? \_\_\_\_\_\_\_\_\_\_
  2. Select platform(s) used (choose all that apply) ฀ Zoom (meeting or webinar)

Go To Meeting

Skype

Uber Conference

Teamlink

Webex

Google Duo

Google Meet

Microsoft Teams

Other

Social Media (e.g., Facebook Video/Premiere/Live, Instagram Live, Discord, Twitch, TikTok)

1. On average, how many views are received per service? \_\_\_\_\_\_\_\_\_\_
2. Select platform(s) used (choose all that apply)

Facebook Video/Premiere/Live

Instagram Live

Discord

Twitch

TikTok

Other

Video Hosting Platform (e.g., YouTube Video/Premiere/Live, Vimeo Video/Premiere/Live, Boxcast, Google Drive, Faithlife TV, Boxcast, Dacast, Kaltura, Wistia, Brightcove, JW Player, Flowplayer, Vidyard, Wowza, Recorded video sent via email)

1. On average, how many views are received per service? \_\_\_\_\_\_\_\_\_\_
2. Select platform(s) used (choose all that apply)

YouTube Video/Premiere/Live

Vimeo Video/Premiere/Live

Boxcast

Google Drive

Faithlife TV

Boxcast

Dacast

Kaltura

Wistia

Brightcove

JW Player

Flowplayer

Vidyard

Wowza

Recorded video sent via email

Other

Multistream (e.g., Restream.io, Streamyard)

1. On average, how many views are received per service? \_\_\_\_\_\_\_\_\_\_
2. Select platform(s) used (choose all that apply):

Restream.io

Streamyard

Other

Audio Platform (e.g., podcast, radio broadcast, recorded audio on website, AM radio, 1-800 phone number)

1. On average, how many listeners are there per service? \_\_\_\_\_\_\_\_\_\_
2. Select platform(s) used (choose all that apply):

Podcast

Radio broadcast

Recorded audio on website

AM radio

1-800 phone number

Other

Audio Conferencing (e.g., live or prerecorded conference call, FreeConferenceCall.com)

1. On average, how many listeners are there per service? \_\_\_\_\_\_\_\_\_\_
2. Select platform(s) used (choose all that apply):

Live or prerecorded conference call

FreeConferenceCall.com

Other

Television (e.g., local broadcast TV)

1. On average, how many viewers are there per service? \_\_\_\_\_\_\_\_\_\_
2. Select platform(s) used (choose all that apply):

Local broadcast TV

Other

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. On average, how many attend this service? \_\_\_\_\_\_\_\_\_\_
2. Please describe how you count attendance
3. How often did your church offer virtual worship opportunities in 2023?

Once or twice a year

Once every month or two

About every month

Two or three times a month

Every week

More than once a week

1. Do you stream your in-person worship service?

Yes

No

1. Who is attending your virtual worship services? (Choose all that apply.)

Current members

Former members

Family/friends/colleagues of current members

Family/friends/colleagues of the pastor

People previously unconnected to the church

People interested in becoming members

Members of the local community

1. Do you plan to continue offering a virtual worship option in the future?

Yes

No

Unsure

1. How has giving in your church changed since COVID-19?

Giving has decreased significantly

Giving has decreased modestly

Giving has stayed the same

Giving has increased modestly

Giving has increased significantly

1. Does your church offer electronic giving options?

We offered electronic giving before March 1, 2020

We have made electronic giving options available since March 1, 2020

We do not offer electronic giving options **(skip to Congregational Engagement Questions)**

We are considering offering electronic giving options **(skip to Congregational Engagement Questions)**

1. What platform(s) are you using for electronic giving? (Choose all that apply.)

Vanco/Realm

Tithe.ly

PayPal

Venmo

Church website

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What percentage of your giving would you estimate is received electronically? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

**Congregational Engagement Questions (e.g. beyond measuring membership)**

The following questions are based on the results of previous supplemental surveys when we asked churches what measures best describe their community. We would like to learn more about some of the most popular measures congregations reported so we can report data in the future that best reflects the work and mission of your church communities.

1. Does your church own your building?

Yes

No **(skip to Question 15)**

1. How many outside organizations regularly use your church building? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How many of your church members would you estimate:

* Volunteer at the church (e.g., serving meals, teaching Christian Education classes, driving members to appointments, setting up the church for worship services, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Volunteer in the community (e.g., at a local food pantry, leading a scout troop, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How many community members would you estimate volunteer at your church? These are people who are not members but volunteer their time with church-related activities. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions from Ministries of the National Setting**

**Youth Ministry**

1. On average, how many children (0-12 years old) attend your church? Please provide a numerical value. \_\_\_\_\_\_\_\_\_\_\_\_
2. Does your church have an active children’s ministry? (e.g., faith formation, childcare, sports, etc.)

Yes

No **(skip to question 23)**

1. What adults are actively involved in your church’s children’s ministry? Select all that apply **(If Clergy or Lay Paid Staff are NOT selected, skip to question 23)**

Clergy - On staff at this congregation

Clergy - On staff at another congregation or organization but works with this congregation

Lay Paid Staff

Volunteers

Parents

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are any of these individuals’ ministries primarily focused on youth and children?

Yes

No **(skip to question 23)**

1. Are any of these individuals seminary trained?

Yes

No

Unsure

1. Please indicate the employment status of the individual(s) on staff:

Full-time

Part-time

A combination of full- and part-time staff

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In the past year, have you sought out UCC children's curricula or faith formation resources?

Yes

No **(skip to question 25)**

Unsure **(skip to question 25)**

1. Which, if any, UCC curricula have you used in the past year?
2. Does your congregation participate in Confirmation?

Yes

No **(skip to question 27)**

1. What grades participate in confirmation? (Select all that apply.)

Before middle school

6th grade

7th grade

8th grade

9th-12th grade

1. How do children and youth (under 18) currently participate in the life of the church? (Select all that apply.)

Leadership opportunities (e.g., junior deacons, various boards/committees, etc.)

Choir

Worship assistants (e.g., offering prayers, assisting with communion, scripture reading, etc.)

Planning teams

Christian Education/Faith Formation

Vacation Bible School

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What would a just and hopeful world for children look like for you?

**Environmental Justice Ministries**

1. Has your church divested from fossil fuels?

Yes. If yes, can the UCC’s Environmental Justice Ministries add your church to the UCC’s online list of divested churches?

Yes

No

No

Unsure

1. Does your church have solar panels?

Yes. If yes, can the UCC’s Environmental Justice Ministry add your church to the UCC’s online list of solar churches?

Yes

No

No. If no, is your church interested in being contacted by our Environmental Justice Ministry to learn more about solar panels?

Yes (please include your contact information below)  No

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role at church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unsure

**Philanthropy**

1. When does your church’s fiscal year begin?

January 1st

July 1st

Other (please specify)

1. Does your church teach members about the work of the wider UCC and *Basic Support - Our Church’s Wider Mission*?

Yes **(skip to question 33)**

No. If no, why do you opt not to teach members about the work of the wider UCC and Basic Support - Our Church’s Wider Mission? **(skip to question 34)**

1. How does your church teach members about the work of the wider UCC and *Basic Support - Our Church’s Wider Mission*? (Select all that apply.)

Sermons and mission moments in worship

Newsletter articles.

Videos from national.

Social media.

Association and/or Conference meetings.

Visits from National Staff.

Back of the worship bulletin updates.

UCCNews and/or other newsletters from National Ministries.

Other (please specify)

1. How do you fund your support for the UCC’s *Basic Support - Our Church’s Wider Mission*? (Select all that apply.)

We budget our contribution in the Annual Church Budget.

A committee reviews and sets the amount for the budget.

We take a special offering on a Sunday.

We hold a special fundraiser for the work of the wider church.

We tithe a percentage of any windfalls or special bequests we receive to the UCC.

When our members make a pledge, there is an option to make a gift to the UCC (e.g., on a pledge card).

We make a contribution from earnings (e.g., business income from rentals or investment income).

We pay dues/per capita/apportionments to our Association and Conference.

Other **(please specify)**

1. In our church, the most important kind of offering is: (Select only one)

The annual Special Mission Offerings: The Christmas Fund for Veterans of the Cross, Neighbors in Need, One Great Hour of Sharing, and Strengthen the Church

Basic Support - Our Church’s Wider Mission

Emergency relief (e.g., Ukraine relief, Maui Fires)

Special programs of the National Ministries of the UCC (e.g., Join the Movement for Anti-Racism, Climate Justice, Global Ministries)

Other (please specify)

1. May the Philanthropy team contact your financial lay leader?

Yes

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No

**Global HOPE**

1. Which, if any, of the following has your church completed in the last 12 months? (Select all that apply.)

Supporting disaster response in our conference

Creating/reviewing an existing disaster plan

Connecting with the conference disaster coordinator

Mission trip(s)

1. Which organization did you work with for your mission trip(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please indicate the number of persons in each age group participating in the mission trip(s):

\_\_\_\_ Youth (ages 13 and below)

\_\_\_\_ Older youth (14-18 years)

\_\_\_\_ Young adults (19 – 40 years)

\_\_\_\_ Adults (40 – 64 years)

\_\_\_\_ Older adults (65 years and older)

Assembling kits for CWS

1. Please estimate the number of each CWS kit type your church assembled in the last 12 months:

\_\_\_\_ Period Packs

\_\_\_\_ Welcome Backpacks

\_\_\_\_ Clean Up Buckets

\_\_\_\_ School Kits

\_\_\_\_ Hygiene Kits

1. Have you sponsored any refugees in the past 3 years?

Yes

a. How many refugees has your church sponsored in the past 3 years? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Which country or countries have your sponsored refugees come from?

No

**Church Identity**

1. In what type of community is your church located?

Open country/rural area

Small town or village

Large town or small city

Newer suburb

Older suburb

Inner city or urban

1. Is an essential part of your church’s community online?

Yes

No

1. What five words express the mission of your church?
2. What five words would someone from the community (who is not part of your church) use to describe your church?
3. What words best describe your church’s theological identity?