Congregational Yearbook & Directory Report

Covering Calendar Year 2024

Thank you for taking the time to gather this information for the annual ALEX Yearbook Report. Sharing this information demonstrates the connection we share as Disciples. The data you provide is helpful as we serve together in ministry.

General

Please check the items in this section by going to the Yearbook (ribbon icon) section in ALEX. You can make any needed corrections there. The Congregational Reporter can update this information any time during the year, not just during the reporting period.

Items in gray cannot be changed in the Yearbook section or on the report. If any of these are in error, please send an email with the needed correction to alex@disciples.org.

- Church Legal Name
- DBA (doing business as) name. This can be the commonly used name.
- Church PIN. This is the church's unique identifier in the Yearbook.
- EIN (employer ID number). This is needed for the group 501(c)(3) exemption.
- Region
- District or Area Number
- Affiliation (National Convocation, Obra Hispana, NAPAD, or N/A)

Contact

- Church Phone
- Church Email Address
- Minister Email Address
- Web Site Address

Congregation Address

- Location Address
- Mailing Address (if different)
- County
- County Code. This is the three-digit FIPS code for the county.

If you cannot access ALEX to review this information, please contact alex@disciples.org, and we can provide you with the information. We can also create an account so that you can submit this report online.

Staff

Congregational Staff

Name	Title	Email	Phone

Ministers

Clergy serving the congregation will be listed in this section. This information comes from the Minister Directory data at Disciples Home Missions. If the information shown is incorrect, please contact your regional office.

Participation

Participants: *People who maintained a connection with the congregation during the year through regular attendance and/or giving*	
Average Worship Attendance Weekly: *ALEX can calculate this value if the congregation has entered or uploaded weekly attendance counts. Please include physical as well as live virtual attendance. Do not include streaming. We will request streaming information in a separate survey.*	
Average Educational Attendance Weekly: *Average number of attendees at classes and educational programs each week during the year*	
Total Membership: *All persons currently listed on church membership records regardless of residence or level of participation*	
Baptisms: *Total number of persons added to the church by baptism during the year*	
Transfers: *Total number of persons added to the church by transferring membership from another congregation*	
Disciples Women: *Total number of women in the congregation who participate in women's ministries*	
Disciples Men: *Total number of men in the congregation who participate in men's ministries*	

Stewardship

Contributions to your congregation are deductible because the congregation is part of the General Assembly's 501(c)(3) group exemption. All Disciples congregations listed in the Congregation Directory are included in the group exemption if your Federal EIN is recorded in ALEX. The ALEX Yearbook Report requests giving information for your congregation as part of the church's accountability to the 501(c)(3) group exemption.

Local Operating Receipts: *total of offerings received for the regular operating expenses of the congregation*	
Building Fund/Capital Receipts: *total offerings received that were designated for building or capital improvements*	
Other Designated Receipts: *total offerings that were designated for other specific purposes, such as memorial gifts and special funds*	
Total Giving Received: *ALEX will calculate this total by adding the three lines above.*	*ALEX Calculated*
Per Capita Total Giving: *ALEX will calculate this value by dividing Total Giving Received by the reported number of Participants.*	*ALEX Calculated*
Other Income: *funds received for specific purposes such as facility use and program fees.*	
Total Receipts: *ALEX will calculate this total by adding Total Giving Received and Other Income*	*ALEX Calculated*
Total Outreach Funds Expended: *Total of funds paid out for the year related to the congregation's local and global outreach ministries.*	

The ALEX Yearbook Report page will also display the congregation's giving to Disciples Mission Fund during 2024. If you feel this information is in error, please contact Treasury Services at contributions@disciples.org.