Wisconsin Conference
United Church of Christ

December 21, 2022

To: The Pastor, Moderator or Executive Church Officer

Re: 2023 Yearbook Forms

Dear Colleague,

It's time for the year-end Yearbook forms. **The National Office is asking all conference churches to enter their data using the online system in the National Office's Data Hub; all data from the local church report and ministerial support form will be entered online.** Instructions for this online data entry are included with this mailing (Church Yearbook Instructions). If you do not have internet access or are uncomfortable inputting data into a computer link, please email or call me (staylor@wcucc.org) (608-846-7880) and we will work something out together.

For your convenience, enclosed are the following:

- **Church Yearbook Instructions/Online Data Entry Form**
- **Supplemental Yearbook Survey**
- **Data Hub Church Field Guide**
- **Yearbook Guide to Total Church Participation and Community Engagement Categories**
- **Local Church Annual Report Form**
- **Other UCC Giving**
- **Ministerial Support Form**
- **Report of Church Officers**
- **12 Important Reason to Report Annual Church Data**

The **information requested is extremely important for use at the national and conference levels**. The National Office's Center for Analytics, Research and Development and Data (CARDD) has supplied us with several helpful video tutorials and information sheets to guide you through the online process. These materials are available at the following link: www.ucc.org/research_yearbook. This information will not be available until January 2023.

Included in this envelope are the following:

1. **Church Yearbook Instructions/Online Data Entry Form**
   - These instructions include an "**online data entry form**". I have also included the local church annual report and ministerial support forms if you would rather use these. All church passwords will be reset to **yearbook** on **January 4, 2023 (at noon).** As per the instructions, **your username is your six-digit conference church ID number. To find your church's six-digit ID number, you can either go to our website (wcucc.org) and select "About" and then "Churches"** (the churches are sorted by the city of the mailing address of the church) or **you can find your church's ID number on the left-hand corner of the mailing label to this mailing.**

2. **Supplemental Yearbook Survey**
   - We are asking churches to answer a few supplemental research questions after you complete your annual report. This is a very brief survey (**should take no longer than 10 minutes to complete**). This survey is **critically important around children and youth ministry**. Response to the survey has a significant impact on potential funding/money for the UCC in those ministry areas. The National Office is **offering incentives to churches that submit both yearbook reports and answers to these supplemental research questions. These incentives can be found on page 6 of the Church Yearbook Instructions.**

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3. **Data Hub Church Field Guide**

4. **Yearbook Guide to Total Church Participation and Community Engagement Categories**

5. **Local Church Annual Report Form**
   - **Local Church Annual Report Form** is used to report membership, attendance and contributions. This information appears in the United Church of Christ yearbook and is also used to update data at the conference level.   Please note: **the membership level you report is used to figure "per capita" dues related to the assessment of your congregation's association dues. Please be accurate.**

   - A change was made in the last couple of years in reporting OCWM giving (page 4 of the Church Yearbook Instructions). The Conference will continue to report your Basic Support Giving and your giving to each of the four Special Mission Offerings (i.e., One Great Hour of Sharing, Neighbors in Need, Strengthen the Church and Christmas Fund). **You will report all other UCC Giving as "Other UCC Giving". Instructions for this are included in this mailing; entitled "Other UCC Giving".**

6. **Other UCC Giving**

7. **Ministerial Support Form**
   - This form is to be filled out for the pastor(s) using figures from the close of 2022. **Please make note that the default in the Data Hub's system is marked as "senior pastor" – unless your pastor is the senior pastor, please change this field. On this same screen, please remember to mark whether your pastor is "full time" or "part time".**

8. **Report of Church Officers (conference use only)**
   - Once again, you have the ability to **enter the information for your church officers online**. The SurveyMonkey link is: https://www.surveymonkey.com/r/23yearbook. I am providing a blank form of your church officers for your convenience. This information is for "conference use only"; this SurveyMonkey link is not shared with the National Office.

9. **12 Important Reasons to Report Annual Church Data**

Again, I am **not** asking you to mail your completed forms to the Conference Office. Let's save some paper, some postage, and your time.

Important dates to remember:

> **January 4, 2023 – National Office's Data Hub opens for churches at noon (ET)**
> **March 1, 2023 – National Office's Data Hub closes for churches at midnight (ET)**

If you have any questions whatsoever, **please do not call the National Office – call or email me**.

Thank you for your time and effort with this project and for providing this important information; I so appreciate this.

Susan

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UNITED CHURCH
OF CHRIST

Church Yearbook Instructions – 2023

Why submit your annual data?

We have compiled twelve reasons for you to consider why you should submit your annual data. You can find it on the Yearbook webpage.

Accessing the Data Hub

- To **log into the UCC Data Hub** please go to https://datahub.ucc.org/. Alternately, you will find a link to the Data Hub on the Yearbook webpage (www.ucc.org/research_yearbook).
- Your **username** is your five or six-digit conference church ID#. Please do not use leading zeros for the conference portion of the login. However, leading zeros should be used for the church portion of the number. (For example, the login for church #10 in the California Nevada Northern Conference is 20010.)
- **Your conference or association can provide your correct login (Church ID#).** If you are a new church within the past year and your login does not work, please contact your conference for assistance.
- Your default password is *yearbook*.

The Data Hub will be available from January 4, 2023, at noon (EST) through March 1, 2023. Please submit your data as early as possible to avoid potential delays if you should need assistance. *If your Conference has asked you to submit your data before March 1st, please follow their guidelines.*

Data Hub Help

- The Data Hub contains many **help tips**. If you are unsure of the information a particular data entry field is requesting, simply hover your mouse over the ❶ for additional information. You can also find the Data Hub Church Field Guide on the Yearbook webpage.
- Several brief **video tutorials** have been posted on the Yearbook webpage to assist you. Please view these videos before calling your conference or association for assistance.
- The CARDD office is pleased to offer a Yearbook Help Line. Please feel free to contact us for assistance if your Conference or Association is unavailable to assist you.

CARDD Yearbook Help Line

**Hours:** Monday - Friday from 9:30 am - 3:30 pm (Eastern Time)
Dates: January 9th – March 1st (excluding holidays)
Phone: 216-736-3221

If your call is not answered please leave a message and we'll return your call promptly.

Changing your password

- After you log in to the system for the first time, you should **change your password**. If you are not prompted to change your password upon logging in, your screen will look similar to the picture below. Click on Change Password at the upper right corner to update your password.
- Please make note of your updated password.
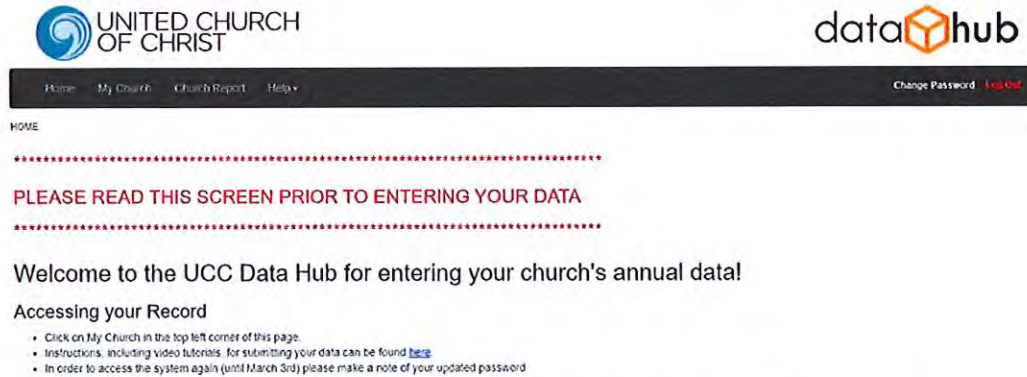
If you need assistance logging in, please contact your Conference or Association.

My Church

- This section provides you access to all of your church's information that is maintained by your Conference or Association in the Data Hub. You will be interacting with the real-time database that national staff and conference/association staff of the UCC use.

Main Info

- The *Main Info* tab contains basic church biographic & demographic information. Please update any incorrect information and provide any missing information.
- After ensuring all changes you made are correct, please click the *Update* button. **You must click the *Update* button for the data to be saved.**

- Please note you are **not** able to update any of the gray fields; only your conference or association can edit this information. If there are any errors in those fields, please notify your conference or association immediately.
- You are also not able to update the Open and Affirming checkbox. This data is updated upon notification from the UCC Open and Affirming Coalition. If your church has completed the ONA process with the Open and Affirming Coalition, please email us at yearbook@ucc.org with your church's name and location. Include ONA Church in the subject line. We'll work with the Open and Affirming Coalition to verify this and update your record appropriately. Please be aware, if there is a check mark in this box, it means your church is marked as Open and Affirming; the box is grayed out because you cannot edit this field.

Addresses

We currently track three types of addresses for churches: mailing, location, and campus.

- *Mailing* is the address that is used for all church mailings and other general mailings.
- *Location* is the physical location of the church. This address is used on the Church Finder on ucc.org to provide a map of your church location. Please note that this address is required, and you must provide the County and latitude and longitude when selecting this address type.
- *Campus* is the physical location of an additional campus of your church. This address is used on the Church Finder on ucc.org
- If you enter a new location or campus address, please also update the latitude and longitude. View the video **Updating Church Contact Info** on the Yearbook webpage to learn how to lookup latitude and longitude. **(Please note, when mailing and location address are the same, both addresses must be entered.)**

Providing an Address Change

- Click the *Add New Address* button. Please provide all required information: Address, City, State, Zip, and Address Type.
- *Please only click the Add button **once** to prevent duplicate entries from being recorded.* The system may take a few seconds to process after you click the button. Do not click the Add button a second time or you may create a duplicate entry.
- ***Please only use the United States Postal Service-approved abbreviations in all addresses. Please do NOT use any punctuation.*** The abbreviation guide can be accessed at: http://pe.usps.gov/text/pub28/28apc_002.htm

Membership

*(Video entitled **Updating Annual Church Membership** is available on the Yearbook webpage.)*

- On this screen, you can view all data since 1992. Please click *Add New Membership Year Data* when you are ready to provide your data.
- Please do not leave any values blank. Zeroes must be entered.
- After entering all your data, please click on the *Calculate Totals* button to compute the totals.
- The 2022 Membership will appear in the field labeled *Total Membership*.
- If this number is incorrect due to the previous year's membership being inaccurate, please enter an adjustment number in the adjustment field. **DO NOT enter the correct 2022 membership total in this adjustment field; enter only the number you need to adjust the calculated total to be correct.** (Negative numbers can be entered here.) Click the *Calculate Totals* button again to ensure the correct 2022 membership is recorded.
- When you are satisfied that everything is correct click the *Add* button. If you need to return to this screen later, please click the *Cancel* button.

Attendance

*(Video entitled **Updating Annual Worship Attendance** is available on the Yearbook webpage.)*

- **Average Worship Attendance reported here should only be for in-person worship. We will be asking about virtual worship in the Supplemental Survey.**
- Please compute your average worship attendance for only those weeks your church held in-person worship.
- This screen operates the same as the Membership screen. Please provide all attendance data on this screen.
- Please do not leave any values blank.
- If you have questions about Church Participants and Community Engagement please see the "Guide to Yearbook Community Engagement and Total Church Participants Categories" posted on the Yearbook webpage.

Finance

*(Video entitled **Updating Annual Financial Data** is available on the Yearbook webpage.)*

- This screen operates the same as the Membership screen. Please provide all financial data on this screen.
- Fields can be left blank here. Only add zeroes when that is accurate. Do not add zero if you are opting to not provide a value.
- This screen only allows whole dollar amounts. Please round to the nearest whole dollar. Do not enter decimals or dollar signs.
- All salaries should be included in your Operating Expenses, even if reported in the Ministerial Support tab.

A change was made in the last couple of years in reporting OCWM giving. Your conference will continue to report your Basic Support Giving and giving to each of the four Special Mission Offerings (i.e., One Great Hour of Sharing, Neighbors in Need, Strengthen the Church, and Christmas Fund). You will report all other UCC Giving as *Other UCC Giving*. If you have a question about what this might include please see the "Other UCC Giving" document posted on the Yearbook webpage.

Special Notes
- ❖ Southern New England Conference churches should NOT include their Proportional Gifts as Other UCC Giving. Your conference will report Proportional Gifts in the Basic Support Giving column. Since it is shared with the National Setting, it is analogous to Basic Support for this report.
- ❖ New York Conference Reformed Association churches should **NOT** report your Assessment as Other UCC Giving. Your conference will be reporting this giving on your behalf.

Ministerial Support

*(Video entitled **Updating Annual Ministerial Support Data** is available on the Yearbook webpage.)*

- This screen operates very similarly to the Membership screen as well. However, you can provide more than one report for the year on this screen if you are reporting for multiple ministerial staff. Please be sure to indicate if this is a full-time position.
- All data provided in this report should be annualized. If your church only had a pastor for part of the year, the compensation should be computed on an annual basis. This will ensure we can compare across churches. **This is not an actual accounting of the amount your church paid, but rather what the church would have paid for this position for an entire year.**
- This data is only used in providing summary reports of average compensation packages of numerous churches. Your church's ministerial support data will not be released.
- All actual staff and ministerial compensation should also be included in your Operating Expenses reported on the Finance tab.

Staff

- This screen displays all current ministerial staff serving your church according to Data Hub records. Please report inaccurate information to your Conference or Association.

Editing Data

- After you have entered your annual data in the Data Hub you have access to edit this entry until the Data Hub closes on March 1st.
- To edit data on the Membership, Attendance, Financial, or Ministerial Support tabs simply click the pencil icon beside the 2022 year data. This will open the data entry screen for you to make corrections.
- If other years' data needs correction, please contact your Conference or Association.

Church Report

- This will provide you with a report of your church's data.
- In the top left corner of this report screen, you can select the year for which you'd like data displayed.
- If you'd like a printout of the data you've just reported, select 2022 from the list. (You can also print copies of the previous year's reports by selecting the appropriate year.)
- You can print this report by clicking on the printer icon. You can also save this report in a variety of file types. Click on the disk icon to select the type of file you'd like to save. Your Conference does not have access to print this report.
- If you require a copy for your files, please be sure to print it before logging out of the system.

Supplemental Survey

- This year we are continuing the supplemental data collection. We'd like churches to answer a few questions that are not part of the annual Yearbook data collection.
- This data will help the CARDD office better understand the congregations we serve and help us plan future research projects.
- We will be gathering virtual worship attendance in the Supplemental Survey. Please see the section below for further details on measuring virtual worship attendance.
- A link to the supplemental data collection will be provided on the Data Hub home page. It can also be found at https://www.surveymonkey.com/r/2023_supplemental_survey_YB.
- The survey is brief and should take less than ten minutes to complete.
- These additional questions are included in the Church Data Entry Guide as well.

Virtual Worship

Because virtual worship and in-person worship numbers represent very different things the data for each is being reported separately. Whereas in-person worship figures count people, virtual worship numbers are more complicated. For example, multiple people can view one screen, or worship services can be viewed days/weeks after the actual service, or people may only engage in a service for a few seconds before moving on, or they may even log into the same service multiple times.

For these and many other reasons, we are counting virtual worship and in-person worship separately and will plan to continue collecting virtual worship data in the years ahead. Until we can upgrade the Data Hub to capture those numbers directly, we are using the supplemental survey as a stopgap measure.

We suggest you measure your virtual worship using the following metrics:

- Online video conferencing – number of devices logged in per service
- Social media – number of views per service
- Video hosting – number of views per service
- Multi-stream – number of views per service
- Audio platform – number of listeners per service
- Audio conference – number of listeners per service
- Television – number of viewers per service

Incentives

This year we are offering several incentives for churches that submit **both** their annual Yearbook report and answer the supplemental research questions. Every church that responds to both will be entered into a random drawing for several prizes. The following prizes will be awarded:

- $100 UCC Resources Gift Card – 5 gift cards will be awarded
- One year free subscription to Access UCC (online Yearbook and Directory) – 10 subscriptions will be awarded
- 2022 Yearbook and Directory – 10 books will be awarded
- Statistical Profile – 15 will be awarded

REMINDERS

- The Data Hub Church Field Guide posted on the Yearbook webpage provides descriptions of most of the data you will be entering. Refer to this as needed.
- Change your password immediately. Make a note of your updated password.
- Use USPS-approved abbreviations only in addresses.
- All questions, concerns, or comments should be directed to your Conference or Association.
- To cancel out of any of the data entry screens without saving the yearly data, simply click the Cancel button.
- All inaccurate data that is submitted should be reported to your Conference or Association for correction.
- A Data Hub Reporting Guide is provided at the end of this document to assist you in gathering data before submitting it in the Data Hub. Please print this to assist you in gathering your data before submitting it to the Data Hub.
- There are several video tutorials posted online to assist you. Please visit the Yearbook webpage to view these videos.
- Please report any errors to your Conference in the manner they asked to be notified. Some may have instructed you to use the "Report Data Discrepancy" button throughout the Data Hub and others may have asked you to email them.

DATA HUB REPORTING GUIDE

Membership

Additions

Confirmations

Confessions of Faith

Transfers In

Reaffirmations of Faith

Baptisms

Child Baptisms (12 & younger)

Adult Baptisms (13 & older)

Removals

Deaths

Transfers Out

Other Removals

Total 2023 Membership

Attendance

Average Weekly Worship
Attendance (in person only)

Community Engagement

Church Participants

Have your members participated
in US or international mission/
immersion/service trips?   Yes   No

Youth Program

Active Jr. High Participants

Active Sr. High Participants

Christian Education/Faith Formation Program

Active Participants

Children (0-17 years)

Adults (18 years & over)

Average Participants

Children (0-17 years)

Adults (18 years & over)

Financial

Income

Total Income

Pledges and Offerings

Expenditures

Other UCC Giving

Other Support

Capital Payments

Operating Expenses

Endowments

Bequests

Deferred Gifts

Endowment

Ministerial Support

Full-time	Yes	No		Utility Allowance	
Minister Category				Social Security	
Salary				Annuity	
Additional Amount Paid by Other Church				Insurance	
Parsonage				Other Expenses	
Rental Allowance				Business Expenses	

If you have multiple pastoral staff, please complete additional ministerial support reports.

Full-time	Yes	No		Utility Allowance	
Minister Category				Social Security	
Salary				Annuity	
Additional Amount Paid by Other Church				Insurance	
Parsonage				Other Expenses	
Rental Allowance				Business Expenses	

Full-time	Yes	No		Utility Allowance	
Minister Category				Social Security	
Salary				Annuity	
Additional Amount Paid by Other Church				Insurance	
Parsonage				Other Expenses	
Rental Allowance				Business Expenses	

Supplemental Yearbook Survey

1. Did your church hold virtual worship at any time in 2022?
   - ☐ Yes
   - ☐ No (Skip to Question 7)

2. 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)
     - a. On average, how many devices are logged in per service? _____
     - b. Select platform 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)
     - a. On average, how many views are received per service? _____
     - b. Select platform 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)
     - a. On average, how many views are received per service? _____
     - b. 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)
    a. On average, how many views are received per service? _____
    b. 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)
    a. On average, how many listeners are there per service? _____
    b. 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)
    a. On average, how many listeners are there per service? _____
    b. Select platform(s) used (choose all that apply):
      ☐ Live or prerecorded conference call
      ☐ FreeConferenceCall.com
      ☐ Other

  ☐ Television (e.g., local broadcast TV)
    a. On average, how many viewers are there per service? _____
    b. Select platform(s) used (choose all that apply):
      ☐ Local broadcast TV
      ☐ Other

  ☐ Other (please specify) _____
    a. On average, how many attend this service? _____
    b. Please describe how you count attendance

3. How often did your church offer virtual worship opportunities in 2022?
  ☐ 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

4. Do you stream your in-person worship service?
  ☐ Yes
  ☐ No

5. 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

6. Do you plan to continue offering a virtual worship option in the future?
   - ☐ Yes
   - ☐ No
   - ☐ Unsure

7. 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

8. 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)**

9. What platform(s) are you using for electronic giving? (Choose all that apply.)
   - ☐ Vanco/Realm
   - ☐ Tithe.ly
   - ☐ PayPal
   - ☐ Venmo
   - ☐ Church website
   - ☐ Other (please specify) _____

10. 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 last year's supplemental survey 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.

11. How many outside organizations regularly use your church building? _____

12. How many of your church members:
   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.) _____

13. How many community members 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

Wellness Ministries

14. There are many ways local churches and other settings of ministry support health and wellbeing. Please select the activity or activities that your church provides: (Check all that apply)
    - ☐ Spiritual care (e.g.,healing circles, prayer circles, meditation, bereavement support etc.)
    - ☐ Meal delivery, food pantries
    - ☐ Visits (e.g. home, care facility, hospital, etc.)
    - ☐ Cards or notes to parishioners
    - ☐ Phone calls to parishioners
    - ☐ Health education and promotion
    - ☐ Mental Health awareness and promotion
    - ☐ Walking programs
    - ☐ Support groups (e.g., caregiver support, AA, NA Al-Anon. etc.)
    - ☐ Advocacy
    - ☐ Prayer shawls
    - ☐ Transportation
    - ☐ Other (please specify)

15. Does your church have a wellness ministry or ministries that respond to the care and wellness needs of the members or community you serve? (e.g., meals, rides, visitation, education, comfort...)
    - ☐ Yes
    - ☐ No
16. Does your church have a person who serves as a faith community nurse or parish nurse?
    - ☐ Yes
    - ☐ No
17. Do you give consent to be contacted by UCC's Wellness Ministries about your church's wellness ministries?
    - ☐ Yes
    - ☐ No

    If yes, please include your contact information:

    Name: _____

    Role at church: _____

    Email address: _____

    Phone number: _____

18. Are you your church's contact person for wellness ministries?
    - ☐ Yes
    - ☐ No

Youth Ministry

19. Does your church have an active children's ministry (for children from birth to 8th grade)? For example, faith formation, childcare, sports, etc.)
    - ☐ Yes
    - ☐ No **(If no, skip to question 22)**
20. What is the **primary** purpose of your church's children's (birth-8th grade) ministry? (Choose one option)
    - ☐ Christian Education/Faith formation (Sunday School or a similar model)
    - ☐ Childcare for church events (e.g., nursery so parents/caregivers can attend worship)
    - ☐ Sports (league or recreation)
    - ☐ Mission/Service (hands on mission projects)
    - ☐ Other (please specify)

21. Who are your partners (people who are actively involved) in your church's children's ministry? (Select all that apply)
    - ☐ Clergy - On staff at this congregation
    - ☐ Clergy - On staff at another congregation or organization but works with this congregation
        - a. Is this person/are any of these people seminary trained?
            - ☐ Yes
            - ☐ No
            - ☐ Unsure
        - b. Is this person's/any of these people's ministry specifically focused on youth and children?
            - ☐ Yes
            - ☐ No
    - ☐ Lay Paid Staff Children/Youth/Family Leader
    - ☐ Volunteers
    - ☐ Parents
    - ☐ Other (please specify)

22. Does your congregation participate in Confirmation?
    - ☐ Yes
    - ☐ No **(If no, skip to question 24)**
23. What grades participate in confirmation? (Select all that apply.)
    - ☐ Before middle school
    - ☐ 6th grade
    - ☐ 7th grade
    - ☐ 8th grade
    - ☐ 9th-12th grade
24. Does your church currently serve youth who are neurodivergent and/or differently abled? (Select all that apply.)
    - ☐ We have neurodivergent youth
    - ☐ We have youth with known struggles of mental health
    - ☐ We have youth with known struggles of emotional health
    - ☐ We have youth with known physical disabilities
    - ☐ We do not have any youth whom the above categories describe

25. How do children and youth (under 18) currently participate in the life of the church?
- ☐ Leadership opportunities (i.e. junior deacons, various boards/committees, etc.)
- ☐ Choir
- ☐ Worship assistants (offering prayers, assisting with communion, scripture reading, etc.)
- ☐ Planning teams
- ☐ Christian Education/Faith Formation
- ☐ Vacation Bible School
- ☐ Other (please specify)
- ☐

Environmental Justice Ministries

26. Our church has a community garden.
- ☐ Yes
- ☐ No
- ☐ Unsure

27. Our church has divested from fossil fuels.
- ☐ Yes
- ☐ No
- ☐ Unsure

28. Our church has a green team or group devoted to creation care.
- ☐ Yes
- ☐ No
- ☐ Unsure

29. Our church has an environmental recognition or certification from the UCC or a faith-based organization.
- ☐ Yes

    If your congregation has an environmental recognition or certification from the UCC or a faith-based organization, please specify the organization and program that awarded recognition. For example, Earth Ministry's Greening Congregations or the UCC's Creation Justice Church:

    _____

- ☐ No
- ☐ Unsure

30. Does your church have solar panels?

☐ Yes

If yes, can the UCC's Environmental Justice Ministry contact you to learn more about how many kilowatts your panels produce:

☐ Yes (please include your contact information below)   ☐ No

Name: _____

Role at church: _____

Email address: _____

Phone number: _____

☐ No

If no, are you 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

DATA HUB CHURCH FIELD GUIDE

This guide serves as resource to describe fields in Church records within the Data Hub.

MAIN INFO TAB

Field	Definition
Church Name	Legal name of the church. If "United Church of Christ" is part of the full legal name, you may use the abbreviation "UCC."
Church ID	Denominational identification number for congregation -- generated automatically
Race	Primary race/ethnicity of the majority of individuals within the congregation
Email	Primary email address for church -- do not use an individual's personal email address unless no church email is available
Phone	Primary phone number for church -- do not use an individual's personal phone number unless no church phone number is available
Accessible	Check this box if the church building is accessible to persons with physical disabilities.
*Standing	Current church standing within designated Conference or Association
*Standing Date	Date standing was received -- can be entered as a complete date or year only
*Open and Affirming	This is updated by CARDD based upon confirmation from the UCC Open and Affirming Coalition that a church has completed their ONA certification process.
*Dual / Federated / Union	D = Dual alignment or affiliation with one or more denomination. F = Federated church which is a single congregation composed of two or more autonomous or semi-autonomous bodies, maintaining separate membership lists. A federated church may or may not have separate organizational structures, each body holding membership in a different denomination. U = Union church, defined as an historic agreement in which churches of Reformed and Lutheran background share the same building. Some historically Union congregations have also adopted federated or dual form.
*Affiliations	Other denomination(s) or religious bodies with which the congregation is officially affiliated
*Other Classifications	Yoked is defined as two or more churches served by a single pastor with an inter-church coordinating agency, and may involve churches of more than one denomination, having separate membership and worship services. Multiple Charge is defined as two or more churches served by a single pastor with no inter-church coordinating agency, and may involve churches of more than one denomination. Larger Parish is defined as two or more churches served by a multiple staff, each staff member being called by a specific church (or by a "charge" included within the Parish), with an inter-church coordinating agency, and may involve churches of more than one denomination.
*Active	Inactive means that the congregation still has building and assets under the church's name but no longer holds regular worship services.

MEMBERSHIP TAB

Field	Definition
*Previous Membership	Membership total from the previous year
Confirmations	Number of individuals who were confirmed
Confessions of Faith	Confession of Faith: As an adult (13 and older), formally joining a congregation for the first time.
Transfers In	Number of individuals who transferred into the church from another congregation
Reaffirmations of Faith	Reaffirmation 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
Transfers Out	Number of individuals who transferred out of the church to another congregation
Total Membership	This field is computed by the Data Hub based on your previous membership, and newly reported additions and removals. The adjustment field can be used to correct the computation if previous years were not reported or were reported incorrectly.
Child Baptisms (12 and younger)	Total number of baptisms for children (12 and younger)
Adult Baptisms (13 and older)	Total number of baptisms for adults (13 and older)

* This information can only be updated by your Conference or Association office.

ATTENDANCE TAB

Field	Definition
Average Weekly Worship Attendance	Total average attendance at all of your regular weekend worship service(s). Exclude special worship services (i.e., Christmas Eve, Maundy Thursday, etc.). Include persons of all ages.
Total Church Participants	The total number of individuals, of any age, who participated regularly in worship, programs, or other church activities or groups; includes both active members and active non-members
Community Engagement	Estimated number of individuals in the wider community (beyond church participants) who have attended church-sponsored events or have been served/impacted by the church's ministries
Christian Education/Faith Formation Program?	Does your church have an active Christian Education/Faith Formation program? If Yes, check the box.
Active CE/FF Participants (Children)	Total number of active participants for children (17 and younger)
Average CE/FF Attendance (Children)	Average attendance in any given week for children (17 and younger)
Active CE/FF Participants (Adults)	Total number of active participants for adults (18 and older)
Average CE/FF Attendance (Adults)	Average attendance in any given week for adults (18 and older)
Youth Program?	Do you have an active youth program? If Yes, check the box.
Mission Trips?	Did individuals in your congregation participate in a U.S. or international mission, immersion, or service trip?

FINANCIAL TAB

Field	Definition
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
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 (for the year specified above). Endowment refers to funds held with restrictions as to the use of the principal, in contrast to annual operating funds and other reserves.
Other UCC Giving	All UCC-related giving, excluding Basic Support and the four Special Mission Offerings (i.e., One Great Hour of Sharing, Neighbors in Need, Strengthen the Church, and the Christmas Fund.)
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. Figure should not exceed the figure provided for "Total Income."

* This information can only be updated by your Conference or Association office.

MINISTERIAL SUPPORT TAB

Field	Definition
Full Time	Is this position a full-time position? If Yes, check the box.
Minister Category	Position refers to the person's general role, not specific position title
Salary	Cash salary (annual rate)
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	Rental allowance if parsonage is not provided
Utility Allowance	Allowance for utilities
Social Security	Social Security
Annuity	Paid by church toward Pension Fund
Insurance	Insurance (life, disability, medical, dental, etc.)
Other Expenses	Other costs (books, continuing education, etc.)
Business Expenses	Other business related expenses (car, etc.)

* This information can only be updated by your Conference or Association office.

LOCAL CHURCH ANNUAL REPORT FORM

Church Name:

Church Number (ID):   Association Code:

Mailing Address: Church Location (address):
                                             County:

Email: **MINISTERIAL STAFF INFORMATION**

Website: Name:

Phone: Position Description:

Fax: Full/Part Time:

                                             Start Year:

Accessible: Yes   No

MEMBERSHIP   **ATTENDANCE**

Beginning Membership Total: _____   Average Weekly Attendance: _____

Additions during year: Church Participants: _____

    Confirmation   _____   Community Engagement: _____

    Confessions of Faith   _____   Christian Education/Faith
                                             Formation Program: Y / N
    Reaffirmations of Faith _____
                                                 Active Children (0-17):   _____
    Letters of Transfer   _____
                                                 Active Adults (18+):   _____
    Total Additions: _____
                                                 Total Active Participants: _____
Losses during the year:
                                             Average CE/FF Attendance:
    Deaths   _____
                                                 Children (0-17):   _____
    Transfers   _____
                                                 Adults (18+):   _____
    Other Removals   _____
                                                 Total Average Attendance: _____
    Total Losses: _____
                                             Youth Programming: Y / N
Adjustments: _____
                                                 Junior High Participants: _____
Total Membership   _____
                                                 Senior High Participants: _____
Baptisms:
                                             Congregational Mission/Service Trips: Y / N
    Child (0-12)   _____

    Adult (13 and Over) _____

FINANCE REPORT (Round to the nearest dollar)

INCOME

Total income from all sources: $ _____
    (Includes pledges and offerings)

Total income from pledges and offerings only: $ _____

Operating Expenses: $ _____
    (Salaries, insurance, utilities, etc.)

EXPENDITURES

Basic Support (Will be reported by your Conference.)

Other UCC Giving: $ _____
    Replaces Special Support (Conference) and Special
    Support (Direct)
    Does not include Special Mission Offerings: OGHS, NIN, CF, STC

Other Gifts: $ _____
    Financial Support for Non-UCC Agencies and Projects

Capital Payments: $ _____
    Do not include actual amount borrowed, report only payments.

BEQUESTS, DEFERRED GIFTS AND ENDOWMENTS

Value of gifts to your church this year from:

    Bequests by wills : $ _____

    Deferred Gifts: $ _____
        (Gift annuities, trusts, and other deferred gifts
        received upon the giver's death.)

    Endowment: $ _____
        (Total market value as of 12/31 of the
        principal in your endowment.)

Completed by: _____ Telephone: _____ Date: _____

What to Include in <u>Other UCC Giving</u>

Changes in Local Church and Conference Giving Reporting for the 2018 Yearbook Cycle
Resulting from the General Synod 31 Resolution on Proposing a New Framework for Covenantal Giving and
Implementing Fundraising Best Practices

Important:

- If the entity is listed in the *UCC Yearbook & Directory*, it should be included in the total.
- Basic Support and Special Mission Offerings giving (whether given through the Conference/Association or directly to National) should ***NOT*** be included in this category. For reference, the four Special Mission Offerings are: One Great Hour of Sharing, Neighbors in Need, Strengthen the Church, and the Christmas Fund.

UCC-related organizations/items that should be included in Other UCC Giving:

- Any giving to your **Conference/Association** (per capita giving/dues, annual or capital campaigns, etc.) that is <u>*NOT*</u> Basic Support or Special Mission Offerings giving

- **UCC camps, conference centers, and retreat centers**

- Gifts to **another UCC congregation**

- Giving directed to the **UCC National Setting and/or any of the Covenanted Ministries** – Examples: Justice and Witness Ministries, Local Church Ministries, etc.

- Any giving to **Global Ministries or UCC Wider Church Ministries** (that is <u>*not*</u> specifically directed to One Great Hour of Sharing—those dollars should be counted under the OGHS Special Mission Offering category)

- **UCC Council for Health and Human Service Ministries (CHHSM)** and any organization under the umbrella of CHHSM – Examples: Every Child's Hope, Back Bay Mission, Hoyleton Ministries, United Church Homes, etc.

- **Special/Capital Campaigns** – Examples: Three Great Loves, UCC Annual Campaign

- **Historically Underrepresented Groups (HUGs)** – Examples: Pacific Islander and Asian American Ministries, United Black Christians, Council for American Indian Ministry, Open and Affirming Coalition of the UCC, etc.

- **UCC-related educational institutions** (colleges, universities, seminaries, etc.); includes CUE Seminaries (Chicago, Eden and United Theological seminaries)

<u>This is not an exhaustive list!</u> For a listing of all UCC-related organizations, please refer to the *UCC Yearbook & Directory*.

If you have questions about other specific items for inclusion as Other UCC Giving, please contact the CARDD office at yearbook@ucc.org.

Center for Analytics, Research & Development, and Data (CARDD)
1300 East 9th St., Suite 1100
Cleveland, OH 44114

UNITED CHURCH
OF CHRIST

MINISTERIAL SUPPORT FORM

Name of Church _____

Conference Code _____ Association Code _____ Church Number _____ Location _____

All items below should be computed on an annual basis.

Categories of ministers: **(A)** Pastor; **(B)** Co-pastor; **(C)** Associate/Assistant Pastor; **(D)** Other <u>Ordained Minister</u> (Includes Supply/Interim/Ordained Minister of Music/Education, etc.)

MINISTER'S COMPENSATION: (Please check one.) **FULL-TIME** _____ **PART-TIME** _____
Category of minister: (Please check one.) **(A)** _____ **(B)** _____ **(C)** _____ **(D)** _____ (Please Specify) _____
A. CASH SALARY AND HOUSING
    1. Cash salary (annual rate)... $_____
    2. Additional amount paid by churches with which you may be yoked .... $_____
    3. If a parsonage is provided, enter estimated rental value
            Recommended: at least 30% of total of 1 & 2.......................... $_____
    4. Rental Allowance if parsonage is not provided.................................. $_____
    5. Allowance for utilities: gas, electric, etc... $_____
    TOTAL CASH SALARY AND HOUSING .... $_____
B. STANDARD BENEFITS
    6. Social Security... $_____
    7. Paid by church toward Pension Fund dues .... $_____
    8. Insurance (life, disability, medical, dental)....................................... $_____
C. ADDITIONAL EXPENSES
    9. Other costs (books, continuing education, etc.) .... $_____
    10. Other business related expenses (car, etc.)..................................... $_____
    TOTAL FOR BENEFITS & ADDITIONAL EXPENSES........................... $_____
    TOTAL COST TO MAINTAIN YOUR MINISTER .... $_____

MINISTER'S COMPENSATION: (Please check one.) **FULL-TIME** _____ **PART-TIME** _____
Category of minister: (Please check one.) **(A)** _____ **(B)** _____ **(C)** _____ **(D)** _____ (Please Specify) _____
A. CASH SALARY AND HOUSING
    1. Cash salary (annual rate)... $_____
    2. Additional amount paid by churches with which you may be yoked .... $_____
    3. If a parsonage is provided, enter estimated rental value
            Recommended: at least 30% of total of 1 & 2.......................... $_____
    4. Rental Allowance if parsonage is not provided.................................. $_____
    5. Allowance for utilities: gas, electric, etc... $_____
    TOTAL CASH SALARY AND HOUSING .... $_____
B. STANDARD BENEFITS
    6. Social Security... $_____
    7. Paid by church toward Pension Fund dues .... $_____
    8. Insurance (life, disability, medical, dental)....................................... $_____
C. ADDITIONAL EXPENSES
    9. Other costs (books, continuing education, etc.) .... $_____
    10. Other business related expenses (car, etc.)..................................... $_____
    TOTAL FOR BENEFITS & ADDITIONAL EXPENSES........................... $_____
    TOTAL COST TO MAINTAIN YOUR MINISTER .... $_____

REPORT OF CHURCH OFFICERS

(Please write the name, City and State of church on line above)

Position/Title	Name of Officer(s)	Address	E-mail Address
1. Moderator/President			
2. Vice Moderator/Vice President			
3. Clerk/Secretary			
4. Treasurer			
5. Trustees/Stewardship Committee Chair			
6. Mission Committee/Social Justice Chair			
7. CE/Faith Formation Director/Coordinator			
8. Youth Director/Advisor			
9. Best person to receive information about United Church Camps, Inc.			

The report filled out by: _____

Date completed _____

12 Important Reasons to Report Annual Church Data

COVENANT — Cultivating UCC covenantal relationship with other Local Churches, Associations, Conferences, and National.

UPDATES — Updating your church's contact information in the UCC Yearbook & Directory, Access UCC, and on Find a Church

TRENDS — Contributing to denominational trends in the annual UCC Statistical Profile, which tracks overall membership, ministerial compensation, and church finances over time

RESOURCES — Helping your Conference, Association, and/or National understand your congregation from a statistical perspective in order to better provide appropriate support and resources

VOICE — Determining number of delegates your Conference can designate for General Synod, which is one of the essential ways your voice is heard on important issues

GUIDELINES — Assisting with benchmarks to determine appropriate church staffing configurations and compensation guidelines from the ministerial compensation data you provide[*]

RECOGNITION — Supporting and reporting your church's OCWM and special offerings allows Conferences and the National Setting to recognize and thank you on behalf of the wider church and to encourage future support

RESEARCH — Enabling CARDD to conduct statistical analyses that contribute to important research for all mainline denominations e.g. some of the research reported on CARDD's weekly blog

CONTRIBUTIONS — Calculating dues, or apportionments, that your church gives to your Association or Conference

FUNDING — Receiving funding from the National Setting? If so, annual reporting helps ensure continued financial support and is usually a requirement for grant-receiving churches

VERIFICATION — Seeking loans through the Church Building & Loan Fund or Cornerstone Fund? These entities view annual statistics for verification and clarification of information provided in the loan application

ARCHIVES — Creating a historical statistical record for your congregation that will long outlive current generations and that historians will be able to learn from in the future

[*]*Individual data are not published but are used to accumulate the final statistics for the benchmarks.*

UNITED CHURCH OF CHRIST