

2020 LOCAL CHURCH REPORTS TO THE ANNUAL CONFERENCE OVERVIEW

These instructions are provided to aid you in completing your Year-End Statistics Reporting. The documents listed below contain important information for completing these reports. **Check these notices and instructions for information regarding PPP loans and CDT/NSI project funding.**

Annual [Conference Statistician's letter 2020](#), from Ted Wimer. If you have questions, please contact Ted Wimer, Conference Statistician, at (208) 794-7752 or stats@umoi.org.

[Church Guide for Ezra-2020](#) detailed instructions for logging in, printing your worksheet, entering your data and submitting final reports.

[Table 1 – GCFA Detailed Instructions – 2020](#) (with additions unique to OR-ID)

[Table 2 – GCFA Detailed Instructions – 2020](#) (with additions unique to OR-ID)

[Table 3 – GCFA Detailed Instructions – 2020](#)

[Table 1 Additional Instructions - 2020](#), general guidelines for Table 1.

[Table 2 Additional Instructions - 2020](#), detailed instructions for Table 2.
- EXAMPLE PASTOR SALARY WORKSHEET

[Table 3 Additional Instructions - 2020](#), detailed instructions for Table 3.

[What IS and IS NOT Considered Operating Income](#) (Table 3 help)

[Notes On Church Membership](#), more detailed instructions for Table 1 from GCFA.

REMEMBER

Any entries which generate a warning (including any changes in Table 2 over 20% from the previous year) will require an explanation before the table can be saved.

ADDITIONAL NOTES:

PERSONALIZED WORKSHEETS FOR TABLES 1, 2 AND 3, with prior year information included, can be found at ezra.gcfa.org. See below for log-in information

Tables 1, 2 and 3 must be completed, signed **online** by 2 people and submitted by **JANUARY 31, 2021**. Instead of mailing copies of the tables to the district, you will sign Table 2 electronically within Ezra. Both the pastor and the treasurer or finance chair will need to review the figures and enter the date on lines 50d and 50e and their names in the warnings section.

Remember that the information that you report to us is used to calculate the grade figure and apportionments for your church.

Please note the following as you process these reports:

- User Names and Passwords are reset each year.
- The first time you log on to ezra.gcfa.org this year, your **User Name** will be your General Church number (listed at the top right corner of last year's report or your Shared Ministry or Benefits statement) with a "p" for pastor or "o" for other. For example: 910110p or 911010o.
- Your **Password** will be: *password* . See the [Church Guide for Ezra](#) for more details on changing your user name and password and entering your statistical information.
- To print your worksheet, sign on to ezra.gcfa.org using the instructions above, click the blue button named "Print Blank Report Form". (Click Run Report, then Download PDF).
- Print out the GCFA detailed instructions for Tables 1, 2 & 3 from the umoi.org website. These instructions are very detailed and have been modified for our use.

- Print out the “Additional Instructions” for Tables 1, 2, & 3 from the [umoi.org website](http://umoi.org). These instructions will answer most of your questions regarding what is expected.
- Note: Some figures from “Vital Signs” have been prefilled into Table 1 by GCFA.
- To **enter your statistical information** go to *Enter Stats*, select the Table you want and enter the information in the “*2020 Value*” column. Just click in the box and enter the number. Use “Tab” key to move between boxes. Only numbers can be entered into these fields. No symbols or letters or fractions will be accepted.
- **Totals** should appear automatically (a total should appear when you click in a totals box.)
- Make sure you **SAVE** the table you are working on before moving to another table. Note that you will be required to enter something in the Warnings section for any line that generates a warning.
- **Table 1:** *As always, the amount on line 1 is set at the value of Total Members at the Close of the Previous year and cannot be changed. If this number is incorrect, contact the Conference Statistician, and make adjustments in lines 2d and 3c.)*
- **Table 2:** Figures reported in Table 2 are used to calculate your Grade Figure and Shared Ministry/Apportionment amounts. Please be sure to review these carefully and note any significant changes from last year.

Funds sent directly to the conference for Apportionments, Askings, Special Sundays, Advance Specials and Health Flex/Pension/PPP payments are reported electronically to GCFA.

Do not include any funds that are included on your monthly remittance or the Employer portion of the benefit statement from the conference. Salary withholding amounts from the Participant portion should be included in the total salary figure reported on line 41a.

- **Table 3:** Enter income amounts here and be sure to calculate totals.

After all information has been recorded on all tables, two people will need to enter the date on lines 50d and 50e and enter their names in the warning section at the top of the table to affirm that they have reviewed the tables and verify the accuracy of the data and the explanations of any significant differences.

(Note that, due to the requirement to enter a comment before saving, you may need to enter an 'x' in the comment section as a place holder if you leave the report unfinished or until the second person can sign the report. Please be sure to review the comments before submitting to verify that they are complete.)

When the tables have been completed and verified, go to the “Submit” tab and “Submit Church Stats”. Filing will considered complete when all the data has been entered into Tables 1, 2 and 3, two people have electronically signed Table 2 and the Submit Stats process has been completed. The deadline for submitting these reports is January 31, 2021.

Remember that the Discipline states that it is the pastor’s responsibility to ensure the accuracy of these reports.

The information you provide on Table 2 is used to compute your church’s grade figure and apportionments. Be sure to compare the current figures with the amounts you reported last year. Reports will be considered received when signed online by two people and the submit process is complete.

Review carefully. No changes to the Grade Figure or Apportionment calculations can be made after final Grade Figures are calculated.

Thank you for your time and help in completing these reports. If you have any questions, please let us know.

Ted Wimer, Conference Statistician

Sandra Reinemer, Assistant Treasurer/Controller