



Annual Church Statistics

LOCAL CHURCH USER'S GUIDE



Rev. Nov 2022

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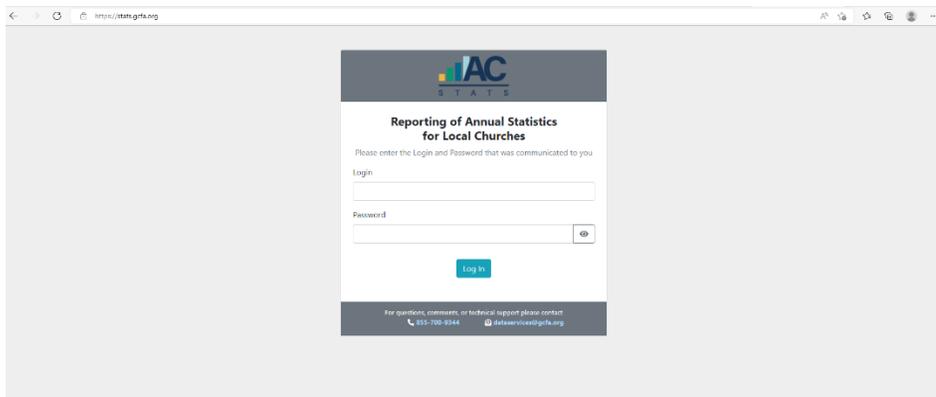
HOW TO GET IN:

▶ **LINK** to new platform: <https://stats.gcfa.org/>

Username: <your 6-digit GCFA Number>

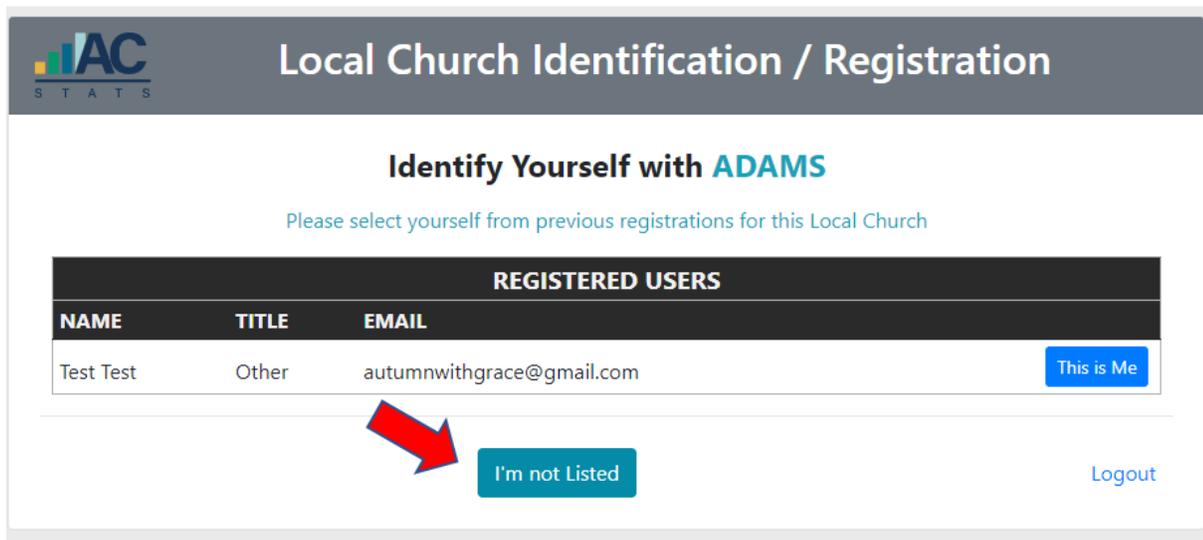
Password: ACStats2022!

⚠ (This is a Default Password – Please change when you get in)



▶ **Each Church Can have Several Users:**

»» If you don't see your name, Click Green Box "I'm not Listed"



»» Then you will be prompted to create your own Username/Password

Local Church Identification / Registration

Identify Yourself with ADAMS

Please create an Account for yourself with this Local Church

First* Middle Last*

Email* Church Role* Primary Phone*

- choose a position -

Address City State

Alabama

Password Password

Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character

Register with Local Church Back Logout

ONCE LOGGED IN:

► Your First Screen at Opening:

Church Details Annual Report Logged in as TEST TEST Logout

Church Details

Church Name La Casa del Alfarero UMC Pastor Name test

Church # 396443 Conference # 781 Pastor Email test@brickriver.com

District Smoky Mountain Pastor Phone #

Church Email donnahannkins@mac.com EIN # 234123412

Church Address PO Box 905 Congregation Type

Address 2

City Alcoa Founded Date 1/6/2008 Chartered

State Tennessee Closed Date ReOpened

ZIP Code 37701-0905 Parent Church GCFA #

Metrics Report Annual Report

2020 Annual Report has not been Started

ADD YOUR DATA:

- ▶ Go to “Annual Report” Green Button - OR - “Annual Statistics” in Top Black Banner

2020 Annual Report for La Casa del Alfarero UMC

Church: La Casa del Alfarero UMC
City, State: Alcoa, TN
Pastor: test
GCFA Church #: 396443
Conference: HOLSTON (781)

Instructions Print Local Church Detail

Display Question Help Table # 1 2 3 Validate & Submit

#	QUESTION	2019	2020	% Δ
TABLE 1				
PROFESSING MEMBERSHIP				
1	Total professing members reported at close of last year (See instructions) <small>(This line is auto-filled from line 4 of the previous year)</small>	0	0	
2a	Received this year on Profession of Christian Faith	0	1	
2b	Received this year on Profession of Faith through confirmation	0	0	
2c	Restored by affirmation (or correction to previous years report)	0	0	
2d	Percent you four people reporting error of total professing membership number by adding	0	0	

- ▶ YOU WON'T SEE 2021 DATA SINCE IT WAS IN EZRA (next year you will)
- ▶ SOME LINES ARE PRE-POPULATED
 - Apportionments, Conference Entered, Etc.
 - SUMs – some questions auto-calculate to add up the sum for you

ERROR MESSAGES:

- ▶ You need to enter something in this box.
- ▶ You will need to enter in a Reason in the popup reason box

number of other people in other Christian formation groups and enter other group numbers (ages 17-18)

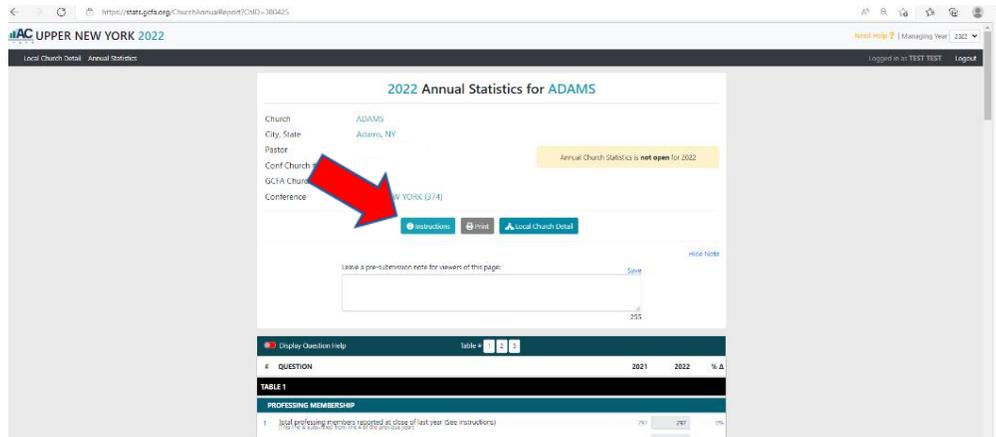
11 **TOTAL number of persons participating in Christian formation groups**
This value should not be Zero or blank

no classes

0 0

HELP & INSTRUCTIONS

▶ CHECK OUT LINE HELP INSTRUCTIONS



2022 Annual Statistics for ADAMS

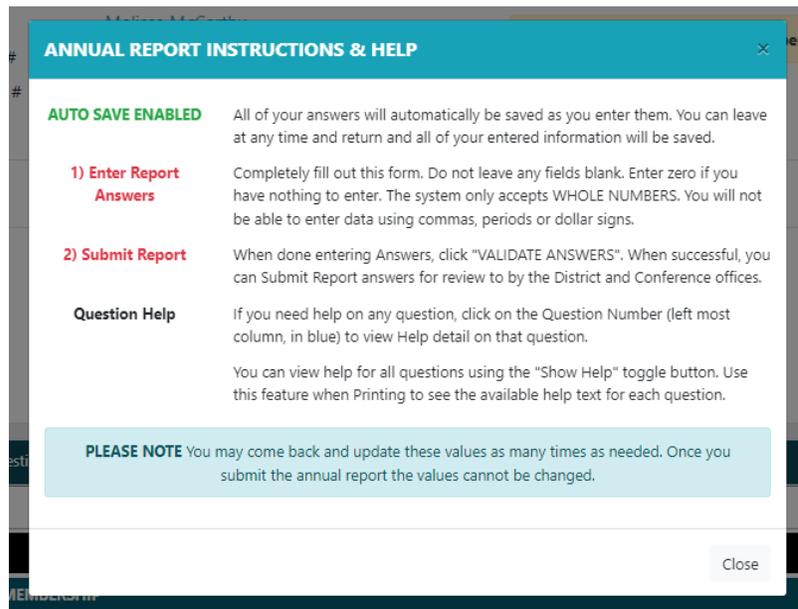
Church: ADAMS
City, State: Adams, NY
Pastor: [Redacted]
Conf Church: [Redacted]
GCFA Church: [Redacted]
Conference: [Redacted]

Annual Church Statistics is **not open** for 2022

Instructions Print Local Church Detail

Take a pre-submission note for review of this page: [Text Area]

#	QUESTION	2021	2022	% Δ
TABLE 1				
PROFESSING MEMBERSHIP				
1	Total professing members reported at close of last year (See instructions)	281	282	1%



ANNUAL REPORT INSTRUCTIONS & HELP

AUTO SAVE ENABLED All of your answers will automatically be saved as you enter them. You can leave at any time and return and all of your entered information will be saved.

1) Enter Report Answers Completely fill out this form. Do not leave any fields blank. Enter zero if you have nothing to enter. The system only accepts WHOLE NUMBERS. You will not be able to enter data using commas, periods or dollar signs.

2) Submit Report When done entering Answers, click "VALIDATE ANSWERS". When successful, you can Submit Report answers for review to by the District and Conference offices.

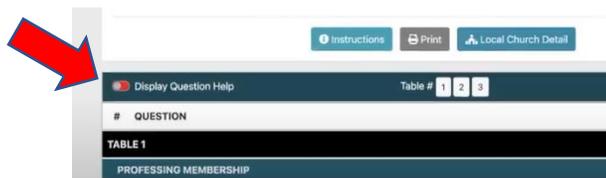
Question Help If you need help on any question, click on the Question Number (left most column, in blue) to view Help detail on that question.

You can view help for all questions using the "Show Help" toggle button. Use this feature when Printing to see the available help text for each question.

PLEASE NOTE You may come back and update these values as many times as needed. Once you submit the annual report the values cannot be changed.

Close

▶ DISPLAY HELP - switch on to turn blue to display explanations



Instructions Print Local Church Detail

Display Question Help Table # 1 2 3

#	QUESTION
TABLE 1	
PROFESSING MEMBERSHIP	

DISABLED QUESTIONS



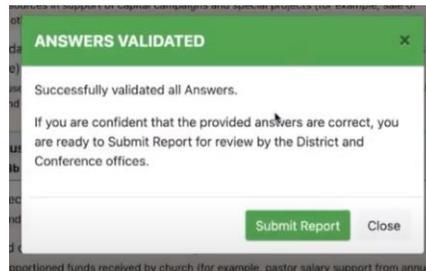
- ▶ Lines 28a – 36f are those which the Conference will upload into the system from the Finance Department information.

APPORTIONMENTS
UMC GIVING
SPECIAL SUNDAYS

- ▶ Auto calculated Sum – Some Lines like 52 (previous 52t) is an auto calculated total sum of lines 52a to 52g. You will not be able to edit this.

Total income for annual budget/spending plan ✖
52 Total sum of 52a + 52b + 52c + 52d + 52e + 52f + 52g
(This line was marked ReadOnly for churches)

VALIDATE & SUBMIT



STILL HAVE AN ERROR?



- ▶ Need to enter something in the Data Box greater than 0
- ▶ AND/OR Describe reason in Reason Box

TOTAL number of persons participating in Christian formation groups
This value should not be Zero or blank

no classes

0 0

SUBMIT REQUIRED FIELDS

- ▶ Only 1 person needs to Submit the Final Report with Required Fields preferably the Pastor. (FEIN will be required)

The screenshot shows a web interface for submitting an annual report. At the top, it says "Church Details Annual Report" and "Logged in as TEST TEST Logout". The main heading is "Annual Report for La Casa del Alfarero UMC". Below this, there is a table with the following information:

Church	La Casa del Alfarero UMC
GCFA #	396443
Conference Church #	781
Employer/Federal Tax ID #	234123412

If Employer/Federal Tax ID # is blank, it can be entered on the second screen when you officially submit your Annual Report

Below the table, it says "Officially submit Annual Report for review by District and Conference". There are several input fields:

- Your Name:
- Your Position:
- Church Name:
- Church Email:

NEED CHANGES MADE?

- ▶ Contact your District

PRINT OR SAVE

- ▶ Can Print or Save as PDF onto your Computer
 - »» Click View Annual Report



WHEN IS IT DUE?

- ▶ All Churches need to have their Data Submitted by

March 17, 2023

WHY ARE WE DOING THIS?

- ▶ The information that's available provides:
 - *Local church statistics as users of the site can look up individual church information on pastors, membership data, and statistical history.*
 - *A much quicker way to locate pastors and includes historical information on appointments.*
 - *Quick Facts that give users the ability to select an annual conference and find membership by district, conference or jurisdiction as reported on the local church statistical reporting forms.*
 - *Charts and graphs that provide quick comparisons among jurisdictions, conferences, and churches.*

STILL HAVE A PROBLEM?

- 1 Contact your District Office
- 2 Contact Conference Accounting Administrative Services Specialist - Autumn Wells - AutumnWells@unyumc.org - 315-898-2004
- 3 Contact General Conference Data Services dataservices@gcfa.org

MORE INFORMATION

- **Upper New York Stats Page:**
<https://www.unyumc.org/about/statistics>
- **Description of Lines:**
https://unyumc.org/images/uploads/Description_of_Lines_ACStats.pdf
- **Different Types of People on UMC Stats Report:**
https://unyumc.org/images/uploads/Church_People_ACStats.pdf
- **Visit UM Data Website:** www.umdata.org
- **Ask the UMC** <https://www.umc.org/en/who-we-are/ask-the-umc-faqs>
- **Holston, Tennessee Conference Video:** <https://youtu.be/FMhIU0SNDY4>

WHAT YOU DO MATTERS
THANK YOU FOR WHAT YOU DO!

