

FORM A—CONGREGATIONAL INFORMATION

A1: INFORMATION ABOUT THE PEOPLE WHO ARE

MEMBERS

1. Membership as of December 31, 2002

The membership report begins with the number of baptized and confirmed reported in your most recent parochial report.

Baptized: include all members on your congregational roster who have been baptized. This includes *all confirmed* members.

Confirmed: include all members who are both baptized and confirmed. This is equal or less than the number of baptized members.

These numbers can be found in the yearbook listing for your congregation. If your congregational records do not agree with the provided numbers, use the statistical adjustment areas (h or f) to correct the values.

2. Members received during 2003

New members are added to the congregational roster by one of three methods - baptism, affirmation of faith (formal or informal) and transfer.

- **Baptism**

If 15 or younger, enter in 'a) By Baptism: children', Baptized column only

If 16 or over, enter in 'b) By Baptism: adults', both Baptized & Confirmed columns.

- **Transfer**

from ELCIC cong, enter in 'd) By Transfer from ELCIC...', Baptized or Baptized & Confirmed as appropriate.

from Anglican or other Lutheran, enter in 'e) By transfer/affirmation of faith...', Baptized or Baptized & Confirmed as appropriate.

- **Affirmation of Faith**

If a former active member or regular attendee, enter in 'c. By affirmation of faith from responsibility or adherent list', Baptized or Baptized & Confirmed as appropriate.

If from a Christian denomination other than Anglican or Lutheran, enter in 'f) Affirmation from non-Lutheran congregation', Baptized or Baptized & Confirmed as appropriate.

Remember new confirmed members must be added to the baptized roster as well as the confirmed roster.

g. Statistical Adjustment

If congregational records indicate that there are more members than were previously reported on the congregational parochial report, use this space to increase membership numbers to the correct value.

h. Total members received during 2003

Add the baptized members received from each category reported from 2a to 2g. Report in 2h in the BAPTIZED column.

Add the confirmed members received from each category reported from 2b to 2g. Report in 2h in the CONFIRMED column.

3. Baptized members confirmed during 2003

Enter baptized members participating in the Affirmation of Baptism (Rite of Confirmation) during the year in the

CONFIRMED column.

4. Members removed during 2003

a, b, c, and d.

Persons who were removed from membership during the year. Losses of baptized but unconfirmed persons decrease BAPTIZED membership only. Losses of confirmed persons decrease both BAPTIZED and CONFIRMED membership.

e. To responsibility list (inactive)

Persons who are no longer active members.

f. Statistical adjustment

If congregational records indicate that there are fewer members than were previously reported on the congregational parochial report, use this space to decrease membership numbers to the correct value.

g. Total members removed during 2003

Add the baptized members removed from each category reported from 4a to 4f. Report in 4g in the BAPTIZED column.

Add the confirmed members removed from each category reported from 4a to 4f. Report in 4g in the CONFIRMED column.

5. Membership as of December 31, 2003

Under Baptized: Add 1, plus 2h, subtract 4g.

Under Confirmed: Add 1, plus 2h, plus 3, subtract 4g.

Remember confirmed members must be removed from baptized roster as well as the confirmed roster

6. Responsibility list and adherent list

Enter the total of baptized and confirmed persons (formerly active members) on your congregation's responsibility list, including those removed during the year and reported in 4e. Should the congregation not have such a list, mark "no record."

Enter the total of unbaptized, baptized and confirmed persons active with your congregation but not members. Should the congregation not have such a list, mark "no record."

7. Communing Members

Record the numbers of confirmed and unconfirmed members who communed at least once during the year. Should the congregation not have such records, mark "no record."

8. Worship

a. Total number of Sunday worship services during the year

Total the number of all Sunday congregational corporate worship opportunities (a.m. and p.m.) held during the year. Marriages and funeral services should not be included.

b. Total number of weekday worship services during the year

Total the number of all weekday congregational corporate worship opportunities including Lenten, Advent, Thanksgiving, etc. Include services held on Saturday. Marriages and funeral services are not included.

c. Total number of services with Holy Communion

during the year

Total all corporate communion opportunities provided for the congregation during the year.

d. Average number in attendance each week at worship

Total the number of individuals present for **regularly** scheduled Sunday and weekday services during the year and divide by 52. **Do not** include seasonal weekday, Advent and Lenten services, Good Friday or special services such as marriage, funeral, congregational anniversary services, etc. Estimate if necessary. Please use a whole number rather than a percentage or fraction.

9. Number of households in total membership

A household is all persons who occupy a housing unit. A housing unit is a house, an apartment, a group of rooms, or a single room providing separate living quarters for one or more persons. This figure may be estimated by using the number of addresses on the membership mailing list.

A2: INFORMATION ABOUT THE CONGREGATION'S FINANCIAL STEWARDSHIP

Please report only those monies **received** and/or **disbursed** by the treasurer of the congregation. Please report amounts in the detail requested according to the categories on the report. Please check your arithmetic. Please verify the totals against the congregation's yearly cash flow statement. THANKS!

10. Receipts during 2003

a. Regular giving

Include envelope offerings for current operating expenses, regular benevolence, building fund and debt retirement; loose offerings; church school offerings; payments on previous years' pledges.

b. Special giving

Include memorial gifts, special gifts from living donors and contributions to special ELCIC benevolence and to Global Hunger and Development Appeal, Canadian Lutheran World Relief, etc.

c. Earned income

Include such items as interest, dividends and rentals.

d. Grants and assistance

Include all grants and assistance received from the synod or other church wide agencies or from other sources.

e. Cash borrowed

Record the total amount borrowed in 2003 in the name of the congregation, whether or not the money was entered into the congregation's treasury. Sources of loans may be the Church Extension Capital Fund (CECF), lending institutions, individuals, other.

f. Other receipts

Include such items as funds transferred to the congregation's treasury from the principal of endowment and memorial assets; contributions given by congregational organizations for the support of current operating expenses, including ordinary repair and replacement items. Bequests

received during the year should be reported on line *14b*.

g. Total receipts

Total of *10a-f*. This equals all receipts for the year on *10g*.

11. Disbursements during 2003

a. Current operating expenses

Include disbursements for program expenses for learning (such as church school curriculum and supplies), worship/music, witness and service ministries; staff travel allowance and other travel; youth and adult activities; staff expenses, including salaries, housing, pension and honoraria; office expenses, including supplies, printing, telephone and postage; general expenses, including heat, light, water, sewage, cleaning, maintenance, insurance and taxes.

b. Capital improvements

Include expenditures for church edifice; educational unit; parsonage(s); other real estate; equipment (but not to replace worn, obsolete or damaged items). All funds paid for capital improvements, both out of the building fund and out of money borrowed, are reported here.

c. Debt retirement

Include both principal and interest payments.

d. ELCIC regular benevolence

All money remitted to the SYNOD for benevolence in support of the Synod and the ELCIC.

e. ELCIC directed gifts

Money remitted to the SYNOD for special causes, for example, World Mission sponsorship, Canadian Mission sponsorship.

f. Global Hunger and Development Appeal

Money remitted to the SYNOD designated for GHDA.

g. Canadian Lutheran World Relief

Money remitted to the SYNOD designated for CLWR or money sent directly to CLWR.

h. Other benevolence

Include here all disbursements not noted above given to causes/agencies not affiliated with the ELCIC.

i. Total disbursements

Total of *11a-h*. This amount equals all disbursements for the year. NOTE: This is a total of **ALL** disbursements not just of the benevolence categories.

12. Assets as of December 31, 2003

Show real estate assets in terms of insurable **replacement** value on buildings and market value of land to nearest one hundred dollars (\$100). **THESE VALUES SHOULD BE REVIEWED ANNUALLY.**

a. Church buildings and land

Include the value of the church building(s) and educational unit, whether they are attached or not.

b. Church furnishings and equipment

Include the value of all furnishings and equipment relating to the buildings reported in *a* above.

c. Parsonage(s) and land

If owned by more than one congregation, indicate the proper proportionate value on the report of each congregation involved and write "shared" before the dollar value.

d. Other real estate

Real estate not included in *12a* or *c* above. The valuation of property should be on a replacement basis.

e. Endowment and memorial funds

Endowment consists of securities, or cash held in trust by the church council. Securities should be stated at their market value as of the end of the year. To these amounts the cash in the endowment fund as of the end of the year is to be added. Only principal funds expressly for endowment of the congregation or of some phase of its program are to be reported here.

f. Cash, savings, bonds, etc

Include cash on hand from the regular operation account. Also include funds being held for improvements, new buildings, new equipment, etc. which were raised in cash and are in hand but not yet expended. Include securities and investments other than for endowment. Securities should be stated at their market value as of the end of the year. Include a bank overdraft here as a negative number.

g. Other assets

Include any other assets not reported elsewhere.

h. Total assets

Total of *12a-g*. This figure should match the total assets from the congregation's balance sheet for the yearend.

13. Total indebtedness as of December 31, 2003

Include all financial obligations for which the congregation is liable, e.g., all mortgages, loans, notes, liens, unpaid/overdue taxes and interest and unpaid bills as of the end of the year. This figure should match the total liabilities from the congregation's balance sheet for the yearend.

14. Bequests received during 2003

NOTE: A bequest is a gift received from a deceased person through his/her will. *Memorial gifts are not bequests –please include them in 10b.*

a. Number of bequests received

Indicate the **NUMBER** of individual bequests received in 2003. *Include only those where the transfer of the gift was completed in the year.* Estimate if necessary.

b. Total value of bequests received

Indicate the total *receipted* **VALUE** of bequests received in 2003.

Contact Information and Signatures

Signatures by the pastor or interim pastor and the congregational chairperson in the designated places indicate they have both reviewed and approved the report. Please print the name of the person submitting the form. Please give the name of the office secretary if your congregation has an office secretary.

FORM C - PROGRAM INFORMATION

PROGRAM CATEGORIES

Sunday Church School

Sunday church school records are usually based on a September to June program year rather than the calendar year. Use the enrollment and attendance records of the September through December quarter of the present program year.

Vacation Bible School

If you participate in an ecumenical or co-operative church school then record only the number of leaders and pupils from your congregation.

Weekday

Report participation in educational/fellowship programs that may be in place of Sunday church school or supplemental to the Sunday church school.

If your Sunday School meets on weekday in place of Sunday, please use the Sunday column to report participation.

Other

Report other educational/fellowship activities sponsored by the congregation that does not fit into any of the previous categories.

LEADERS

Report the number of leaders in each category: Sunday School, Weekday, Other and Confirmation.

PUPILS

Report enrollment for each age grouping on the form.

Nursery to Grade 12

Please do not lump groupings together even if your church school uses different class groupings. Estimate if necessary.

Adults

Adult Education is an important part of the life of a congregation. Please report all forms of education - Bible Study, Discussion Groups, Learning Groups, Support Groups, etc.

CURRICULUM USED

List the primary materials used in your congregation's program. Include as much detail as practical. This may include the title, author(s), publisher and/or source. Indicate which class groupings and program used the material.

Example

Living in Grace, Augsburg Fortress Confirmation yr 1-3
Good News Explorers, Augsburg Fortress Sunday
Nursery - VI
Invitation to Discipleship,
Martin E. Marty Adult Weekday

Instructions For Completing the 2003 Congregational Report (statistics for the 2003 year)

Note:

Form A has been split into two forms, A1 and A2. This gives us room for a clearer layout. All the membership questions are included on Form A1. All the financial questions are included on Form A2.

Please read these instructions carefully. Make your calculations on a separate sheet and check your arithmetic to avoid errors on the original.

It is recommended that a congregational representative assist in the completion of forms. This experience, besides encouraging a broader ownership of responsibility, may assist the congregation to report during a pastoral vacancy.

Complete as soon as possible after the close of the calendar year. The pink copy should be retained in the congregation's files. The white and yellow copies are to be submitted **no later than February 27, 2004 to your SYNOD office**. Please note if there are any changes to the name or location of the congregation at the top of the form.

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