

Statistical Reporting Instructions (2022)

Using AC Stats (GCFA's Statistical Reporting System) to Submit Your Conference Statistics



The screenshot shows the login interface for the AC Stats system. At the top, there is a logo with a bar chart and the letters 'AC' above 'S T A T S'. Below the logo, the title reads 'Reporting of Annual Statistics for Local Churches'. A message asks the user to enter their login and password. There are two input fields: 'Login' and 'Password'. The password field has a toggle icon for visibility. A 'Forgot password?' link is located below the password field. A teal 'Log In' button is centered below the fields. At the bottom, a footer states 'Provided by General Conference on Finance and Administration, The United Methodist Church'.

**AC STATS OPENS
JANUARY 11TH, 2023**

**2022 REPORTING DEADLINE
FEBURARY 8TH, 2023**

Step by Step Guide for Entering and Submitting your Statistical Information

If you have questions, please call your District Administrator, or call the BWC Conference Center (410-309-3400) and someone will direct your call. Staff Directory can be found online at <http://www.bwcumc.org/about/districts-regions/>

1. Login to AC Stats

- a. Go to: <https://stats.gcfa.org>
- b. Enter your church's Login/Username and Password as follows
 - i. **Login:** Your church's six-digit General Church Number (GCNO). If you need to look up your church's GCNO, you can use the lookup tool located [HERE](#).
 - ii. **Password:** For first-time logging in is **Stats2022!**

Note: first character is Capitalized, and last character is an exclamation point

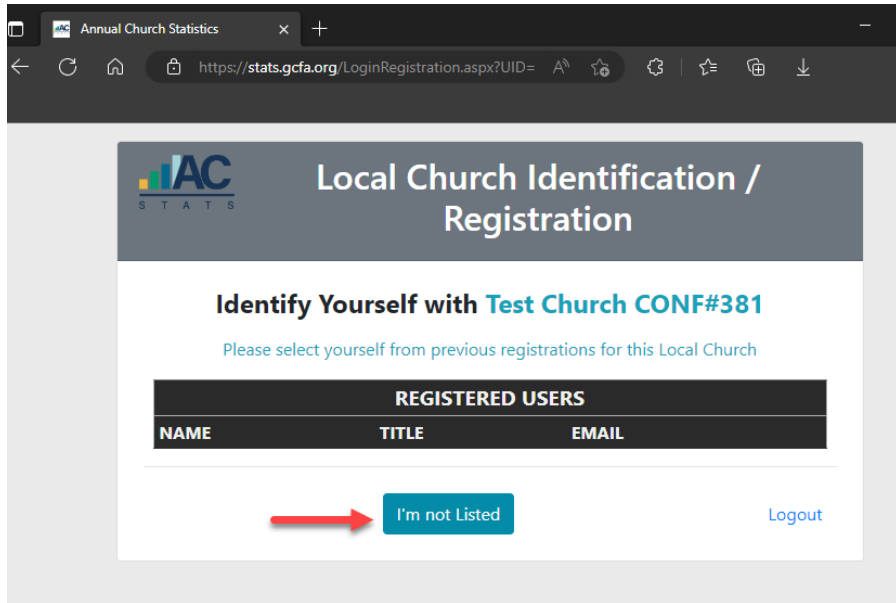
- c. Click on the "Log In" button to advance.

The screenshot shows a web browser window with the URL <https://stats.gcfa.org>. The page content includes the AC Stats logo, the title "Reporting of Annual Statistics for Local Churches", and a login form. The form has two input fields: "Login" with the value "000000" and "Password" with the value "Stats2022!". A "Log In" button is positioned below the password field. Red callout boxes with numbers 1, 2, and 3 are overlaid on the form to indicate the steps: 1 points to the Login field, 2 points to the Password field, and 3 points to the Log In button. A "Forgot password?" link is visible to the right of the password field. The footer of the page reads "Provided by General Conference on Finance and Administration, The United Methodist Church".

- d.

2. Welcome Screen - First Time Login User Setup.

- a. The first time you log in, you will see a list of users for your church. If your name doesn't appear, click on the button "I'm not Listed"

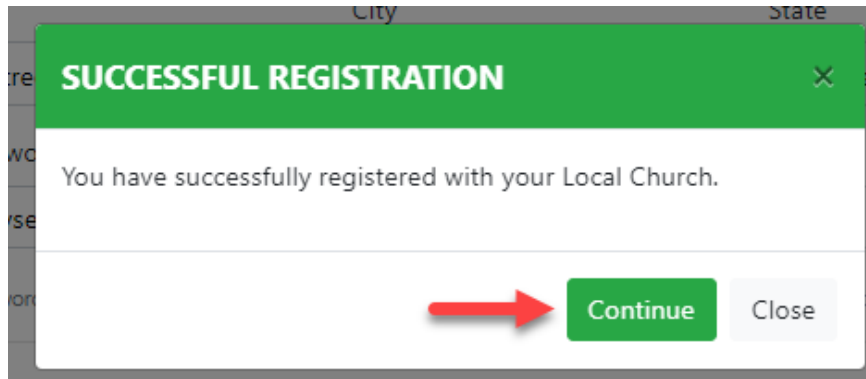


3. Contact Information Screen - First Time Login User Setup.

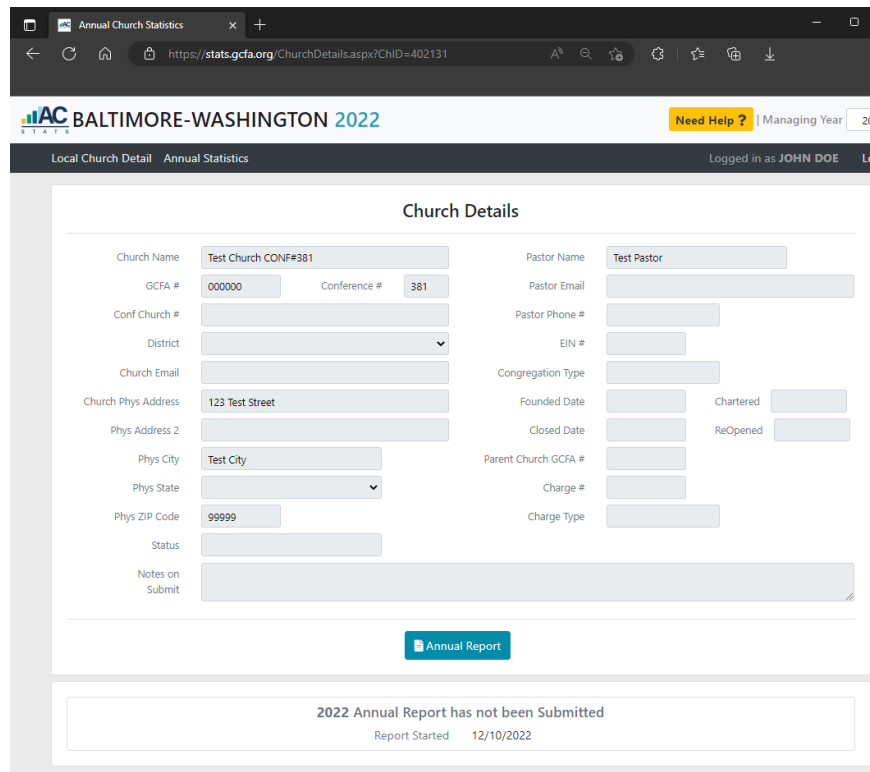
- a. Enter **your** information. Required fields have "*" next to the field name
- b. Enter a password of **your choosing**. Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character
- c. **Write down your password**
- d. Click the button "Register with Local Church"

The screenshot shows the same web browser window as above, but the page content has changed to a registration form. The title is "Local Church Identification / Registration" and the subtitle is "Identify Yourself with Test Church CONF#381". Below the subtitle, it says "Please create an Account for yourself with this Local Church". The form has several fields: "First*" (containing "John"), "Middle" (empty), "Last*" (containing "Doe"), "Email*" (containing "jdoe@gmail.com"), "Church Role*" (a dropdown menu with "Pastor" selected), "Primary Phone*" (containing "410-555-1212"), "Address" (containing "123 Main Street"), "City" (containing "Anytown"), "State" (a dropdown menu with "Maryland" selected), "Password" (containing "Mysecret1234!", with an eye icon to toggle visibility), and another "Password" field (containing "Mysecret1234!", with an eye icon). Below the password fields, there is a note: "Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character". At the bottom of the form, there is a red arrow pointing to a green button labeled "Register with Local Church", a "Back" button, and a "Logout" link.

- e. When the “Successful Registration” window appears, click the “Continue” button.



- f. You will be taken to the “Church Details” screen. This is the “Home” screen for your church statistical reports. You will be taken directly to this screen when you log into the system moving forward.



Navigating the System

Once you have logged into the system, there are several important links and navigation choices at the top of the screen.

1. **Local Church Detail** (the “Church Details” page – or “Home Screen” shown after login)
2. **Annual Statistics** (to view and enter statistics)
 - a. The “Annual Report” button on the Church Details screen takes you to the same screen.
3. **Need Help:** Displays help email and phone
4. **Managing Year:** Changes statistical year
 - a. Used to view/download prior year statistical information (if needed)
 - b. Must be set to “2022” to enter statistical information.
5. **Logout:** Logs you out of the AC Stats system.

The screenshot displays the 'Church Details' page in the AC Stats system. The page is titled 'Church Details' and contains various input fields for church information. A navigation bar at the top includes 'Local Church Detail', 'Annual Statistics', 'Need Help?', 'Managing Year' (set to 2022), and 'Logout'. A red arrow points to the 'Annual Report' button at the bottom of the form. A message at the bottom states '2022 Annual Report has not been Submitted' with a start date of 12/10/2022.

Field	Value
Church Name	Test Church CONF#381
GCFA #	000000
Conference #	381
Pastor Name	Test Pastor
Pastor Email	
Pastor Phone #	
EIN #	
Congregation Type	
Founded Date	
Chartered	
Closed Date	
ReOpened	
Parent Church GCFA #	
Charge #	
Charge Type	

2022 Annual Report has not been Submitted
Report Started 12/10/2022

Entering Your Statistical Information

- Make sure the Year (located above the menu bar) displays the current stats year.
 - a. Before you start entering your statistics, it is highly recommended that you print a copy (and/or create a PDF file) of the statistical reports that contains the prior year's data, blanks for the current year's data and full line instructions. These forms are useful because they provide detailed instructions and allow you to fill in your stats offline. You can also distribute these documents to all those in your church who are contributing to the data entry process
- (1) Click the Annual Statistics link in the menu bar.
- (2) Toggle the "Display Question Help" switch on (it will turn blue)
- (3) Click the "Print" button (directly on the printer icon – not on the down arrow)
 - a. If you want to create a PDF file, use your browser's Print to PDF feature or a free "Print to PDF" utility such as "Cute PDF".

The screenshot shows the 'Annual Church Statistics' web application. At the top, the browser address bar shows 'https://stats.gcfa.org/ChurchAnnualReport.aspx...'. The page header includes 'AC STATS BALTIMORE-WASHINGTON 2022' and a 'Managing Year' dropdown set to '2022'. A navigation bar contains 'Local Church Detail' and 'Annual Statistics', with a red circle '1' pointing to the latter. Below the navigation bar, the main content area is titled '2022 Annual Statistics for Test Church CONF#381'. It lists church details: Church (Test Church CONF#381), City, State (Test City, TST), Pastor (Test Pastor), Conf Church #, GCFA Church # (000000), and Conference (BALTIMORE-WASHINGTON (381)). Below this is a row of buttons: 'Instructions', 'Print' (with a printer icon and a dropdown arrow), and 'Local Church Detail'. A red circle '3' points to the 'Print' button. Below the buttons is a text input field with a 'Save' button and a 'Hide Note' link. A red circle '2' points to the 'Display Question Help' toggle, which is currently turned on (blue). Below the toggle is a table with columns '#', 'QUESTION', '2021', '2022', and '% Δ'. The table is titled 'TABLE 1' and 'PROFESSING MEMBERSHIP DATA'. The first row of data shows 'Total Professing members reported at the close of last year (MEMBPREV)' with a note '(This line is auto-filled from line 9 of the previous year)'. A red circle '3' also points to the 'Save' button.

- **Auto Save Enabled**
 - All answers will automatically be saved **as you enter them**. You can leave at any time and return, and all your entered information will be saved.

- **Enter All 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.

- **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.

- **Validate Answers**
 - When done entering Answers, click "VALIDATE ANSWERS".
 - Data entry **errors** must be corrected, or you cannot submit your statistics.
 - Data entry **warnings** must be explained, or you cannot submit your statistics

- **Submit your statistics**
 - Once errors have been resolved and warning explanations have been provided, you will be able to submit your statistics to the Conference office.
 - If you would like to enter/submit a brief church-specific note, this can be entered in the area directly above Table 1 before submitting your statistics. After entering your note, click the Save link.
 - You will want to print a copy of your submission for your own records. Use the printing instructions on the prior page.
 - **IMPORTANT: Once you submit the annual report the values cannot be changed.**
 - If you find corrections to be made and wish to update your entries before the statistical entry deadline, please email your corrections to your District Administrator. It is preferable to use email for corrections, so that there is less chance of verbal miscommunication.

LINE 48B WORKSHEET (TABLE 4)

This worksheet calculates values that will be automatically entered into the Missional Expenses area of Table 2 so it must be completed BEFORE starting Table 2. To view and complete another table, make your selection from the pop-up menu at the top of the screen or simply scroll to that area on the screen.

PRELIMINARY MISSION SHARE LETTER FROM THE CONFERENCE

- Within 10 days after the 2022 submission deadline, you will receive a very important letter from the conference. It contains an estimate of your **2024** Mission Share along with a worksheet showing the statistics YOU entered that were used in the Mission Share calculation. Prior year statistical data is also provided to help you spot possible errors.
- If you require review/correction of your statistics, and you do not respond before the deadline, we may not be able to modify your apportionment later. **Please submit your corrections using the instructions provided.**
- Sample Verification Worksheet showing possible data entry error.

Verification of 2022 Statistical Data				
Includes 2024 Mission Share Estimate (assuming no change in the 2024 Benevolence Factor)				
Church: Acme UMC, Anytown (#9876)				
Charge: Acme Charge				
District: Central Maryland				
		2020*	2021*	2022
		Stats	Stats	Stats
		Data	Data	Data
Table 2: Mission Expenses (not included in Mission Share Calculation)		Dollars (\$)	Dollars (\$)	Dollars (\$)
UMC CAUSES: Paid DIRECTLY to UMC related institutions and causes	48a	\$ 1,000	\$ 500	\$ 700
MISSIONS / MINISTRY COSTS: Direct costs and applicable utility expenses	48b	\$ -	\$ -	\$ -
NON-UMC CAUSES: Paid DIRECTLY to non-UMC benevolent / charitable causes	49	\$ 21,117	\$ 19,500	\$ 20,456
Table 2: Compensation, Housing, Staff, Program & Operating Expense				
Base compensation paid/for <u>Lead/Senior</u> Pastor	53a	\$ 64,890	\$ 71,890	\$ 71,890
Base compensation paid/for all <u>Associate</u> Pastors and other pastoral staff	53b	\$ -	\$ -	\$ -
Base compensation paid/for any Deacons <u>not included in</u> 53a or 53b	53c	\$ -	\$ -	\$ -
Table 2: Housing Benefits				
Housing benefits paid to/for <u>Lead/Senior</u> Pastor	55a	\$ 20,263	\$ 20,364	\$ 21,394
Housing benefits paid/for all <u>Associate</u> Pastors and other pastoral staff	55b	\$ -	\$ -	\$ -
Housing benefits paid/for any Deacons <u>not included in</u> 55a or 55b.	55c	\$ -	\$ -	\$ -
TOTAL housing benefits (Lines 55a+55b+55c)	55	\$ 20,263	\$ 20,364	\$ 21,394
HOUSING CALCULATION FOR MISSION SHARE BASE				
For 2020: When Line 55 is:	For 2021: When Line 55 is:	For 2022: When Line 55 is:		
- Below \$7,400: Line 55 amount	- Below \$7,500: Line 55 amount	- Below \$8,500: Line 55 amount	55 Calc	
- From \$7,400 to \$20,263: \$7,400	- From \$7,500 to \$20,364: \$7,500	- From \$8,500 to \$21,394: \$8,500	\$ 7,400	\$ 7,500
- Above \$20,263: Line 55 - \$12,863	- Above \$20,364: Line 55 - \$12,864	- Above \$21,394: Line 55 - \$12,894		\$ 8,500
Total paid to/for persons in 53a-c for Accountable reimbursements	56	\$ 6,000	\$ 7,000	\$ 7,000
Total paid to/for persons in 53a-c for Other cash allowances (non-accountable)	57	\$ -	\$ -	\$ -
Total amount paid in salary and benefits for all other church staff & Diaconals	60	\$ 89,516	\$ 79,541	\$ 134,128
Total amount spent for local church program expenses	61	\$ 85,961	\$ 65,324	\$ 87,434
Total amount spent for local church operating expenses	62	\$ 104,243	\$ 86,253	\$ 101,523
Table 3: Income				
Equitable Compensation (69a) + Support and/or Grants from BWC (69b)	69a + 69b	\$ -	\$ -	\$ 10,000
2024 MISSION SHARE ESTIMATE (Based on 2022 Statistical Data)				
2024 Mission Share Base: (53a+53b+53c+55Calc+56+57+60+61+62) minus (69a+69b)				\$ 400,475
2024 Benevolence Factor: 2023 rate to used to provide estimate - actual 2023 rate may vary slightly				17.55%
2024 Mission Share Estimate: 2024 Mission Share Base x 2024 Benevolence Factor				\$ 70,283
COMPARISON TO 2023 MISSION SHARE				
2023 Mission Share				\$ 62,522
2023 >>> 2024 Dollars increase/(decrease)		Possible Line 60 error Increasing Mission Share		\$ 7,761
2023 >>> 2024 Percentage increase/decrease				12.4%
* Due to the impact of COVID-19, some expenses in prior years may be lower than average.				
Notes:				