



Holston Conference - Alcoa
HOLSTON CONFERENCE
THE UNITED METHODIST CHURCH
P. O. BOX 850
ALCOA, TENNESSEE 37701

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TO: Pastor-in-Charge

FROM: John Tate, Conference Treasurer and Statistician *JT*

RE: Local Church Report to the Annual Conference -- 2011

GENERAL INSTRUCTIONS:

The enclosed forms contain Statistical Tables I, II, and III for the third year of the 2009-2012 Quadrennium. The 2011 forms have been provided by the General Council on Finance and Administration. Please insure that you have completed all three Table reports and that the information is categorized in a manner that is consistent with the descriptions that have been provided, as a part of the report. The information for Table II, Line #65 should match the amount that was spent for all expenditures by the local church in 2011. The information for Table III, #67 should match the total operating income received by the church during 2011 as part of your annual budget and should also be the figure used by the church for the payment of its tithe apportionment. We will be using this reported information to determine a church's qualification for a five star award for 2011.

As the Pastor-in-Charge, it is your responsibility to see that the reports for each church are fully and properly prepared and submitted to your District Superintendent by January 15, 2012 or an alternate date that he or she may set.

All *completed* Table I, II and III forms are to be returned to your District Office. Please make a copy of all of your table reports to have on file at the local church office for your records and reference.

Membership Figures:

You must use your 2010 end-of-year membership figure (Table I, Line #9) as your beginning membership number (Table I, Line #1) on your 2011 Statistical Report. This figure will agree with the label on your packet. If the actual membership of your church is not the same as the number previously reported, use Line # 2c (to increase) or Line # 5c (to decrease) to correct the report. *You cannot make a change to Line #1. ALL lines must be completed -- do not leave any blank spaces (use 0 if necessary). Please use only whole dollars when reporting, along with appropriate commas.*

Refer to all instructions that are contained within each line item in the Tables. You MUST provide numbers on the Ethnic and Gender composition of your congregation and each of them MUST equal the total in Line #9. The District Office will have to call if these numbers do not agree.

Each of these tables may be completed in a fill-in form, under the heading of statistical reports, at <http://www.gcfa.org/forms>. At the GCFA website, there are also specific instructions to assist you in completing your table reports.