

2019 YEAR BOOK REPORT FORM INSTRUCTIONS

Step 1: Gather the information listed below.

Step 2: Submit your Year Book information **by March 15, 2019** in one of three ways:

- 1) Complete the report online at www.disciples.org/yearbook (preferred method)

To file your report online you will need the PIN for the congregation, which is found on postcard your congregation received in the mail in January.

If you file the report online, **remember to click on "Submit" before leaving the site.** If you do not click on "Submit", nothing will be saved. If you return to make additions or corrections, click on "Submit" again after each session.

- 2) Or **scan and email** to yearbook@disciples.org
- 3) Or download a form from disciples.org/yearbook, fill out and mail to:
Year Book Forms
Disciples Center
P O BOX 1986
Indianapolis, IN 46206-1986

QUESTIONS: E-mail yearbook@disciples.org.

Step 1: Information to gather

Keeping in touch

1. Church PIN (assigned by the denomination and on the postcard received in the mail and also in your copy of the year book)
2. Church EIN (employer identification number)
The federal government requires an annual report of the Employer Identification Number (EIN) of each congregation we certify as able to receive tax deductible contributions under the IRS ruling granted to the Christian Church (Disciples of Christ). The number is like your church's Social Security Number. If no number is listed, it means that either your congregation has never been assigned an EIN — or you have not given it to us. To obtain an EIN, visit the IRS website (www.irs.gov). After filing the EIN application with the IRS, report your assigned EIN on this form or send it to yearbook@disciples.org.
3. Region (and area/district if applicable)
4. Legal name (and DBA name if applicable)
5. Mailing address (and location address if different)
6. Church general information e-mail (will appear on disciples.org website)
7. Minister's e-mail (will NOT appear on disciples.org unless it is the same as #6)
8. Church website address (if applicable)
9. Church general phone number (if applicable)
10. Ministerial/Pastoral staff (up to 6)

Participation Statistics as of Dec. 31, 2018

1. Total membership – all persons listed on membership records as of 12/31/18 regardless of residence or degree of participation
2. Participants – all persons who attended, contributed to or showed interest in the church during 2018 regardless of place of residence or membership status including military and students living elsewhere
3. Baptisms – total number added to participant number by baptism during 2018

4. Transfers – total number of individuals transferring membership to the congregation in 2018
5. Average worship attendance each week for 2018
6. Average educational attendance each week for 2018 – average number attending bible study, Sunday school, small groups, book groups, etc. from babies to adults *but not counting anyone twice*. Offer your best estimate if actual numbers have not been kept.
7. Disciples Women – number of women participating in women’s groups in 2018
8. Estimate total number of women participating in congregational life in 2018

Stewardship

Money

1. UNDESIGNATED RECEIPTS for 2018: Total amount of all undesignated gifts given by individuals. Undesignated receipts are gifts which the congregation decides how the money will be spent (by its budget or other means). This includes regular budget offerings and loose monies from the offering.
2. TOTAL RECEIPTS for 2018: Total amount of all money received by the congregation. This amount should be the total of undesignated gifts, designated gifts, and other receipts (may include income from rentals, day school or kindergarten fees, savings, pastoral aid, parking fees, etc.) (Item should be equal to or larger than “undesignated receipts”)
3. TOTAL MISSION EXPENDITURES: Total amount of all money given to Disciple and non-Disciple causes by the congregation. This includes all DMF **PLUS** any community and global missions funds expended

Property

1. Does your congregation own your building, rent space or borrow space ?
2. If you own the building, is there any capital debt?
3. How is the building used by others outside the congregation?
4. Is your building handicap accessible

Time

Please do not count individuals more than once in these categories regardless of how many projects they have participated in.

1. MISSION PROJECT PARTICIPANTS: LOCAL COMMUNITY for 2018
2. MISSION PROJECT PARTICIPANTS: REGIONAL for 2018
3. MISSION PROJECT PARTICIPANTS: US & CANADA for 2018
4. MISSION PROJECT PARTICIPANTS: OUTSIDE US & CANADA for 2018
5. TOTAL NUMBER OF MISSION PROJECT PARTICIPANTS for 2018 (please do not count individuals more than once regardless of how many projects they have participated in)
6. ESTIMATED NUMBER OF PEOPLE SERVED IN THE COMMUNITY BEYOND YOUR PARTICIPANTS for 2018
7. WHAT NEW MINISTRY OR MISSION DID YOU BEGIN THIS YEAR THAT YOUR CONGREGATION IS EXCITED ABOUT?
8. WOULD YOU BE WILLING TO CONFER OR COOPERATE WITH OTHER CONGREGATIONS WANTING TO START A SIMILAR MINISTRY?
9. WHAT ARE THE TOP THREE COMMUNITY CONCERNS YOUR CONGREGATION ADDRESSES? (Examples: homelessness, tutoring/student support, hunger, local quality of life, etc.)

Demographics

1. Percentage of participants in your congregation who identify as Asian/Pacific Islander (other than Korean), Haitian, Korean, white/Caucasian/anglo, African-American, Hispanic or Latinx, Native American/First Peoples/Alaska Native or other.
2. Primary language of the congregation
3. Percentage of participants in your congregation by age; 0-4, 5-11, 12-18, 18-25, 26-35, 36-45, 46-54, 55-64, 65-74, 75+
4. Primary residences of your participants are: rural, suburban, urban, mixed

Other

1. Has your congregation voted to become open and affirming?
2. Has your congregation participated in reconciliation training in the last five years?
3. Is your church part of the Green Chalice movement?

Methods of submitting this form by **March 15, 2019**:

1. If you have Internet access to fill this form out online at disciples.org/yearbook, please do so. (*preferred method*)
2. Scan to a PDF file and e-mail to yearbook@disciples.org
3. Mail your copy to Yearbook Forms, Disciples Center, PO Box 1986, Indianapolis, IN 46206-1986

Year Book & Directory Purchases

If you would like to order a 2019 Year Book & Directory, please go online to disciples.org/yearbook. You will be prompted to make payment in order to reserve a copy of the publication that will arrive in summer of 2019. The 2019 edition will include reports and directory information from regions and general ministries for the 2018 calendar year. 2019 General Assembly resolutions will be in the 2020 edition.

If you need to submit a check for payment, please go to disciples.org/yearbook and download an order form.

Please note: Year books will not be distributed only after payment is received. Expected publication is July/August 2019.