



EZRA

Data Management System for Statistics

What is EZRA?

EZRA is the data management system portal used by the General Council on Finance and Administration (GCFA) for logging annual conference statistics.

Why Statistics?

2016 Book of Discipline ¶606.7

The local church report to the annual conference shall be submitted on the prescribed forms no later than thirty days following the close of the calendar year. If the annual conference sets an earlier deadline for receiving the reports, the earlier deadline shall apply.

2021 North Texas Conference Journal Standing Rules, pages 293-294

4. Statistics

Each District Superintendent shall furnish the required district statistics to the Conference Statistician. In order to facilitate these reports, the following procedures will be followed:

- a. Each church and pastor shall submit the Annual Conference report for auditing on the Check-Out Day specified by the Cabinet. Check-Out Day is the date when local churches turn in statistical information for the preceding year on forms provided by the Conference Statistician. Conference report shall be submitted to the District Statistician (see below).
 - b. Each District Superintendent shall appoint a District Statistician. The District Statistician shall check each Annual Conference report for accuracy, consistency, and completeness. The District Statistician then forwards the Annual Conference reports to the District Secretary, who in turn forwards them to the Conference Statistician.
 - c. Each pastor in charge shall also report to his or her District Superintendent on Check-Out Day any money borrowed necessary to pay current church obligations for the Conference Fiscal Year, or any delinquent church bills which have not been paid by the close of the Conference Fiscal Year.
-

How are NTC Statistics used?

- Statistical tables are printed every year in the North Texas Conference Journal (per *The Book of Discipline*.)
 - Local churches refer to statistics for historical information.
 - Apportionments are set based on some of the Table 1 and Table 2 questions as set by the Annual Conference.
 - The conference reports statistical categories to various conference entities as requested.
-

TIMELINE for REPORTING 2021 STATISTICS

| | |
|----------------------|--|
| December 7 | Check-Out Day Statistics Training |
| December 16 | Goal for Local Church tables to be unlocked. The actual date will be communicated by each district office. |
| January 18 | Official Due Date for completed tables. (Please consult your District Statistician's calendar for your church's due date.) |
| January 18-31 | Submitted tables are reviewed by District Administrators and Conference Staff. |
| February 1-4 | Conference Statistician reviews tables. |

How do I log in?

Go to the website:

<https://ezra.gcfa.org/login.aspx>

Each local church has two users:

- One for the pastor

- One for the office

User Name is either:

- GCFAp for the pastor (**GCFA number +p**)

- GCFAo for the office (**GCFA number+o**)

- Office staff is “o”, not zero!

The initial password is:

- ntexas2021#

LOG-IN SCREEN



Hello

Log In

User Name:

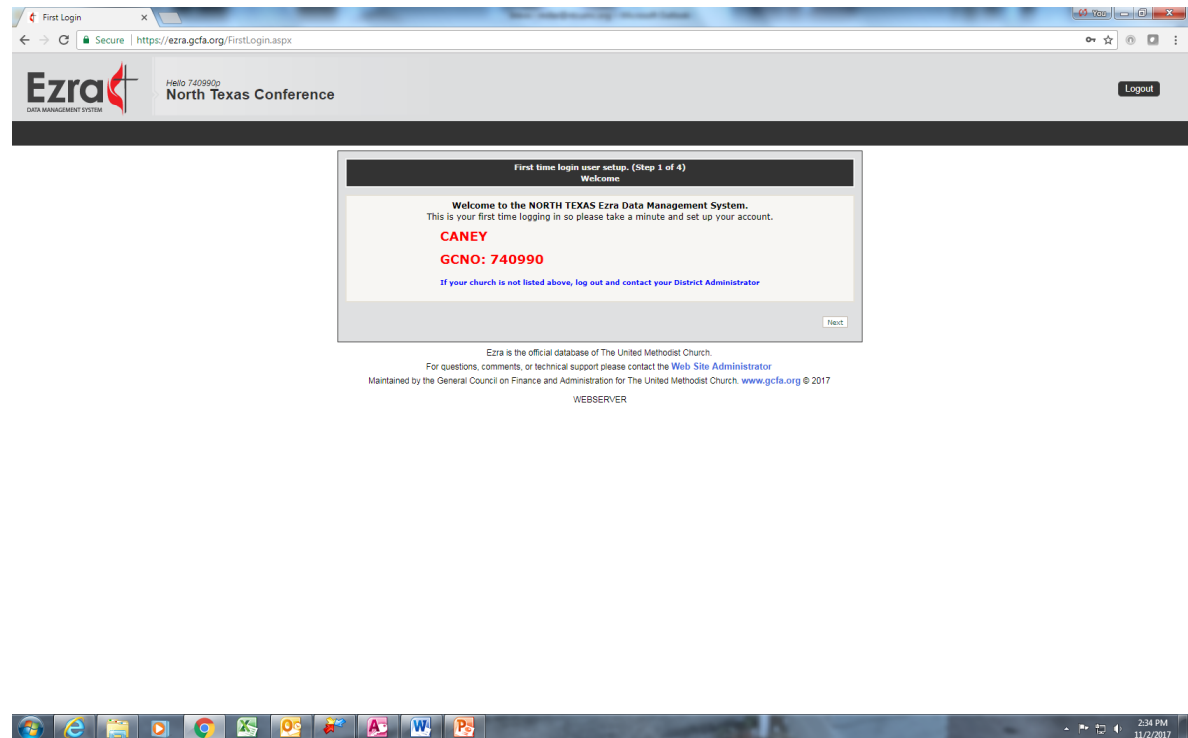
Password:

Log In

[Forgot/Reset Password](#)

LOCAL CHURCH IDENTIFICATION/REGISTRATION

- When you first log in, you will see this screen with your church's name and GCFA number.
- Click the “Next” button to finish registering either the pastor or the office staff representative.



LOCAL CHURCH IDENTIFICATION/REGISTRATION

Complete the registration with your name, email address, and a cell phone number. Select “Next” to continue.

The screenshot shows a web browser window with the address bar displaying <https://ezra.gcfa.org/FirstLogin.aspx>. The page header includes the Ezra logo, the text "Hello 740990p North Texas Conference", and a "Logout" button. The main content area is titled "First time login user setup. (Step 2 of 4) Contact Information". It prompts the user to "Please enter your contact information below." and provides input fields for "First Name:", "Last Name:", "E-mail Address:", "Home Phone:", and "Work Phone:". The "Work Phone" field includes an "Ext." sub-field. "Previous" and "Next" buttons are at the bottom of the form. Below the form, footer text states: "Ezra is the official database of The United Methodist Church. For questions, comments, or technical support please contact the [Web Site Administrator](#). Maintained by the General Council on Finance and Administration for The United Methodist Church. www.gcfa.org © 2017". The text "WEBSERVER" is centered at the very bottom.

First time login user setup. (Step 2 of 4)
Contact Information

Please enter your contact information below.

First Name:

Last Name:

E-mail Address:

Home Phone:

Work Phone: Ext.

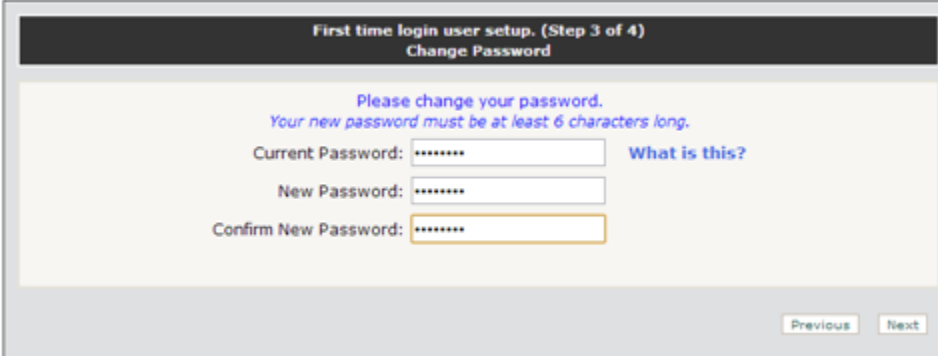
Previous Next

Ezra is the official database of The United Methodist Church.
For questions, comments, or technical support please contact the [Web Site Administrator](#)
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WEBSERVER

LOCAL CHURCH IDENTIFICATION/REGISTRATION

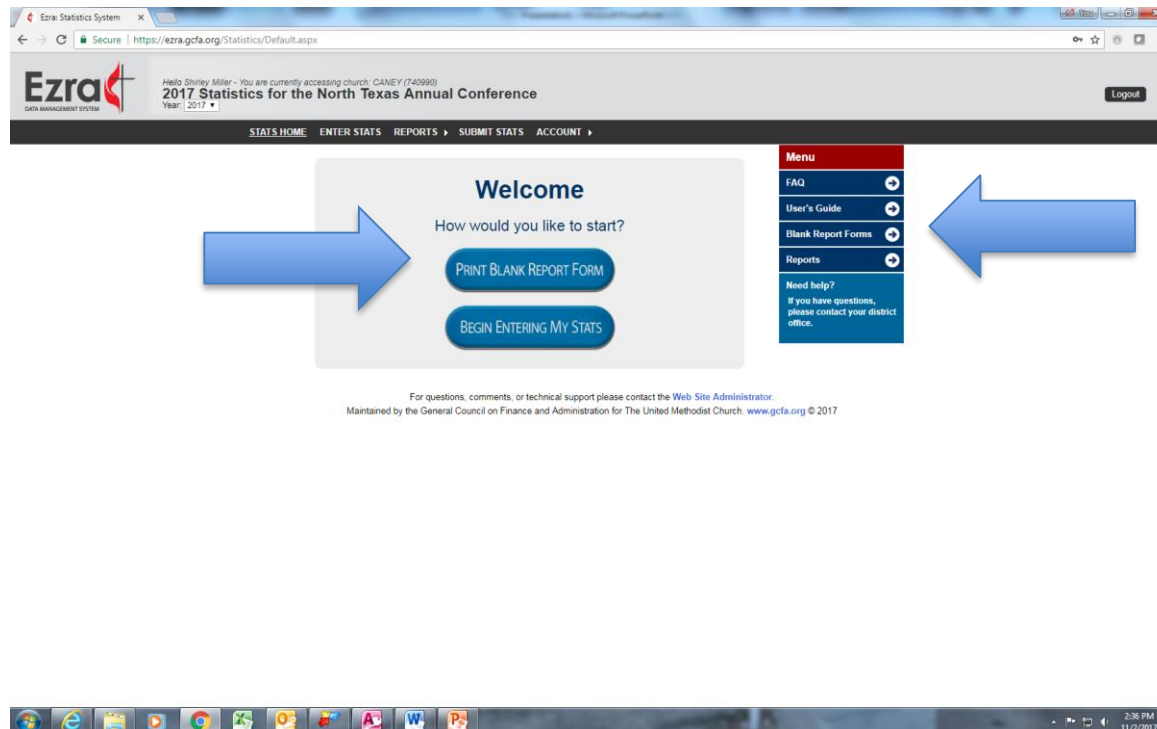
- On the password page, enter the password provided by the North Texas Conference, ntexas2021#, and then the new password you plan to use.
- WRITE IT DOWN because if you forget it, you will need the district or conference office to re-set it.
- Select “Next” to proceed and finish registering.



The screenshot shows a web form titled "First time login user setup. (Step 3 of 4) Change Password". The form has a dark header bar with the title in white. Below the header, the text "Please change your password." is displayed in blue, followed by "Your new password must be at least 6 characters long." in a smaller blue font. There are three input fields: "Current Password:" with a masked password "*****", "New Password:" with a masked password "*****", and "Confirm New Password:" with a masked password "*****". To the right of the "Current Password:" field is a blue link that says "What is this?". At the bottom right of the form are two buttons: "Previous" and "Next".

GETTING STARTED

On the “Welcome” panel, select “Print Blank Report Form” first so that you will have the complete set of data entered last year and so you can share the report with others who may be providing the data. You can also print from the “Blank Report Forms” button on the Menu at the right.



GETTING STARTED

While reporting your statistics, the Welcome Panel will change to reflect your progress. You can click on the table names to go directly to the table.

Welcome: Sheldon Cooper
Complete your Statistical Reports

The final date to enter statistical information was 3/15/2013.

| | | | |
|----------------------|---|---|------------------------------------|
| Table 1 - Membership | → | ✓ | 9/18/2014 - Completed |
| Table 2 - Finances | → | ! | 9/18/2014 - Completed (3 warnings) |
| Table 3 - Income | → | ✓ | Not Started |

SPECIAL TABLES

| | | | |
|----------------|---|---|-------------------|
| New Table | → | ✓ | Not Started |
| Submit Reports | → | ✓ | Not yet submitted |

Message From The Conference Office:

Please enter your statistics for this year. [If you have any questions, please contact the conference contact on the right of the screen.](#)

USER'S GUIDE

Download the User's Guide for more information in filling out the Ezra tables.

[STATS HOME](#) [CHURCH INFO](#) [ENTER STATS](#) [REPORTS](#) [SUBMIT](#) [ADMIN TOOLS](#) [ACCOUNT](#)

Tables: Table 1 - MEMBERSHIP & PARTICIPATION

Your statistical information was due on 01/22/2021. Please finish with your statistics as soon as possible.

Select A Church

Alignment Number

General

D52250 EAST

100000

Go

D52250

Go

Status: Not Submitted

Not Saved

Verified

Verified By: Christy Drenner

Verified On: 02/01/21 5:40:21 PM

Show All Active Lines

Federated churches, community churches, etc., report only that part of the membership belonging to The United Methodist Church.

Note: In order to activate auto-totals, you must tab through the table.

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[Need help?](#)
If you have questions,
please contact your district
office.

COLOR CODED KEY

On the right side of the home page is a color-coded key that matches the colors of the boxes on each form.

| Line # | Description | 2019 Value | 2020 Value | Line # |
|--------|---|------------|----------------------|--------|
| | Professing Membership Lines 1-4 below capture your local church's membership changes for the reporting year. | | | ? |
| 1 | Total professing members reported at the close of last year Enter here the figure reported on Line 9 of last year's Local Church Report. Do not use this line to correct the previous year's report. If possible, this line should be provided by the annual conference statistician. | 0 | <input type="text"/> | 1 ? |

From Vital Signs

From Conference

From Additional Table

Apportionment Field

Auto-Total Line

Warning

Error

LINE ERRORS AND WARNINGS

Some lines come with line errors or line warnings. With an **error**, you either 1) fix the line amount; or 2) explain in the notes why this year's entry is correct. With a **warning**, you either 1) fix the line amount; or 2) use the "Explanation" box to explain why this year's entry is correct.

Error(s):

| Line | Error |
|------|--|
| 4 | Error: Line 4 is a required field and cannot have a 0 value. |
| 7 | Error: Line 7 is a required field and cannot have a 0 value. |

Warning(s):

| Line | Warning | Explanation | |
|------|--|--------------------------|----------------------|
| 11 | You are reporting nothing for a line that had an amount reported for the prior year. | Church closed 08/31/2020 | Edit |
| 13 | You are reporting nothing for a line that had an amount reported for the prior year. | Church closed 08/31/2020 | Edit |
| 15 | You are reporting nothing for a line that had an amount reported for the prior year. | Church closed 08/31/2020 | Edit |
| 5f | You are reporting nothing for a line that had an amount reported for the prior year. | Church closed 08/31/2020 | Edit |
| 6a | You are reporting nothing for a line that had an amount reported for the prior year. | Church closed 08/31/2020 | Edit |
| 6b | You are reporting nothing for a line that had an amount reported for the prior year. | Church closed 08/31/2020 | Edit |

SECTION INSTRUCTIONS

Section instructions are in the blue boxes.

Membership Ethnicity

On the following lines, report for each member the racial/ethnic group with which she or he identifies, or to which she or he is regarded in the community as belonging. All examples should be understood as a selection and not an inclusive list. Each member should be included in only one group. The total in Line 5 must equal total membership in Line 4. *Note: The data gathered here is used for groups that offer educational resources and tailored ministries. While we are certainly all one in Christ, it is important to value our members' racial and ethnic identities and report this information as accurately and completely as possible.

?

LINE INSTRUCTIONS

Specific instructions are included with each line that may need explanations. You can also hover your computer mouse over the question mark (?) for the same instructions.

| | | | | | |
|----|---|---|--------------------------------|----|---|
| 5a | Asian Members with ethnic origins in East or South Asia (this includes the peoples of Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Japan, Korea, Laos, Malaysia, Mongolia, Myanmar, the Philippines, Pakistan, Singapore, Sri Lanka, Taiwan, Thailand, Tibet, and Vietnam). | 0 | <input type="text" value="0"/> | 5a | ? |
| 5b | Black Members with ethnic origins in Africa or those who identify themselves as "African American." This includes the African Diaspora in the Caribbean, Latin America, and North America. | 0 | <input type="text" value="0"/> | 5b | ? |
| 5c | Hispanic/Latino Members with ethnic origins in Latin America (including Mexico, Central America, and the Spanish-speaking islands of the Caribbean). This ethnicity includes persons whose racial heritage is either European or African. | 0 | <input type="text" value="0"/> | 5c | ? |
| 5d | Native American Members with ethnic origins in indigenous America (including Aleut, Inuit, Micmac, Ojibwa, Mayan, Miskito, etc.) and/or who maintain cultural identification through tribal affiliation or community recognition. | 0 | <input type="text" value="0"/> | 5d | ? |
| 5e | Pacific Islander Members with ethnic origins in the Pacific Islands (including Fiji, Guam, Hawaii, Marianas, Micronesia, Papua, Polynesia, Samoa, Solomon and Tonga, Vanuatu, and Tuvalu). | 0 | <input type="text" value="0"/> | 5e | ? |
| 5f | White Members with ethnic origins in Europe, including its various ethnicities. | 6 | <input type="text" value="0"/> | 5f | ? |
| 5g | Multiracial Members with ethnic origins in two or more of the other six categories. | 0 | <input type="text" value="0"/> | 5g | ? |
| 5 | TOTAL MEMBERSHIP ETHNICITY (5a+5b+5c+5d+5e+5f+5g = 5 = 4) | 6 | <input type="text" value="0"/> | 5 | ? |

WHAT INFORMATION IS COLLECTED?

ONLINE TABLES IN EZRA

Table 1 Membership and Participation

Table 2 Church Assets and Expenses

Table 3 Church Income

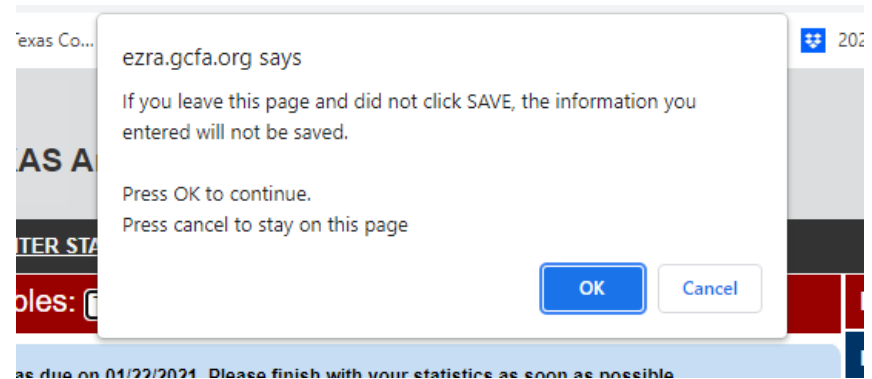
Special Report – Apportionment related line items. You must total the financials manually, but the relevant data is entered from Tables 1 and 2 automatically into the Special Report.

New Faces New Spaces –Follow each line's instructions on form.

Clergy Compensation Worksheet-print out, fill out, submit at Check-out. You can find it in the Reports section on Ezra and at <https://ntcumc.org/connectional-resources/close-out-check-out>.

Enter Your Statistics-General Help

- Saving the data: You must save each table as you leave or your changes will not save.
- You can save a table without completing it and that enables you to come back to that particular table later to finish it.
- Each question must have an answer. If the answer is zero, put in 0. Use whole numbers.
- Auto-Total Lines are “peach” and you will not be able to enter any data as the system will provide the totals.



BEST PRACTICES

- Set up your two local church users in the Ezra portal.
 - Print out the Annual Report in order to start collecting information needed from the various individuals who may have access to these values.
 - Locate last year's report as well as notes as another resource in completing this year's tables. Your church should have printed a hard copy.
-

ENTERING STATISTICS

Select the desired table from the dropdown box. Your alignment number and GCFA number will automatically prepopulate.

Ezra
DATA MANAGEMENT SYSTEM

Hello Shirley Miller
2020 Statistics for the NORTH TEXAS Annual Conference
Year: 2020

STATS HOME CHURCH INFO **ENTER STATS** REPORTS SUBMIT ADMIN TOOLS ACCOUNT

Tables: Table 1 - MEMBERSHIP & PARTICIPATION
Table 1 - MEMBERSHIP & PARTICIPATION
Table 2 - CHURCH ASSETS & EXPENSES
Table 3 - CHURCH INCOME
Special Report - Special Report
New Faces New Spaces - New Faces New Spaces

Your statistical information was due on 02/01/21. If you are unable to enter data, please contact your district office.

Select A Church
D52250 EAST

Status: Not Submitted
Not Saved

☒ Show All Active Lines

☒ Verified
Verified By: Christy Drenner
Verified On: 02/01/21 5:40:21 PM

Federated churches, community churches, etc., report only that part of the membership belonging to The United Methodist Church.

Note: In order to activate auto-totals, you must tab through the table.

Admin Notes:
There are no notes for this church.

Employer (Federal) Id Number: XX-XXXXXXX Please enter your EIN if known. [What is this?](#)

[Add Note](#)

[Clear Screen](#)

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Need help?
If you have questions, please contact your district office.

Table 1
Enter data rounded to the nearest whole number. Fields will not accept symbols (\$, %, ., ,, etc). Example: 1999 instead of \$1,999.00

STATISTICAL FORMS AVAILABLE IN SPANISH AND KOREAN

- For those churches whose primary language is either Korean or Spanish, check out forms in those languages are available online at <https://ntcumc.org/connectional-resources/close-out-check-out>.
- Churches may use these forms to arrive at their numbers, but the data itself must be filled in online and the only language available on the online forms is English.

Korean <https://ntcumc.org/2017-Check-Out-Tables-I-III-Korean.pdf>

Spanish <https://ntcumc.org/2017-Check-Out-Tables-I-III-Spanish.pdf>

TABLE 1 HINTS –

Worship Attendance

- Line 1 is automatically filled in from the 2020 reported membership. This line CANNOT be changed. If it is incorrect for some reason, you can make the correction on Line 2c.
- Line 7a Online Worship. Generally, it is **not** included with the total worship attendance, so if you have been counting online attendance as part of your worship attendance, you should NOT include it on Line 7 but then report it on 7a as a separate number. DO NOT ADD LINE 7a WITH LINE 7. THE CONFERENCE OFFICE MUST REPORT THESE SEPARATELY TO GCFA. For the Journal and all other reports, the conference office will add these two lines together.

| | | | | | |
|----|---|---|--------------------------------|----|---|
| 7 | Average attendance at all weekly worship services Report average in-person attendance at all services held on a consistent weekly basis as the primary opportunity for worship. Count all persons (including children) who participate in part of any of these services. Do not include online worshippers nor attendance from irregularly held special services (i.e. Christmas Eve services). FOR 2020, ONLY USE THE WEEKS YOU HAD FULL IN-PERSON SERVICE. | 0 | <input type="text" value="0"/> | 7 | ? |
| 7a | Number of persons who worship online Report here average weekly number of unique viewers who access worship online. This includes those live streaming your worship service and views/downloads of recorded worship services (audio or video), sermons, and/or podcasts. Do not include generic hits/visits to your website. In 2020, many churches initiated online services using various platforms. See instructions to determine views that were hits or watches based upon viewing time. | 0 | <input type="text" value="0"/> | 7a | ? |

TABLE 1 HINTS –

Community Ministries

Ministries included in Line 21 may be listed in both lines 21a and 21b, if they fit the definitions of those lines.

| | | | | | |
|-----|--|---|--------------------------------|-----|---|
| 21 | Total Number of community ministries for outreach, justice, and mercy offered by this local church Enter the total number of different ministries sponsored by your church (i.e. revivals, community events, food banks, homeless shelters, legal services, community nurse, prison ministry) that are offered to the community as a means of outreach, social justice, and/or mercy. | 0 | <input type="text" value="0"/> | 21 | ? |
| 21a | Of the ministries counted in Line 21, how many focus on global/regional health? | 0 | <input type="text" value="0"/> | 21a | ? |
| 21b | Of the ministries counted in Line 21, how many focus on engaging in ministry with the poor/socially marginalized? | 0 | <input type="text" value="0"/> | 21b | ? |

TABLE 2 HINTS –

Assets

Line 25 is the line previously asking for the “Market Value of all other church-owned assets” and has now been updated to collect liquid assets only (which is what the line originally meant to collect). The description has been updated to reflect this. **YOU MAY USE YOUR FUND BALANCE REPORT to help with this. If you haven’t already done so, submit your Fund Balance Report at Check-out.**

| | | | | | |
|----|---|---|--------------------------------|----|---|
| | Assets and Debt | | | | ? |
| | Market value of church-owned land, buildings, vehicles and equipment Enter the estimated market value of buildings, parsonages, vehicles, and equipment plus the value of parsonage-related assets. If a parsonage is in a charge of more than one church, list parsonage-related assets only on the report of the church where parsonage is located. If property is held by a multi-church charge in common (rather than by an individual church) a share of the value should be assigned to each church according to its percentage of total professing membership within the charge unless a specific percentage of commonly-held property has been otherwise designated. Congregations are not obligated to initiate property appraisals in order to provide this estimate. | | | | |
| 24 | | 0 | <input type="text" value="0"/> | 24 | ? |
| | Market value of financial and other liquid assets Enter the estimated market value of cash, stocks, bonds, trusts, securities, investments (including endowments) belonging to the church, including money raised or donated and held for future building programs or any other special purposes, and all property and other investments not included elsewhere. Include any liquid reserve funds in this line. | | | | |
| 25 | | 0 | <input type="text" value="0"/> | 25 | ? |

TABLE 2 HINTS – Debts, Line 27

Line 27

If your church received funds from the Paycheck Protection Program (PPP) in 2021 as part of the CARES Act **AND** that loan has **not** been forgiven, include that loan balance here.

| | | | | | |
|----|--|---|--------------------------------|----|---|
| 27 | Other debt Enter the total of all debt currently held by the church that is not secured by church property assets, such as credit cards, lines of credits, and lease-to-purchase agreements. The sum of Lines 26 and 27 should equal the total debt currently held by the church. IF THE CHURCH RECEIVED A LOAN FROM THE PAYCHECK PROTECTION PROGRAM (PPP) as part of the CARES Act that has not been forgiven, include the loan balance here. | 0 | <input type="text" value="0"/> | 27 | ? |
|----|--|---|--------------------------------|----|---|

TABLE 2 HINTS – Conference Remittances

- Lines 28-36e are completed by the Annual Conference following close-out on January 11.
 - Note that these lines are “orange” and the local church cannot enter values.
 - This data will be reflected in your Table 2 by the end of the day January 12.
-

TABLE 2 HINTS – CONFERENCE REMITTANCES

Only the North Texas Conference can enter data in the “orange” boxes.

| | | | | | |
|-----|--|-----|-------|-----|---|
| 28 | Amount APPORTIONED to the local church by the CONFERENCE This amount should include the total for all district, annual conference, jurisdictional, and general church funds apportioned to the local church to be remitted to the annual conference treasurer. This should be provided by the conference treasurer. | 0 | 0 | 28 | ? |
| | Benevolent Giving The following lines record giving from the local church for all benevolent causes, including apportioned giving and direct giving. Values for lines provided by the conference and may be hidden from view. If shown, an asterisk (*) designates funds paid to the annual conference treasurer that will be provided by the Annual Conference Treasurer. Please contact your conference if you have any questions about these lines. | | | | ? |
| 29 | *Amount PAID by the local church to the CONFERENCE for all apportioned causes This amount should include the total given by the local church to the annual conference treasurer for all district, annual conference, jurisdictional, and general church apportioned funds. | 557 | 1,344 | 29 | ? |
| 30 | *General Advance Specials | 695 | 0 | 30 | ? |
| 31 | *World Service Specials | 0 | 0 | 31 | ? |
| 32 | *Annual Conference Advance Specials | 500 | 750 | 32 | ? |
| 33 | *Youth Service Fund | 0 | 0 | 33 | ? |
| 34 | *All other funds sent to Conference for connectional mission and ministry Report any other non-apportioned funds sent to the annual conference treasurer for connectional mission and ministry not otherwise reported on Lines 29a through 33, including non-apportioned giving to higher education and health and welfare ministries. | 0 | 0 | 34 | ? |
| 35 | *Total Annual Conference Special Sundays Offerings | 0 | 0 | 35 | ? |
| 36a | *Human Relations Sunday | 0 | 0 | 36a | ? |
| 36b | *UMCOR Sunday (formerly One Great Hour of Sharing) | 0 | 0 | 36b | ? |
| 36c | *Peace with Justice Sunday | 0 | 0 | 36c | ? |
| 36d | *Native American Ministries Sunday | 0 | 0 | 36d | ? |
| 36f | *U.M. Student Day | 0 | 0 | 36f | ? |
| 36e | *World Communion Sunday | 0 | 0 | 36e | ? |

TABLE 2 HINTS – Clergy Compensation Grants

- Line 41aa is for equitable compensation funds and/or conference grants (such as from the Center for Church Development) that supplement the lead pastor's salary.
 - Line 41bb is for conference grants that supplement the associate pastor's salary.
-

TABLE 2 HINTS –

Clergy Compensation Grants

| | | | | | |
|------|---|---|--------------------------------|------|---|
| 41a | Base compensation paid to/for the Senior Pastor or other person assigned or appointed in the lead pastoral role to the church (this person could be anyone, as long as he/she is assigned or appointed to the lead pastor role). Do not include amounts received from equitable compensation or other conference grants. | 0 | <input type="text" value="0"/> | 41a | ? |
| 41aa | Amount received from equitable compensation or other conference grants toward lead pastor's base compensation. | 0 | <input type="text" value="0"/> | 41aa | ? |
| 41b | Base compensation paid to/for all Associate Pastor(s) and other pastoral staff assigned or appointed to the church. | 0 | <input type="text" value="0"/> | 41b | ? |
| 41bb | Amount received from conference grants toward associate's base compensation. | 0 | <input type="text" value="0"/> | 41bb | ? |
| 41c | Base compensation paid to/for any Deacons. | 0 | <input type="text" value="0"/> | 41c | ? |

TABLE 2 HINTS –

Total Church Expenses, Line 50

- Line 50 will not update automatically as values are added.
- Line 50 can only be updated by the Conference office as part of the Ezra programming. (Notice the “orange” box.)
- The Conference office will begin updating Line 50 daily on January 12.

| | | | | | |
|--|--|-------|-------|----|---|
| furnishings) and major renovation. Also include short-term rent. | | | | | |
| 50 | TOTAL CHURCH EXPENSES (Sum of Lines 29a through 49) Note that this will be 0 until the conference calculates the Grand Total. | 1,752 | 2,094 | 50 | ? |

TABLE 3 HINTS – PPP Loans and ERC Grants

Line 54c

- If your church received funds from the Paycheck Protection Program (PPP) in 2021 as part of the CARES Act, record those funds in this line whether the loan has been forgiven or not.
- If your church received funds from the Employment Retention Credit (ERC) in 2021, record those funds in this line.

| | | | | | |
|-----|--|---|--------------------------------|-----|---|
| 54c | Other grants and financial support from institutional sources Enter here funds received from other sources (for example, grants received from a foundation in support of the church food bank). ENTER THE AMOUNT RECEIVED FROM THE PAYCHECK PROTECTION PROGRAM (PPP) as part of the CARES Act here whether it's been forgiven or not. | 0 | <input type="text" value="0"/> | 54c | ? |
|-----|--|---|--------------------------------|-----|---|

SPECIAL REPORT

Data from Tables 1 and 2 are automatically entered into the Special Report lines.

Check the Special Report to answer warnings, if needed.

Line 89 is not automatically calculated. The filer will need to manually add the total for the financials and enter this amount on Line 89. If the math is incorrect, a note will appear at the top of the table so the total can be corrected.

SPECIAL REPORT

Remember to manually total Line 89.

| Line # | Description | 2019 Value | 2020 Value | Line # |
|--------|--|------------|--------------------------------|--------|
| MF | Membership Factor | | | MF ? |
| 80 | Total Membership | 0 | <input type="text" value="0"/> | 80 ? |
| FF | Financial Factor | | | FF ? |
| 81 | Pastor's Base Compensation | 0 | <input type="text" value="0"/> | 81 ? |
| 82 | Associates' Base Compensation | 0 | <input type="text" value="0"/> | 82 ? |
| 83 | Clergy Accountable Reimbursements | 0 | <input type="text" value="0"/> | 83 ? |
| 84 | Clergy Other Cash Allowances | 0 | <input type="text" value="0"/> | 84 ? |
| 85 | Deacon's Base Compensation | 0 | <input type="text" value="0"/> | 85 ? |
| 86 | Other Staff Salary & Benefits | 0 | <input type="text" value="0"/> | 86 ? |
| 87 | Program Expenses | 0 | <input type="text" value="0"/> | 87 ? |
| 88 | Operating Expenses | 0 | <input type="text" value="0"/> | 88 ? |
| | Total Financial (Please add #s 81-88 above.) | | | |
| 89 | When the explanation pops up above, please enter the filer's name and the date into the box. | 0 | <input type="text" value="0"/> | 89 ? |

CLERGY COMPENSATION WORKSHEET

There is no online worksheet that automatically populates the appropriate compensation lines on Table 2. Please follow the instructions below.

- Fill out the Clergy Compensation Excel Worksheet before filling out Table 2.
 - The worksheet is on the Ezra portal site under “Reports.”
 - You can also find it at <https://ntcumc.org/connectional-resources/close-out-check-out>.
 - Download the excel file and fill it out. There are tabs for lead pastors, associate pastors, and deacons. There is also a **“Totals for Ezra”** tab.
 - In cases where there was a mid-year appointment change for lead pastors, or if there are multiple associate pastors or deacons under appointment list each clergy separately on the appropriate tab with their corresponding amounts paid. Each tab will total the lines.
 - The amounts entered in the lead, associate, and deacon tabs automatically populate the “TOTALS FOR EZRA” tab.
 - Manually enter the total amounts from the individual categories on the “Totals for EZRA” worksheet into the appropriate lines on Table 2.
 - **Print out this completed worksheet—all sheets that you filled out—could be up to 4 excel files printed out—and submit it on your church’s check-out day.**
-

CLERGY COMPENSATION WORKSHEET

Fill out the compensation worksheet to enable completion of Table 2. Take the completed worksheet with you to district check-out.

Church Name: Your Church Name

Person Filling Out Form: Shirley Miller

Date: 1/6/22

2021 Compensation Worksheets

Instructions: Please use the form below to record compensation for your clergy. Fill out the clergy person's name in the left column and his/her corresponding data to the right. They will sum automatically. When you are done with all three worksheets, use the TOTALS FOR EZRA tab to input information into Ezra. Use annual figures. Do not report cents – round figures to the nearest dollar. PRINT AND TAKE ALL WORKSHEETS TO DISTRICT CHECK-OUT.

| Pastor Name | SALARY | | | | HOUSING | | | | | OPTIONAL BENEFITS | | | | REQUIRED BENEFITS | |
|-------------|----------------------------|--|------------------|--|-------------------|---|--------------------------|-------------------|--|---|---|---|----------------------------|--|--|
| | Base Salary paid by church | Other cash compensation paid to pastor (e.g., to cover bonuses, payments to private investment programs, scholarships, etc.) | 41a TOTAL SALARY | 41aa Amount received from equitable compensation and/or grants toward base salary of Lead Pastor | Housing Allowance | Cash payments designated as additional housing exclusion (includes utilities allowance) | Utilities paid by church | 42a TOTAL HOUSING | 43 Total Accountable Reimbursement Plan Expenses | Dependents health insurance premiums paid by local church | Automobile provided by local church including insurance and maintenance | Allowance provided for the pastor which ARE NOT included in an Accountable Reimbursement Agreement or reported above. | 44 Total Optional Benefits | 39 Pension (CRSP paid by local church) | 40 Appointee's HealthFlex insurance premium paid by local church |
| Pastor 1 | \$200 | \$100 | \$300 | \$100 | \$100 | \$100 | \$100 | \$300 | \$100 | \$100 | \$1,000 | \$100 | \$1,200 | \$100 | \$100 |
| Pastor 2 | \$50 | \$50 | \$100 | \$100 | \$50 | \$50 | \$50 | \$150 | \$100 | \$50 | \$1,000 | \$50 | \$1,100 | \$50 | \$50 |

SUBMITTING STATISTICAL REPORTS

To submit your statistics to the conference, click **Submit Stats** link on the Main Menu. After the icons confirm the completion of the tables. Click **Submit Statistics** to send the tables to the conference.

Submit your Statistical Reports

This is where you submit your statistics to the Conference Office. By clicking on the button below, you are submitting the information from Tables 1, 2, and 3. YOU WILL NOT BE ABLE TO CHANGE THIS INFORMATION unless you contact your district office.

| | | | |
|----------------------|---|---|-----------------------|
| Table 1 - Membership | → | ✓ | 9/18/2014 - Completed |
| Table 2 - Finances | → | ✓ | 9/23/2014 - Completed |
| Table 3 - Income | → | ✓ | 9/23/2014 - Completed |

SPECIAL TABLES

| | | | |
|-----------|---|---|-------------|
| New Table | → | ✓ | Not Started |
|-----------|---|---|-------------|

Congratulations! You are ready to submit your stats!

Please enter any comments you wish to share with the Conference regarding these statistics.

Submit Statistics

SUBMITTING STATISTICAL REPORTS

- If you follow the submission prompts and Ezra will not let you submit, this probably means the church has not addressed an error or warning on one of the tables.
 - If you explain all the errors and warnings and you are still unable to submit, call your district office.
 - Once submitted, the local church is unable to change any entries.
 - If a mistake is discovered, call the district office for help and the office will be able to unlock your submission.
 - Always print hard copies for your files.
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QUESTIONS

For questions on filling out tables or for your login and password, contact your district office or the conference office if the district is unavailable.

East District chapman@ntcumc.org

East District Jordan@ntcumc.org

Metro District Lancaster@ntcumc.org

North Central District Holcomb@ntcumc.org

Northwest District Cleveland@ntcumc.org

NTC Office miller@ntcumc.org

