

**AC STATS
BEST PRACTICES/
QUESTIONS ANSWERED
2024**

Enter Your Statistics-General Help

- Saving the data: Your input is saved automatically. You do not have to click a save button.
 - Each question must have an answer. If the answer is zero, put in 0. Use whole numbers.
 - “Total” lines are shown in bold lettering. These are calculated for you. Do not try to enter values in total lines.
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WHAT INFORMATION IS COLLECTED?

ONLINE TABLES IN AC Stats

Table 1 Membership and Participation

Table 2 Church Assets and Expenses

Table 3 Church Income

Table 4 LEGACY NORTH TEXAS CONFERENCE ONLY—New Faces New Spaces

ONLINE ON CONFERENCE WEBSITES, NOT AC Stats

Clergy Compensation Worksheet-print out, fill out, submit to Districts at Check-out

IF your church has either more than one senior pastor or two or more associate pastors. You can find the worksheet on your conference website under

statistics/check-out. CTC and NWTX: <https://www.ctcumc.org/checkout> and

NTC: <https://ntcumc.org/connectional-resources/close-out-check-out>

FOR ALL TABLES

- Compare 2023 values to the 2024 reported data for errors, unusual changes.
- For many lines, if a decidedly different amount from the previous year is entered, a line error or line warning will appear under the question.
- The error or warning necessitates one or both of the following:
 - Fixing the line amount.
 - Explaining in the notes why this year's entry is correct.

ATTENDANCE & BAPTISMS	
Average attendance at the principal weekly worship service(s)	75 <input type="text" value="0"/>
7 WARNING: This value should not be Zero or blank!	
<input type="text" value="Please provide an explanation"/>	

TABLE 1 HINTS-Lines 1, 2a, 2b, and 2g

- **Line 1** is automatically filled in from the 2023 reported membership. This line CANNOT be changed. If it is incorrect for some reason, you can make the correction on Line 2c.
 - **Lines 2a and 2b Professions of Faith**
 - To gauge the number of people who join the church through facets other than confirmation classes (i.e. of their own volition), we have added a secondary professions of faith category. We are now collecting “Professions of Faith through confirmation” in addition to “Professions of Faith other than through confirmation.”
 - **Line 2g.** If you know your church received members from a closed United Methodist church, please enter that number here. Otherwise, record a “0”.
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TABLE 1 HINTS-Lines 7 and 7a

- **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. Here are the embedded instructions for Line 7a:

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.

Average attendance at the principal weekly worship service(s)

7 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). 81

Number of persons who worship online

7a 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. 85

TABLE 1 HINTS-Line 21

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

	Total Number of community ministries for outreach justice and mercy offered by this local church	
21	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.	2 <input type="text"/>
21a	Of the ministries counted in Line 21 how many focus on global/regional health?	0 <input type="text"/>
21b	Of the ministries counted in Line 21 how many focus on engaging in ministry with the poor/socially marginalized?	1 <input type="text"/>

TABLE 2 HINTS-Line 25

- Line 25 is asking for the “Market Value of all other church-owned assets” which is liquid assets only. This includes bank accounts, CDs, savings, etc.
- Generally, a local church would not have the same amount of money in a bank account each year, so the expectation is that this is a different value year after year.

Market value of other assets (cash securities other property etc)

25

Enter information from bank accounts, CDs, savings, as well as 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.

TABLE 2 HINTS-Lines 28-36e NOT Visible

- Lines 28-36e will be completed by the Annual Conference following close-out on January 13.
- These lines record apportionments, UMC Giving, and Special Sundays, all funds that have been “remitted” to the annual conference and, thus, the annual conference reports on behalf of the churches.
- For 2024 only these particular lines are not visible to the local church until later in the spring of 2025 to allow our Stewardship Center time to vet and upload three different conferences.

APPORTIONMENTS

UMC GIVING

SPECIAL SUNDAYS

TABLE 3 HINTS-Lines 52a, 52b, 52c, 52h

- **Lines 52a, 52b, 52c, and 52h**—all four of these lines are factors in the Apportionment Revenue Base for 2026.
- **Line 52h** should not include monetary gifts for memorials or capital fund campaigns.

Amount received from trusts, endowments, etc., for church budgets **Appor**

52h Amount received from trusts, endowments, foundations, bequeaths, and other similar instruments that are directed to the operational and missional activities of the local church.

CLERGY COMPENSATION WORKSHEET

Use actual amounts spent, not compensation report projections! This is true for the worksheet AND for the amounts listed in the appropriate lines on Table 2.

- If your church had 2 senior pastors in 2024 due to moves and/or more than one associate pastor, please fill out the Clergy Compensation Excel Worksheet before filling out Table 2.
 - For example, 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.
 - You can find the worksheet on your conference website under:
 - CTC and NWTX: <https://www.ctcumc.org/checkout>
 - NTC: <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 ACS**” tab.
 - The amounts entered in the lead, associate, and deacon tabs automatically populate the “TOTALS FOR ACS” tab.
 - Manually enter the total amounts from the individual categories on the “Totals for ACS” worksheet into the appropriate lines on Table 2.
 - **You may need to submit this completed worksheet—all sheets that you filled out—to your district for checkout.**
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CLERGY COMPENSATION WORKSHEET

Use actual amounts spent, not compensation report projections! This is true for the worksheet AND for the amounts listed in the appropriate lines on Table 2.

Church Name: Your Church Name

Person Filling Out Form: _____

Date: _____

2024 Compensation Worksheets	
<p><u>Instructions:</u> Please use the form below to record compensation for your clergy. Fill out the clergyperson'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 ACStats tab to input information into ACStats. <u>Use annual figures. Do not report cents – round figures to the nearest dollar.</u> PROVIDE WORKSHEETS TO DISTRICT AS NEEDED AT CHECK-OUT.</p>	

Pastor Name	SALARY			HOUSING				43 Total/Accountable Reimbursement Plan Expenses	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	Housing Allowance	Cash payments designated as additional housing exclusion (includes utilities allowance)	Utilities paid by church	42a TOTAL HOUSING		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	\$300	\$100	\$100	\$1,000	\$100	\$1,200	\$100	\$100
Pastor 2	\$50	\$50	\$100	\$50	\$50	\$50	\$150	\$100	\$50	\$1,000	\$50	\$1,100	\$50	\$50

Validate & Submit

- Once you have completed the input and determined it to be accurate, you must click the green Submit button.
- This will test for any inaccuracies and highlight the problem under the question with a box for explanation.

ASSETS	
24	Market value of church-owned land buildings and equipment ERROR: More than a 75% decrease from last year. Please update your Answer or enter an Explanation. <input type="text" value="40520"/> <input type="text" value="0"/> <input type="text" value="Please provide a Explanation (required)"/>
25	Market value of other assets (cash securities other property etc) <input type="text" value="4889"/> <input type="text" value="0"/>

Validate & Submit

- After you provide explanations, AC Stats will ask you to verify that you are ready to submit.
 - There will be some boxes to complete. Please fill in the pastor's cell phone number in "Pastor's #."
 - In the Notes section, list the person in addition to the pastor who should be called with questions along with that person's phone number.
 - Once you submit, you cannot make changes.
 - You must contact the district office to make corrections.
 - The due date for submitting statistics is January 22 or the date(s) set by your district.
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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.

DISTRICT ADMINISTRATORS

CTC Central	Katherine Hunter	katherinehunter@ctcumc.org
CTC East	Melissa Shamburger	melissashamburger@ctcumc.org
CTC North	Dana Dickey	danadickey@ctcumc.org
CTC South	Katherine Hunter	katherinehunter@ctcumc.org
CTC West	Dana Dickey	danadickey@ctcumc.org
NTC East	Jennifer Philo	philo@ntcumc.org
NTC Metro	Mariel Vela	mariel@ntcumc.org
NTC North Central	Martha Holcomb	holcomb@ntcumc.org
NTC Northwest	Jennifer Philo	philo@ntcumc.org
NWTX Lubbock	Dana Dickey	danadickey@ctcumc.org
