

# CHECK-OUT INSTRUCTIONS FOR LOCAL CHURCHES

## Through the Ezra Data Management System UMC January 2020

**The North Texas Conference is using the United Methodist statistics program, Ezra, this year for Check-Out.**

*PLEASE NOTE: The system contains warnings and error notifications for many lines that will alert the local church filer if a line may have been filled out incorrectly. Each church will need to address the warnings and errors by correcting the error or giving a written reason to the warning before submitting their tables online.*

### ONLINE FORMS FOR CHECK-OUT

**Table 1** – Membership and Participation

**Table 2** – Church Assets and Expenses

**Table 3** – Church Income

**Special Report** – Apportionment related line items. You must total Line 10 manually.

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

### APPORTIONMENT INFORMATION

Here is the apportionment formula as voted on at Annual Conference and found in the Journal in the legislation section, page 251 of the 2019 Journal:

Formula for Two-Part Decimal for Apportionments:

- 1/3 membership (Line 4)
- 2/3 finance (Lines 41a, 41b, 41c, 43-47)
- *LINE 50, the Grand Total, is not part of the apportionment formula.*

### **HOW TO GET STARTED**

Log in at <https://ezra.gcfa.org/login.aspx>.

Each local church has two users:

- One for the office
- One for the pastor

The User Name is the church's **GCFA number +p** for pastor and the **GCFA number+o** for the office staff. The password is **ntexas**, until the local church and/or pastor changes it.

**WRITE DOWN THE NEW PASSWORD.** If you forget or lose it, your district admin or the conference office will have to re-set it. The local church/pastor cannot reset passwords.

1. Log in and create your password.
2. You must include your email and phone numbers.
3. Select "Enter Stats" and Table 1 will be the default table. (You may select any table to fill out from the drop down menu by "Tables.")

**Download or copy the Church User Guide. It contains detailed log-in instructions along with pictures illustrating the instructions.**

Select “Print Blank Report Form” so you will have the complete set of data entered last year. You can do this from the Tab in the center or “Blank Report Forms” under Menu at the right.

**GENERAL INFORMATION**

- For all the tables, specific instructions are included with each line. You can also hover your computer mouse over the question mark (?) for the same instructions.
- Section instructions are in the blue sections.
- On the right hand side of your church’s home page there is a color coded key that matches the colors of the boxes on each form.
  - o **Purple** (Purple)-lined boxes are lines that are part of our North Texas apportionment formula.
  - o **Peach** (Peach)-colored boxes are “sums” and are computed automatically.
  - o **Orange** (Orange)-colored boxes are filled by the Conference Office after Close-out on January 13. (Table 2)
- For many boxes, if an incorrect amount or wildly different amount from the previous year is entered, a **line error** or **line warning** will appear at the top of the table.
- The error or warning necessitates one or both of the following:
  - o Fixing the line amount.
  - o Explaining in the notes why this year’s entry is correct.
- You can “Save” each table as you work on it without completing the table and that enables you to come back to that particular table later to finish it.
- When every table is completed and you believe you have completed your check out forms, then you “Submit” your church’s tables.

**TABLE 1**

- Line 1 is automatically filled in from the 2018 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 7a Online Worship is a new line as of 2017. 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.
- Ministries included in Line 21 may be listed in both lines 21a and 21b, if they fit the definitions of those lines.

## **CLERGY COMPENSATION WORKSHEET**

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

- You **MUST** fill out the Clergy Compensation Excel Worksheet before filling out Table 2.
- The worksheet is found online at your Ezra site under:
  - Reports
  - Bottom of the page under “North Texas Conference Worksheets.”
- 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 individual 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. **DO NOT INCLUDE CONFERENCE GRANTS OR EQUITABLE COMPENSATION FUNDS IN THE COMPENSATION WORKSHEET AMOUNTS. SEE TABLE 2 INSTRUCTIONS.**
- 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 bring it with you to your church’s check-out day.**

## **TABLE 2**

- 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.
- Lines 28-36e will be completed by the Annual Conference following close-out on January 13. Note these lines are **orange** and you cannot enter values. Only the conference can fill in these lines. The amounts should be reflected on your Table 2 by January 14.
- Line 41aa is for equitable compensation funds and/or conference grants that supplement the lead pastor’s salary. **DO NOT** include these amounts on the compensation worksheet.
- Line 41bb is for conference grants that supplement the associate pastor’s salary. **DO NOT** include this amount on the compensation worksheet.
- Line 50 **WILL NOT UPDATE** automatically as values are added. As you are filling out Table 2 and you do not see correct values in Line 50, that is because it can only be updated by the conference. This is programmed into Ezra.
  - Only the Conference Office can update the grand total line (Line 50) and it cannot be updated per individual church but only for all the churches at one time.** The Conference Office will notify the District Administrators when the Grand Total is updated, and it will be updated daily starting January 14.

### **TABLE 3**

- Several lines on Table 3 have been updated for clarification. Most pertain to the intent of use of funds – if money was transferred from liquid assets to be used for operating expenses/budget, this amount should be reflected in the Market Value of Liquid Assets on Table 2 and reported as “Amount received from interest and dividends and/or transferred from liquid assets” on Table 3.
- The line asking for “Amount received from Sale of Church Assets” (Line 52e) has been updated to ensure that only amounts allocated toward the budget/spending plan should be recorded here. In turn, “including the sale of buildings” has been added to “Funds from other sources and projects” (Line 53c) to account for sales that are not allocated for the church budget and saved for later use. This also should be reflected in market values.
- “Memorials endowments, and bequests” (formerly line 63b, new line 53b) has been updated to indicate that only the total amount of funds received should be included here only for the year it was received. The value of the fund should then be reflected in Market Value, and any rent payments, interest, or dividends earned should be recorded in 52d or 52f for budget.

### **SPECIAL REPORT**

- Whomever completes all of the tables will need to check the Special Report, which contains all of the apportionment related line items.
- When it is reviewed, the filer will need to manually add the total for the financials and enter this amount on line 10. If the math is incorrect, a “note” will appear at the top of the table.

### **NEW FACES, NEW SPACES**

This is the second year for this form as requested by the Cabinet. Churches must complete this form in order to submit all the Check-Out forms. For 2019, if the answers to the questions are all “0”, that is fine. The Cabinet recognizes that New Faces New Spaces is a new emphasis. The form must still be submitted.

### **SUBMIT**

- At the top of the church’s Ezra page is the “Submit” button. When you have completed all of the tables, select this and follow the prompts.
- If you follow the prompts and it will not let you submit, call your district office. This probably means you have not addressed an error or warning on one of the tables.
- Submitting your statistics prevents you from being able to change them. If you discover a mistake and need to make a correction, contact your district office for help.
- Always print hard copies for your files.