



Annual Church Statistics

LOCAL CHURCH USER'S GUIDE



Rev. Nov 2023

TABLE OF CONTENTS

1) How to Get In	2
2) Once Logged In	4
3) Add Your Data.....	4
4) Error Messages	5
5) Help & Instructions	5
6) Disabled Questions.....	6
7) Validate & Submit	6
8) More Errors	6
9) Full Submit Process	7
10) Submit Required Fields.....	11
11) Need Changes Made	11
12) Print or Save	12
13) When is it Due?	12
14) Why Doing This?	12
15) Still have a Problem?	13
16) More Information	13

1) HOW TO GET IN:

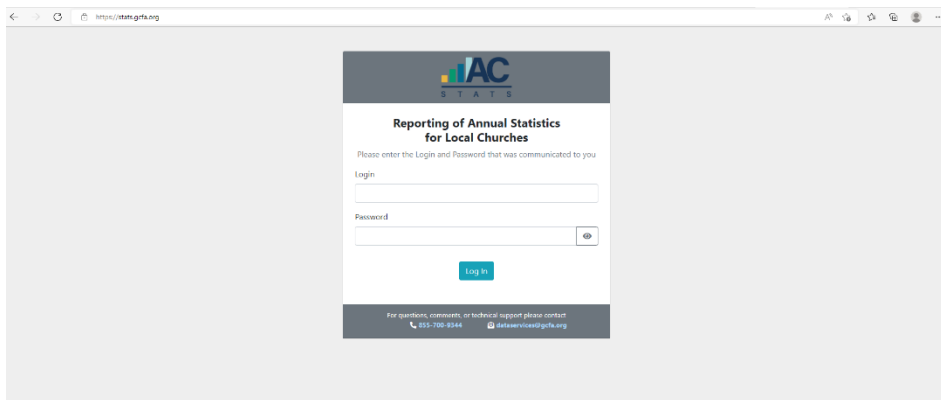
PLEASE NOTE – YOUR PREVIOUSLY CREATED USERNAMES AND PASSWORDS WILL NO LONGER WORK. NEW LOGINS MUST BE CREATED

▶ LINK to Stats platform: <https://stats.gcfa.org/>

Username: <your 6-digit GCFA Number>

Default Password: ACStats2023!

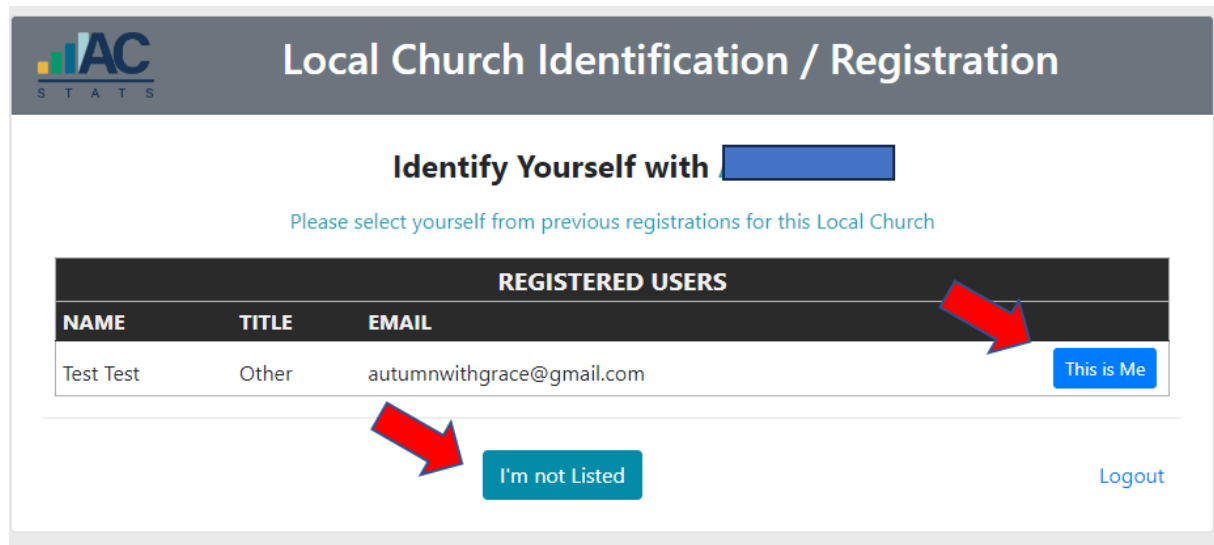
⚠ (This is a Default Password – Please change when you get in)



▶ Each Church Can have Several Users:

»» If you do see your name, Click Blue Box “This is Me”

»» If you do not see your name, Click the Teal Box “I’m not Listed”



»» Then you will be prompted to create your own Username/Password

>> WRITE THIS DOWN FOR YOUR RECORDS<<

The screenshot shows a registration form for a local church. The form is titled "Local Church Identification / Registration" and "Identify Yourself with [redacted]". Below the title, it says "Please create an Account for yourself with this Local Church". The form has several input fields: "First*", "Middle", "Last*", "Email*", "Church Role*" (with a dropdown menu showing "- choose a position -"), "Primary Phone*", "Address", "City", "State" (with a dropdown menu showing "Alabama"), and two "Password" fields. There are also "Back" and "Logout" buttons. A green button labeled "Register with Local Church" is at the bottom.

****IMPORTANT** You cannot use the same email address twice for 2 different churches/Users.**

(Example: A Pastor who uses the same email address for 2 different churches.)

The system will allow this 2nd User to be created but then it will delete the password for the previously made 1st User and won't allow you to login under that 1st User.

- IF YOU USE THE **SAME EMAIL ADDRESS JUST ADD YOUR GCFA #** to the End of your email Address to create a **Different Username**

This screenshot is similar to the one above, but the form is filled out. A red arrow points to the "Email*" field, which contains "autumnwells@unyumc.org156704". The "First*" field contains "Autumn Test" and the "Last*" field contains "Wells Test". The "Church Role*" dropdown is set to "Other" and the "City" field contains "Test City". The "State" dropdown is set to "Alabama". The "Password" fields are filled with ".....". The "Register with Local Church" button is highlighted in green.

2) ONCE LOGGED IN:

► Your First Screen at Opening:

Church Details Annual Report Logged in as TEST TEST Logout

Church Details

Church Name: La Casa del Alfarero UMC
Church #: 396443 Conference #: 781
District: Smoky Mountain
Church Email: donnahannkins@mac.com
Church Address: PO Box 905
Address 2:
City: Alcoa
State: Tennessee
ZIP Code: 37701-0905
Pastor Name: test
Pastor Email: test@brickriver.com
Pastor Phone #:
EIN #: 234123412
Congregation Type:
Founded Date: 1/6/2008 Chartered:
Closed Date: ReOpened:
Parent Church GCFA #:

[Metrics Report](#) [Annual Report](#)

2020 Annual Report has not been Started

3) ADD YOUR DATA:

► CHANGE THE MANAGING YEAR if you want to see past years' data.

UPPER NEW YORK 2022 Need Help ? Managing Year 2022

Administration Local Churches Reports Security & Settings Changes Log Logged in as AUTUMN WELLS Logout

► Go to “Annual Report” Green Button

2020 Annual Report for La Casa del Alfarero UMC

Church: La Casa del Alfarero UMC
City, State: Alcoa, TN
Pastor: test
GCFA Church #: 396443
Conference: HOLSTON (781)

[Instructions](#) [Print](#) [Local Church Detail](#)

Display Question Help Table # 1 2 3 [Validate & Submit](#)

#	QUESTION	2019	2020	% Δ
TABLE 1				
PROFESSING MEMBERSHIP				
1	Total professing members reported at close of last year (See Instructions) (This line is auto-filled from line 4 of the previous year)	0	0	
2a	Received this year on Profession of Christian Faith	0	1	
2b	Received this year on Profession of Faith through confirmation	0	0	
2c	Restored by affirmation (or correction to previous years report)	0	0	
2d	Correct previous years reporting error of total professing membership by adding	0	0	

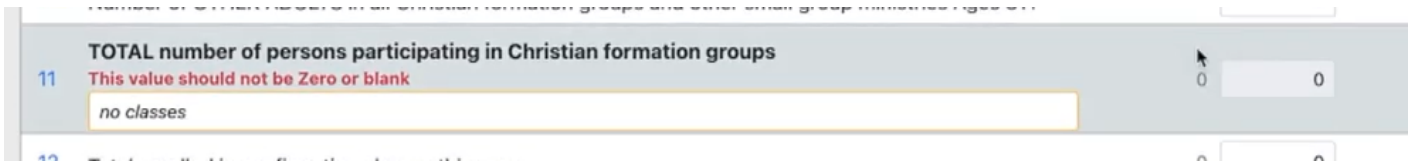
▶ **SOME LINES ARE PRE-POPULATED**

- Apportionments, Conference Entered, Etc.
- SUMs – some questions auto-calculate to add up the sum for you

4) ERROR MESSAGES:

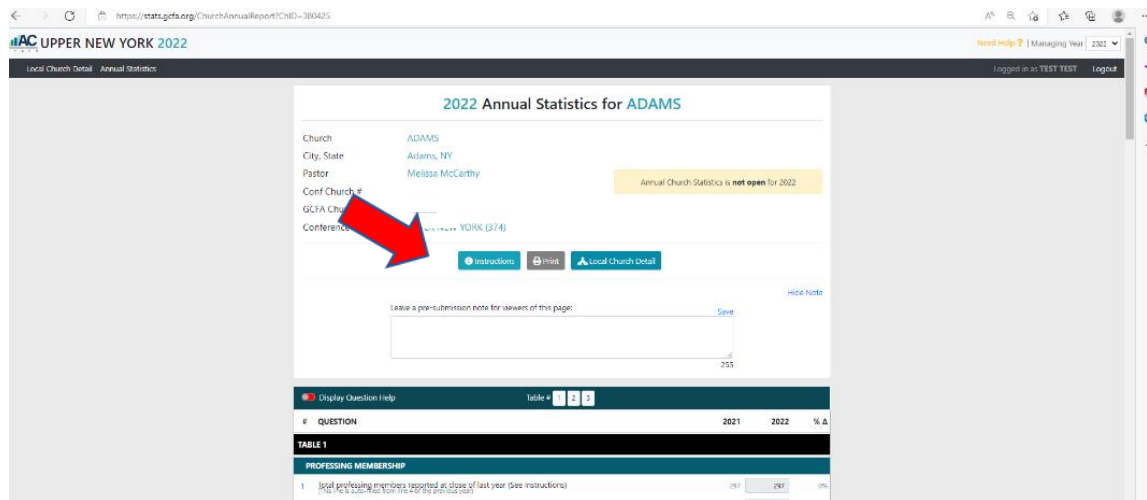
▶ You will need to enter in a Reason for the Change in the **“ATTENTION”** box below the question.

“WARNING” errors do not require an explanation, but you should take notice in case there was



5) HELP & INSTRUCTIONS:

▶ **CHECK OUT THE INSTRUCTIONS**



ANNUAL REPORT INSTRUCTIONS & HELP

AUTO SAVE ENABLED All of your answers will automatically be saved as you enter them. You can leave at any time and return and all of your entered information will be saved.

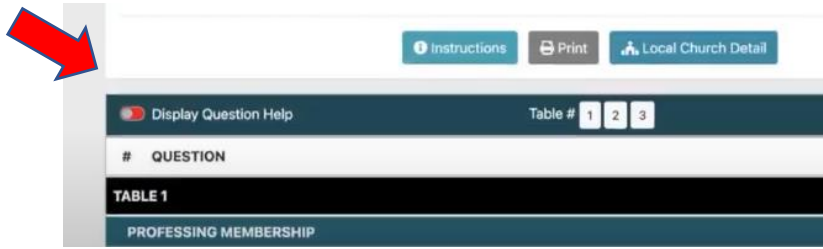
1) Enter Report Answers Completely fill out this form. Do not leave any fields blank. Enter zero if you have nothing to enter. The system only accepts WHOLE NUMBERS. You will not be able to enter data using commas, periods or dollar signs.

2) Submit Report When done entering Answers, click "VALIDATE ANSWERS". When successful, you can Submit Report answers for review to by the District and Conference offices.

Question Help If you need help on any question, click on the Question Number (left most column, in blue) to view Help detail on that question.

You can view help for all questions using the "Show Help" toggle button. Use

- ▶ **DISPLAY HELP** - switch on to turn blue to display more line descriptions



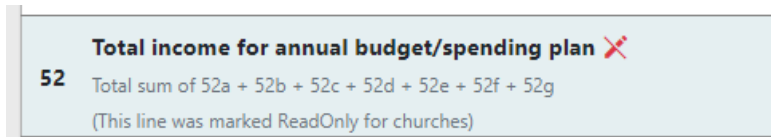
6) DISABLED QUESTIONS:



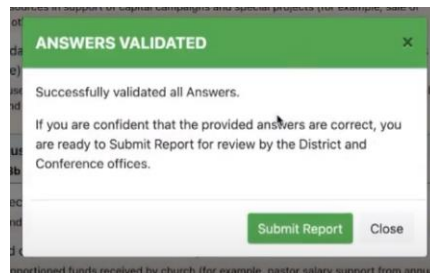
- ▶ Lines 28a – 36f are those which the Conference will upload into the system from the Finance Department information.

APPORTIONMENTS
UMC GIVING
SPECIAL SUNDAYS

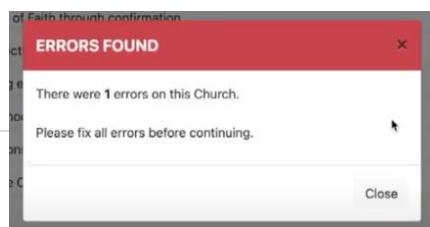
- ▶ Auto calculated Sum – Some Lines like 52 (previous 52t) is an auto calculated total sum of lines 52a to 52g. You will not be able to edit this.



7) VALIDATE & SUBMIT:

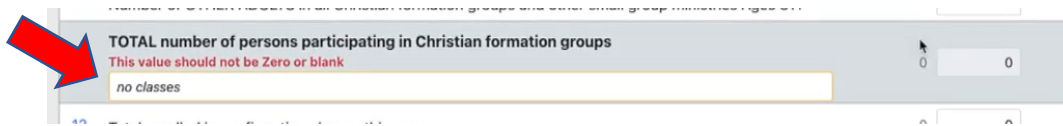


8) STILL HAVE AN ERROR?



CHECK ALL YOUR LINES FOR RED WRITING

- ▶ Need to enter something in the Data Box greater than 0
- ▶ AND/OR Describe reason in an Error Explanation Box



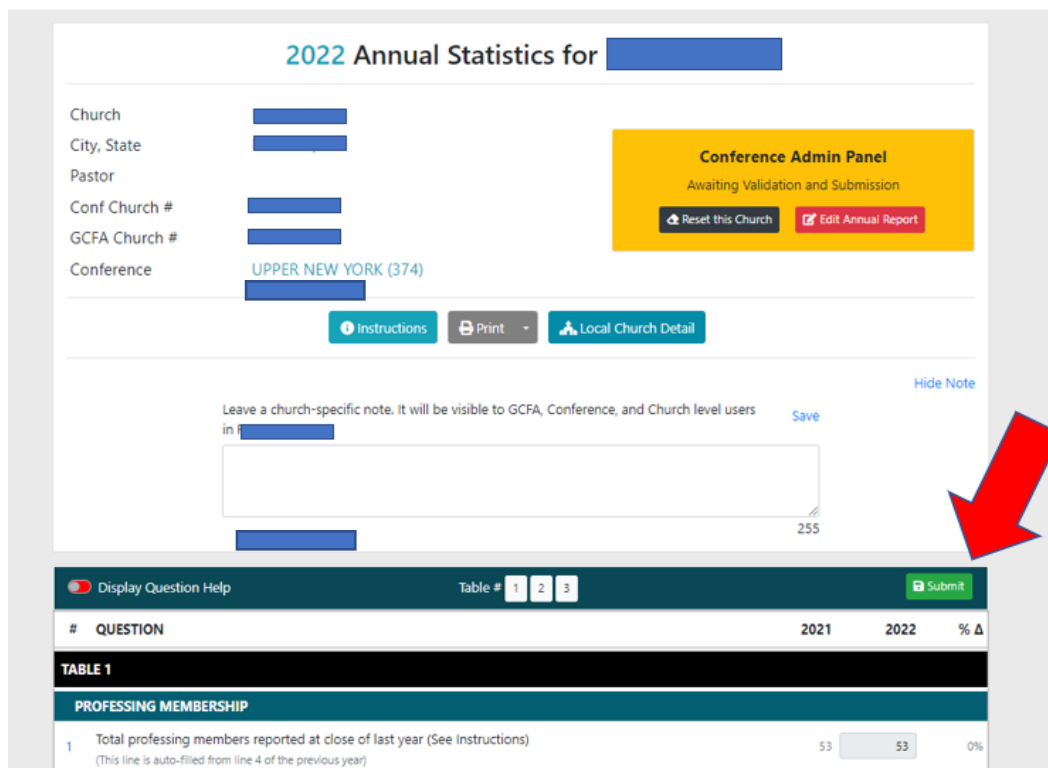
TOTAL number of persons participating in Christian formation groups
This value should not be Zero or blank
no classes

0

9) FULL SUBMIT PROCESS:

NOTE! There will be multiple pop-up boxes for the full “Submit” process to be complete.

- ▶ 1) Hit the Green **SUBMIT** button at the top teal banner on right hand side of Annual Report page:



2022 Annual Statistics for [Church Name]

Church [Input]
City, State [Input]
Pastor [Input]
Conf Church # [Input]
GCFA Church # [Input]
Conference UPPER NEW YORK (374) [Input]

Conference Admin Panel
Awaiting Validation and Submission
Reset this Church Edit Annual Report

Instructions Print Local Church Detail

Leave a church-specific note. It will be visible to GCFA, Conference, and Church level users
in [Input] Save

255

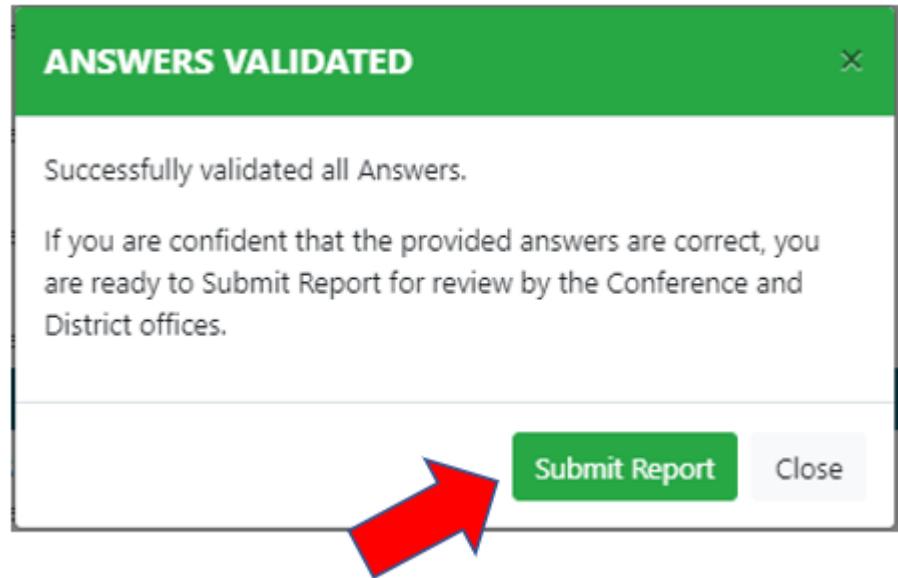
Display Question Help Table # 1 2 3 Submit

#	QUESTION	2021	2022	% Δ
TABLE 1				
PROFESSING MEMBERSHIP				
1	Total professing members reported at close of last year (See Instructions) (This line is auto-filled from line 4 of the previous year)	53	53	0%

- 2) WAIT while it validates your answers

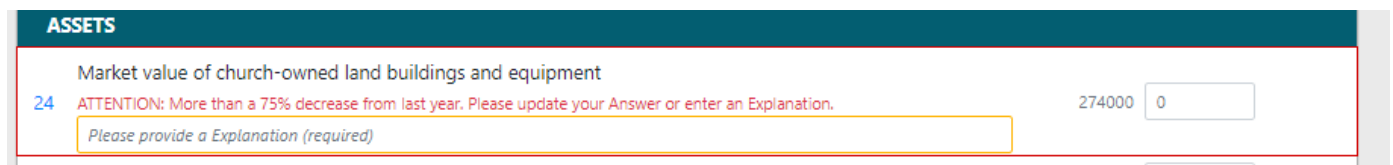
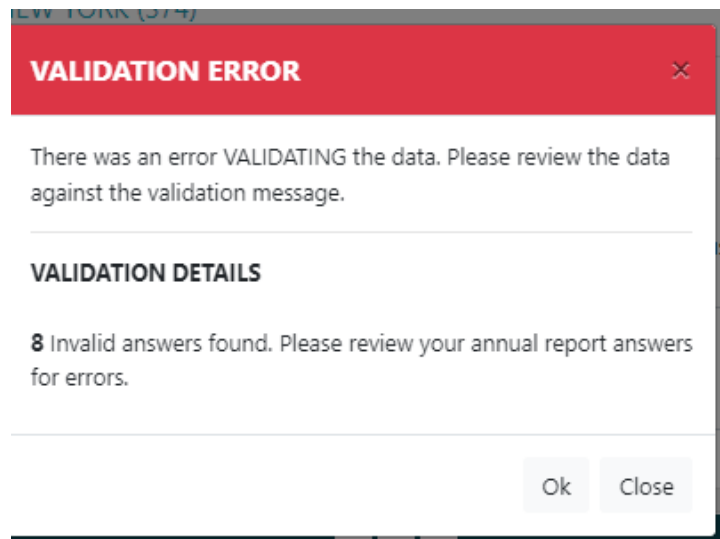
3) If you have no errors or explanations needed a GREEN Box appears, HIT the **GREEN BUTTON** that says “Submit Report”

(SKIP TO Step # 8 Below)



4) If you have Errors a **RED** Box appears. CLICK “OK” to go back to your report

- You need to find all the Lines that have a Red Box around it with the ATTENTION:



6) HIT SUBMIT AGAIN on Annual report page

2022 Annual Statistics for [Redacted]

Church [Redacted]
City, State [Redacted]
Pastor [Redacted]
Conf Church # [Redacted]
GCFA Church # [Redacted]
Conference UPPER NEW YORK (374)

Conference Admin Panel
Awaiting Validation and Submission
Reset this Church Edit Annual Report

Instructions Print Local Church Detail

Leave a church-specific note. It will be visible to GCFA, Conference, and Church level users in [Redacted] Save Hide Note

Display Question Help Table # 1 2 3 Submit

#	QUESTION	2021	2022	% Δ
TABLE 1				
PROFESSING MEMBERSHIP				
1	Total professing members reported at close of last year (See Instructions) <small>(This line is auto-filled from line 4 of the previous year)</small>	53	53	0%

7) Make Sure you Get the GREEN Box that says Answers Validated, Click Green Button that says “SUBMIT REPORT”

ANSWERS VALIDATED

Successfully validated all Answers.

If you are confident that the provided answers are correct, you are ready to Submit Report for review by the Conference and District offices.

Submit Report Close

8) Fill in your Name and other details to record who is Submitting this report on behalf of your church:

- THEN CLICK GREEN BUTTON that says “SUBMIT ANNUAL REPORT”

Annual Statistics for [REDACTED]

Church [REDACTED]
 GCFA # [REDACTED]
 Conference Church # 374
 Employer/Federal Tax ID # [REDACTED]
If Employer/Federal Tax ID # is blank, it can be entered on the second screen when you officially submit your Annual Report.

Conference Admin Panel

This Annual Report has not been officially submitted.
 Church ID # [REDACTED]

Officially submit Annual Report for review by Conference or District

Your Name *

Your Email *

Your Position * - choose a position -

Notes *

Custom Question

PLEASE NOTE: Once you've submitted your form you will no longer be able to access this online.

Once submitted, you can request changes by contacting your Conference or District.

9) Another Teal Pop-Up Box will appear, Click the **Teal** Button that say “Submit Report”

Officially submit Annual Report for review by Conference or District

SUBMIT ANNUAL REPORT ×

Remember, once you submit this annual report, you will not be able to update it without calling the Conference or District.

10) The Report is finally through the **FULL SUBMIT PROCESS** once you get the screen that says:

***“The Annual Report for this Local Church has been submitted”
 with your name and the date on it.***

Annual Statistics for [Redacted]

Church	[Redacted]	Conference Admin Panel The Annual Report was submitted on 3/16/2023 Submitted by Autumn Wells Church ID # [Redacted]
GCFA #	[Redacted]	
Conference Church #	374	
Employer/Federal Tax ID #	[Redacted]	

If Employer/Federal Tax ID # is blank, it can be entered on the second screen when you officially submit your Annual Report

The Annual Report for this Local Church has been submitted
 The Annual Report was submitted on **3/16/2023**
 Submitted by **Autumn Wells**

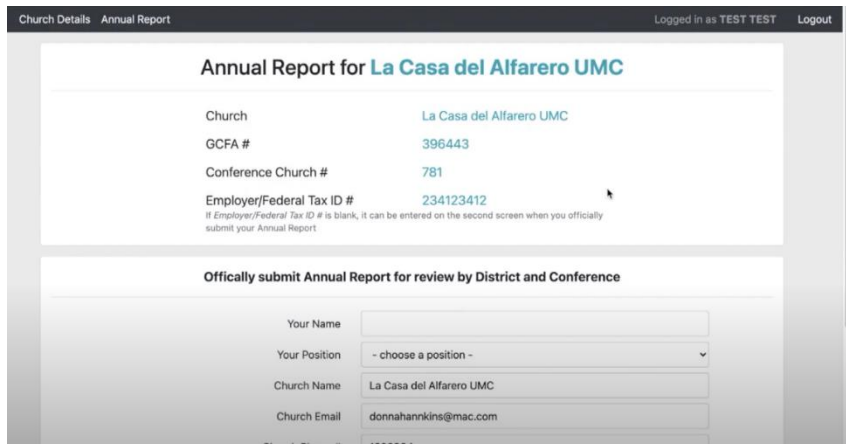
[View Annual Report](#)

Once submitted, you can request changes by contacting your Conference or District.

YOU HAVE FULLY SUBMITTED YOUR STATS!

10) SUBMIT REQUIRED FIELDS:

- ▶ **Only 1 person needs to Submit the Final Report with Required Fields preferably the Pastor. (FEIN will be required)**



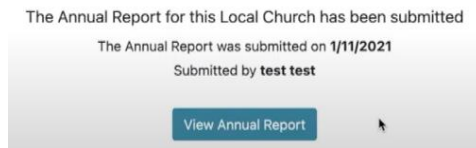
11) NEED CHANGES MADE?

- ▶ **Contact your District**

12) PRINT OR SAVE:

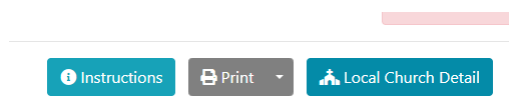
▶ Can Print or Save as PDF onto your Computer

»» Click View Annual Report



»» Click Print

- Send to your Printer or Save as PDF in your Printer Dialog Box



13) WHEN IS IT DUE?

▶ All Churches need to have their Data Submitted by

February 15th

14) WHY ARE WE DOING THIS?

▶ The information that's available provides:

- *Local church statistics as users of the site can look up individual church information on pastors, membership data, and statistical history.*
- *A much quicker way to locate pastors and includes historical information on appointments.*
- *Quick Facts that give users the ability to select an annual conference and find membership by district, conference or jurisdiction as reported on the local church statistical reporting forms.*
- *Charts and graphs that provide quick comparisons among jurisdictions, conferences, and churches.*

15) STILL HAVE A PROBLEM?

- 1 Contact your District Office
- 2 Contact Conference Accounting Administrative Services Specialist - Autumn Wells - AutumnWells@unyumc.org - 315-898-2004

MORE INFORMATION

- Upper New York Stats Page: <https://www.unyumc.org/about/statistics>
- Description of Lines: https://unyumc.org/images/uploads/Description_of_Lines_ACStats.pdf
- Different Types of People on UMC Stats Report: https://unyumc.org/images/uploads/Church_People_ACStats.pdf
- Visit the NEW UM Data Website: <https://gcfa-umdata.brtsite.com/charts>
- Ask the UMC <https://www.umc.org/en/who-we-are/ask-the-umc-faqs>
- GCFA Data Services <https://www.gcfa.org/data-services>

WHAT YOU DO MATTERS
THANK YOU FOR WHAT YOU DO!

