



Annual Church Statistics

LOCAL CHURCH USER'S GUIDE



Rev. Jan 2026

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:

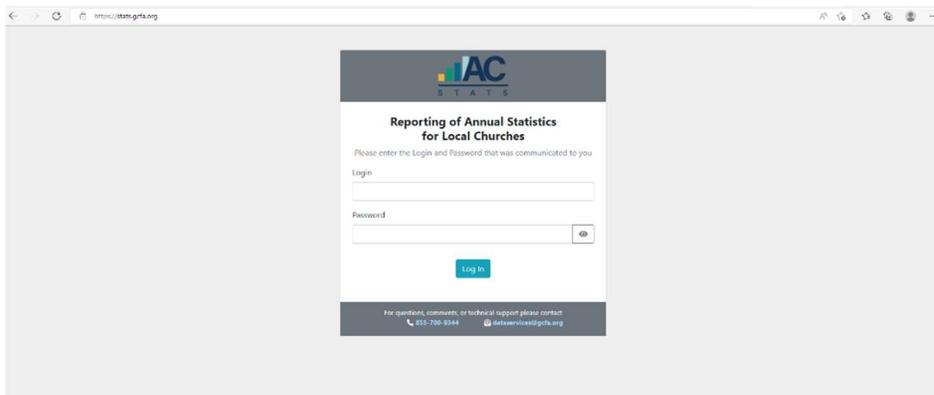
PLEASE NOTE – YOUR PREVIOUSLY CREATED USERNAMES AND PASSWORDS WILL NO LONGER WORK. NEW LOGINS MUST BE CREATED

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

Username: <your 6-digit GCFA Number>

Default Password: ACStats2025! (For Reporting Year 2025 ONLY)

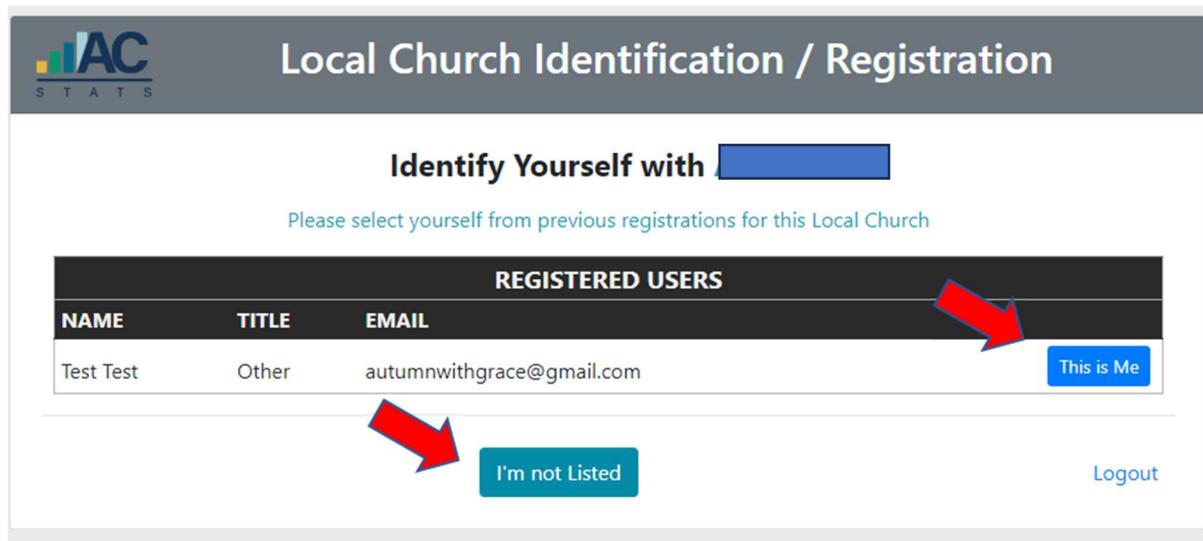
⚠ (This is a Default Password – Please change when you get in)



▶ 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<<

- IF YOU USE SAME EMAIL ADDRESS FOR 2 DIFFERENT CHURCHES, Just be sure to create different Usernames

Please create an Account for yourself with this Local Church

First* Middle Last*

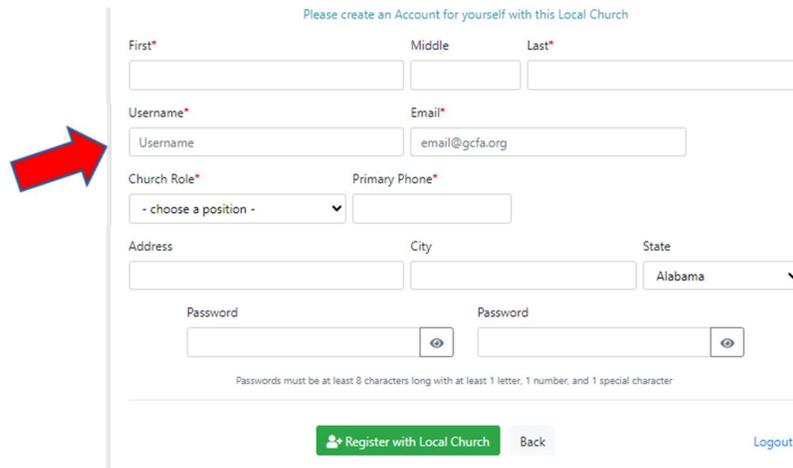
Username* Email*

Church Role* Primary Phone*

Address City State

Password Password

Register with Local Church Back Logout

A registration form with fields for First, Middle, Last, Username, Email, Church Role, Primary Phone, Address, City, State, and Password. A red arrow points to the Username field. The form includes a 'Register with Local Church' button, a 'Back' button, and a 'Logout' link. A note at the bottom states: 'Passwords must be at least 8 characters long with at least 1 letter, 1 number, and 1 special character'.

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:

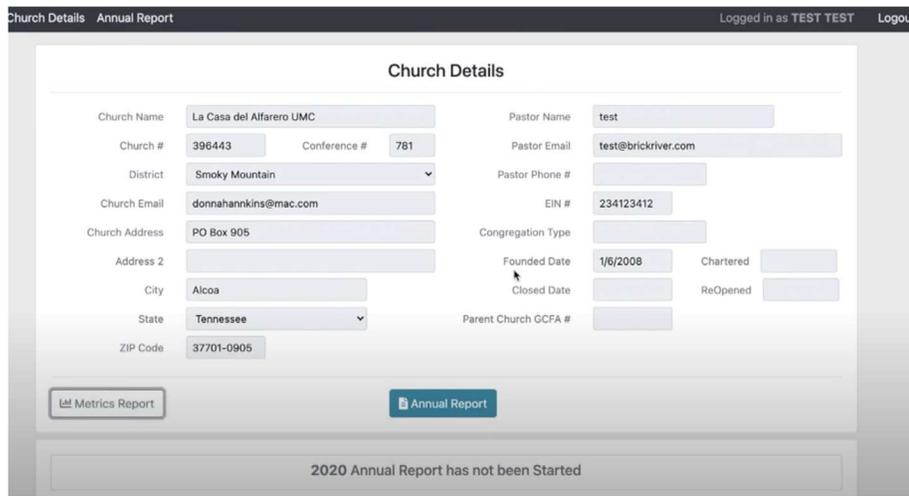
Founded Date: 1/6/2008 Chartered:

Closed Date: ReOpened:

Parent Church GCFA #:

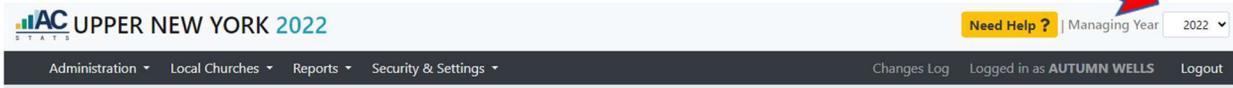
Metrics Report Annual Report

2020 Annual Report has not been Started

A screenshot of a web application interface showing 'Church Details' for 'La Casa del Alfarero UMC'. The page includes various input fields for church information, pastor details, and dates. At the bottom, there are buttons for 'Metrics Report' and 'Annual Report', and a message stating '2020 Annual Report has not been Started'. The user is logged in as 'TEST TEST'.

3) ADD YOUR DATA:

- ▶ **CHANGE THE MANAGING YEAR** if you want to see past years' data.



- ▶ **Go to “Annual Report” Green Button**

#	QUESTION	2019	2020	% Δ
TABLE 1				
PROFESSING MEMBERSHIP				
1	Total professing members reported at close of last year (See instructions) <small>(This line is auto-filled from the % of the previous year)</small>	10	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	Percent of total professing membership who were restored by affirmation	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:

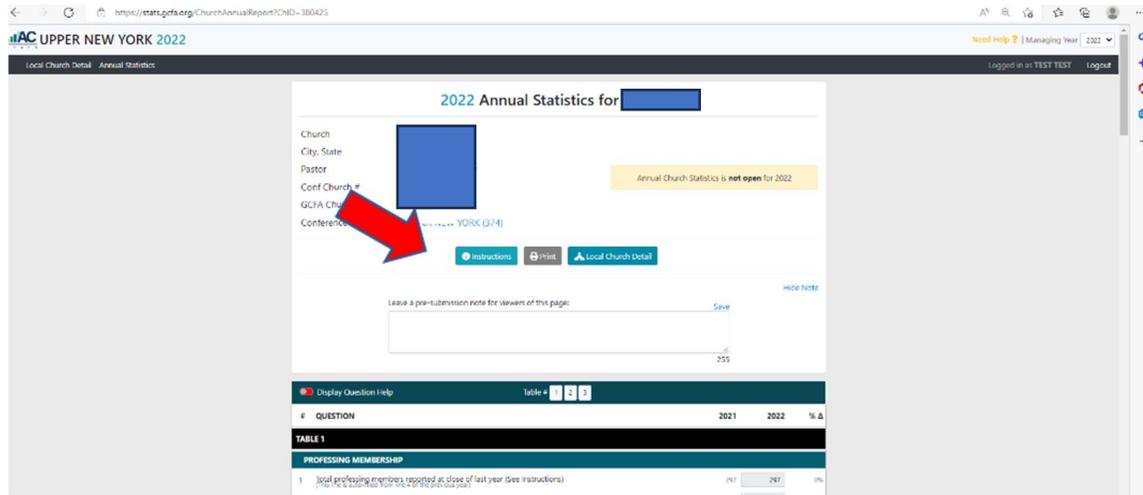
- ▶ You will need to enter in a Reason for the Change in the **“ATTENTION”** box below the question.

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

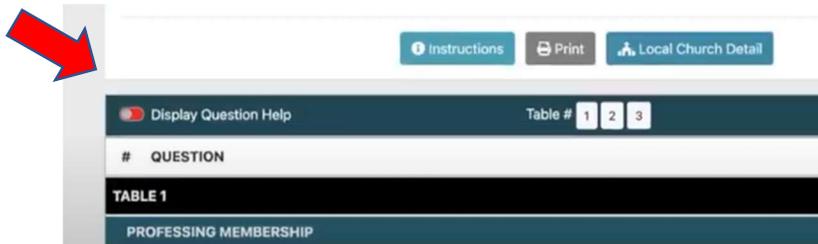
11 **TOTAL number of persons participating in Christian formation groups**
This value should not be Zero or blank
no classes

5) HELP & INSTRUCTIONS:

CHECK OUT THE INSTRUCTIONS



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



6) DISABLED QUESTIONS: 

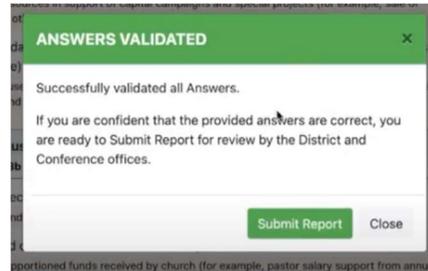
- ▶ **Lines 28a – 36f are those which the Conference will upload into the system from the Finance Department information.**

APPORTIONMENTS
UMC GIVING
SPECIAL SUNDAYS

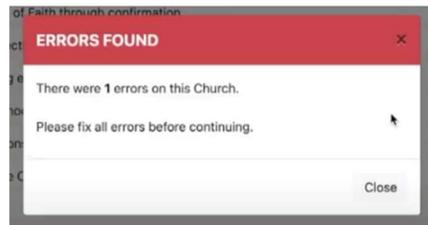
- ▶ **Auto calculated Sum – Some Lines like 52 (previous 52t) is an auto calculated total sum of lines 52a to 52g. You will not be able to edit this.**

52	Total income for annual budget/spending plan 
	Total sum of 52a + 52b + 52c + 52d + 52e + 52f + 52g
	(This line was marked ReadOnly for churches)

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



9) FULL SUBMIT PROCESS:

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

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

2022 Annual Statistics for [Church Name]

Church []
 City, State []
 Pastor []
 Conf Church # []
 GCFA Church # []
 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 [] [Save] [Hide Note]

Display Question Help Table # 1 2 3 [Finalize]

#	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)

ANSWERS VALIDATED [X]

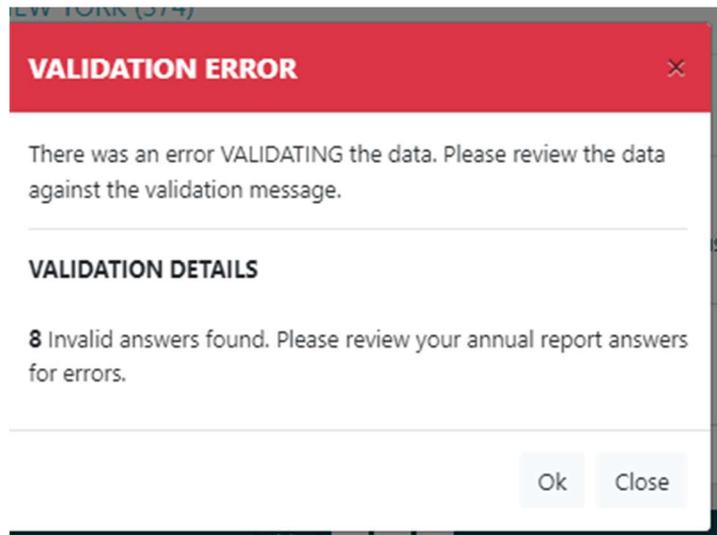
Successfully validated all Answers.

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]

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:



ASSETS

Market value of church-owned land buildings and equipment

24 **ATTENTION: More than a 75% decrease from last year. Please update your Answer or enter an Explanation.** 274000

6) HIT SUBMIT/FINALIZE AGAIN on Annual report page

2022 Annual Statistics for [Church Name]

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](#)

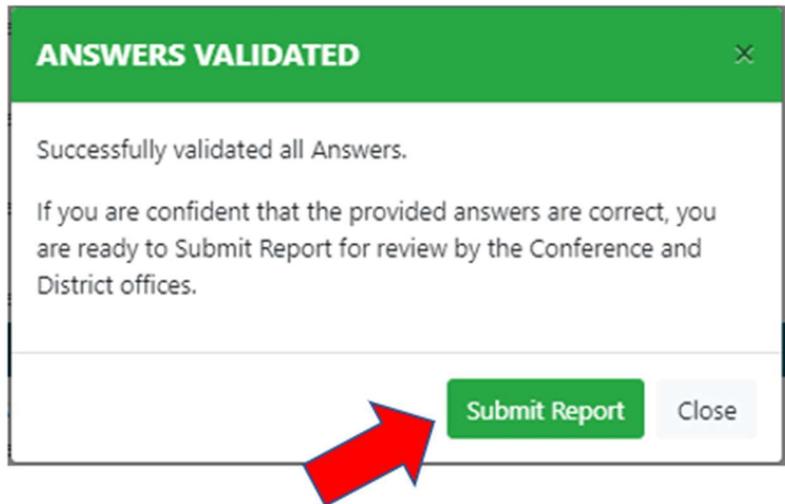
[Instructions](#) [Print](#) [Local Church Detail](#)

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

[Finalize](#)

#	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%

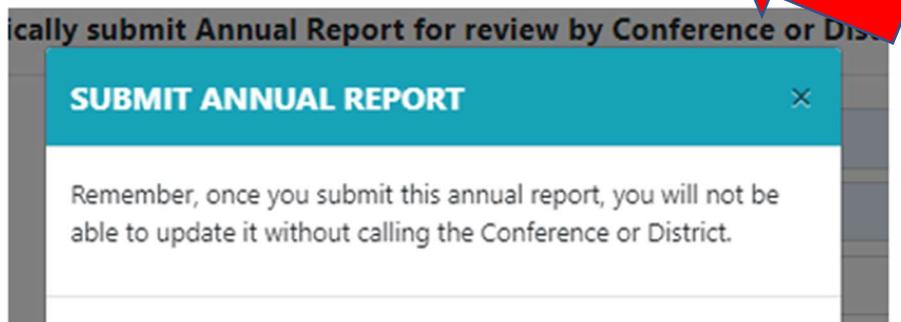
7) Make Sure you Get the GREEN Box that says Answers Validated, Click **Green** Button that says "SUBMIT REPORT"



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”

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



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]
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
The Annual Report was submitted on **3/16/2023**
Submitted by **Autumn Wells**
Church ID # [Redacted]

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)

Church Details Annual Report Logged in as TEST TEST Logout

Annual Report for **La Casa del Alfarero UMC**

Church La Casa del Alfarero UMC
GCFA # 396443
Conference Church # 781
Employer/Federal Tax ID # 234123412
If Employer/Federal Tax ID # is blank, it can be entered on the second screen when you officially submit your Annual Report

Officially submit Annual Report for review by District and Conference

Your Name
Your Position - choose a position -
Church Name La Casa del Alfarero UMC
Church Email donnahankins@mac.com

11) NEED CHANGES MADE?

- ▶ **Contact your District**

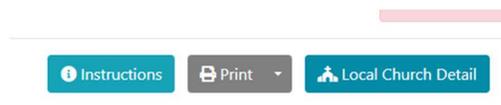
12) PRINT OR SAVE:

- ▶ **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!

