

2018 YEAR BOOK REPORT FORM INSTRUCTIONS

Step 1: Gather the information listed below.

Step 2: Submit your Year Book information in one of three ways:

- 1) Mail to: Year Book Office
P O BOX 1986
Indianapolis, IN 46206-1986
- 2) Or **scan and email** to yearbook@disciples.org
- 3) Or complete the report online at www.disciples.org/yearbook

To file your report online you will need the PIN for the congregation, which is found on the top left of the paper form. If you file the report online, **remember to click on "Submit" before leaving the site.** *If you do not click on "Submit", nothing will be saved. If you return to make additions or corrections, click on "Submit" again after each session.*

QUESTIONS: Call 317.713.2494 or email yearbook@disciples.org.

Step 1: Information to gather

How do we keep in touch with your congregation? If there are changes to the mailing and/or location address, please make them in the boxes provided. Just above those boxes, you will see the phone number we have listed for your congregation. You may also add the congregation's website, general email address, and the minister's email address. This contact information is used to keep your congregation's information on disciples.org current. If there is nothing in the box to the right of "Year Church Founded," please fill in the year your congregation began.

Is your congregation reported as able to receive tax deductible contributions? In the upper right-hand corner, there is a space for your congregation's Employer Identification Number (EIN). If the listed EIN is incorrect, or has for some reason changed, please correct it. If blank, write in your EIN.

The federal government requires an annual report of the Employer Identification Number (EIN) of each congregation we certify as able to receive tax deductible contributions under the IRS ruling granted to the Christian Church (Disciples of Christ). The number is like your church's Social Security Number. If no number is listed, it means that either your congregation has never been assigned an EIN — or you have not given it to us. To obtain an EIN, visit the IRS website (www.irs.gov). After filing the EIN application with the IRS, report your assigned EIN on this form or send it to yearbook@disciples.org.

Who served on your congregation's ministerial staff? Cross out any names that are no longer serving your congregation and enter the names (on the right side of the page) of those who are now serving. This list is for ministerial staff only.

Statistics as of Dec. 31, 2017

1. Total membership of your congregation: Active and Inactive
2. Participating membership of your congregation: Members who have attended, contributed, or shown spiritual concern
3. Baptisms: Individuals who became members of your congregation through confession of faith and baptism
4. Transfers: People who transferred their church membership from another congregation to your congregation
5. Average worship attendance: Add the total number of people who attended worship last year and divide by the number of Sundays you held services
6. Average Christian Education attendance: Add the number of persons who participated in Christian Education groups (either Sunday or during the week) and divide by the number of weeks groups met
7. Disciples Women membership: Total membership of the Disciples Women's group in your congregation

(continued on reverse side)

(continued from reverse side)

Finances for 2017

8. Local operating receipts. Total amount received for taking care of regular expenses. *This amount includes gifts to Church School, youth groups, and men's and women's ministries whose dollars were used for congregational programming*

9. Local capital receipts: Total amount received from all sources during 2017 which was used to erect, expand, and/or remodel the church's building and facilities, to retire the congregation's capital debt, and/or to increase permanent and endowment funds for activities such as scholarships, memorials, etc. *Please do not include borrowed monies in this figure.*

10. Outreach sent: Total amount sent during 2017 from all congregational sources, which was either sent to Disciples Mission Fund, or given to local, regional, general, or global ministries, both Disciples-related and other, for the outreach witness of the Church.

At the bottom of this page, write in the name of the person completing form, their position at the church, and the date the form was completed.

Flip over the page

On the back page, there are a few optional questions to collect additional information about your congregation. If you can fill them out without unduly delaying the filing of your Year Book report, please do so.

ORDER and PAY for your copy of the 2018 Year Book & Directory!

Please note: Orders will not be processed without payment.

The 2018 Year Book & Directory contains:

- 2017 General Assembly resolutions
- Complete list of ministers with standing
- The Design of the Christian Church (Disciples of Christ)
- Statistics from congregations
- General and Regional Church office directory
- General Board and Administrative Committee members
- Index of General Assembly resolutions

1) Complete below form to purchase your 2018 Year Book & Directory

2) **Mail check** with Year Book form to

Year Book Office
PO Box 1986
Indianapolis, IN 46206-1986

Or order online www.disciples.org/yearbook

	QUANTITY	TOTAL	SHIPPING ADDRESS
Paper Cover	\$42 x _____	= \$ _____	Name _____
Download/Online*	\$25 x _____	= \$ _____	Address _____
Paper Cover & Download/Online	\$52 x _____	= \$ _____	City, State & Zip _____
			Ordered by _____
TOTAL Amount payable to Year Book \$ _____			Phone Number _____

***To receive Download/Online instructions include email address** _____