

2020 Year Book

Congregational Tool Kit

Timeline

- January 3 – March 15: online [form](#) is open and instructions posted. (PDF file of paper version may be downloaded.)
- January 6-10: watch for PIN postcard
- January 1-31: Gather information listed
- February 1-March 14: enter info online (or mail the completed paper form) Once information is gathered, filling out the form should take 15-20 minutes.

Overview

- Why a year book
 - The [year book](#) and directory is more than just numbers. It is, above all, a **touchstone for our covenantal relationships** across the expressions of the Church. General ministry reports, general assembly resolutions, regional and congregational information and more appear in these pages connecting us.
 - The year book is also a **document of record**. Not only does it show trends in membership and giving, but it also serves as the documentation for congregations' 501c3 nonprofit status with the Internal Revenue Service in the United States.
- Who is involved
 - Your pastor, treasurer, Christian education coordinator and potentially other leaders of the congregation will have information you will need to fill out the form. You might look at the [instructions](#) to see what kind of information you will need before logging in to fill out the [form online](#).
- What needs to be done
 - Ideally, every congregation will send information about their membership, participation, staff and more via an online form. PIN numbers will be sent to the congregations via the postal service. PIN numbers may also be [looked up online](#).
 - The form is two parts. The first section (through “total mission expenditures”) is standard information used to compare the denomination’s work year over year. The second section is hosted in another system and gathers supplemental data.
 - After a form is submitted, regional staff have the opportunity to verify the information (proofing) and approve the submission.
- Where can you find information
 - The [disciples.org/yearbook](#) page will have links to forms, [PIN look up](#) and the congregational instruction information.
- 2020 special supplemental questions
 - For many years, the year book form has also been a tool to ask additional questions such as what new ministries a congregation has implemented. There will be a number of these questions again.

- [Faith Communities Today](#) (FACT), an interfaith research organization based at Hartford (CT) Seminary has requested the Disciples include 2020 census supplemental questions. Disciples participated in the 2000 and 2010 census by Faith Communities Today. The data will be aggregated and given back to Disciples. It will not be shared with other organizations without our permission. (If you have additional questions about this, please contact [Cherilyn Williams](#).)

Recognized congregations

[The Design of the Christian Church \(Disciples of Christ\)](#) is a document that helps us live into our covenant as Church together. In it you will find the responsibilities and benefits of being a recognized congregation. Sections 8-13 are of particular interest to congregations. One of the most obvious benefits to congregations is the umbrella 501c3 nonprofit status maintained by the general Church on behalf of all recognized congregations.

Posted on the Year Book web page

One of our regional contacts has also spent time as an administrator in a local congregation. He shares his “to-do” list based on his experience. (Thanks, Matthew Clark of Arizona!)

1. Review the form for [what information is needed](#), and determine who has that information.
2. Find a copy of last year’s form for reference. If you fill out the form online, some of this information will already be showing. (Ministry leaders often would ask what we put last year to help understand what information is being sought after since we don’t always call everything the same from church to church.)
3. Ask questions to help understand the information within the context of that specific congregation. You can ask your regional staff or e-mail yearbook@disciples.org
4. If you aren’t the pastor, notify the pastor (and other parties) of the information that you need from them to complete the form and, most importantly, *when* you need it.
5. Wait for people to submit the information (usually involving several follow-up reminders!)
6. If you aren’t the pastor, schedule a time to review the final information with the pastor before submitting.
7. Complete the form in 15-20 minutes online.