

# Congregation Information needed for Year Book & Directory Report

Gathering your data before filling in the online report for the 2020 Year Book & Directory will make the process go much more smoothly. Your [Congregational Toolkit](#) has a suggested procedure for gathering the data suggested by a fellow church administrator.

The **first set** of questions are very similar to the items needed for the 2018 reports submitted for the 2019 Year Book & Directory. If you have a copy of your report from last year, you will have a majority of the general information already and simply need to add new numbers for participants, baptisms and the like.

The **second set** of questions are part of a survey of U.S. congregations of a variety of faiths and traditions. Disciples have participated in these [Faith Communities Today](#) (FACT) surveys each decade. The information is only shared in aggregate form and will be kept confidential. The FACT survey will allow us to look at trends over several decades and can be valuable to a number of our ministries, so thank you in advance for completing the full survey.

1. Church PIN number
2. Person reporting, title, e-mail contact
3. Location address/ mailing address (if different)
4. EIN (employer identification number in U.S.)
5. Year church was founded
6. Church phone number
7. Church general information e-mail, minister's e-mail
8. Website address
9. Employed (paid) ministerial/pastoral staff and position (up to 6) as of Dec. 31, 2019
10. Total membership (all persons listed on records regardless of residence or participation)
11. Participants (all persons who participate once a month or more, contributed to or showed interest in the church – includes military and students living elsewhere)
12. Baptisms
13. Transfers of membership
14. Average worship attendance per week
15. Average education attendance (all opportunities, but don't count anyone twice)
16. Number of women participating in women's groups
17. Undesignated receipts
18. Total receipts
19. Total mission expenditures (Disciples Mission Fund PLUS any community or global mission support)
20. Mission participants for each (don't count individuals more than once across categories)
  - Local
  - Regional

- US & Canada
  - Outside US & Canada
  - Total mission participants
  - Estimated number of people served in the community (beyond your church members)
21. New ministry or mission started in 2019
  22. Top three community concerns your congregation addresses
  23. Primary language of your congregation
  24. Primary residences of your congregation's participants (choose 1)
    - Rural
    - Suburban
    - Urban
    - Mixed

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***The following questions are part of a 2020 Census by Faith Communities Today (FACT). Answers will be aggregated before sharing back with the denomination. You may find a few questions that are repeated from the Disciples survey above. This aggregate information will be useful to compare to other trend data from previous FACT surveys in 2000, 2010, and 2015.***

1. Is your congregation still at its original location?
2. Does your congregation have multiple locations where it offers services?
3. Does your congregation
  - a. Use the facility for free
  - b. Rent
  - c. Own
  - d. Other
4. Do other organizations use your facility? (other worshiping communities, day care, school, nonprofits, support groups, government, etc.)
5. Total average attendance one year ago
6. Total average attendance five years ago
7. Worship style (contemporary, reverent, innovative, includes organ, choir, etc.)
8. Accommodations (wheelchair, sign language, large print, hearing assistance, etc.)
9. Leadership information (number of clergy, gender, age, ethnicity, employment status, ordination, education)
10. Paid part-time staff number
11. When pastor started serving the congregation
12. Age groups of regular participants (0-12, 13-17, 18-34, 35-64, 65 and up)
13. Ethnic groups represented (number of regular participants who identify as Native American, Asian, Hispanic, African-American, Pacific Islander, multiracial, etc.)
14. Percentages of regularly participating adults in the following categories
  - a. Female
  - b. College graduates
  - c. New to congregation in last five years
  - d. Volunteer regularly at the congregation
  - e. Live below the poverty line

- f. Live within 15 minutes of worship space
  - g. Lifelong members of denomination
  - h. Born in the U.S.
  - i. Immigrants of less than 5 years
  - j. Special needs
  - k. Part of LGBTQ community
15. Questions on Mission and Identity (mission/purpose, vital, willing to change, etc.)
  16. Questions on recent history (merge/split, planted new congregation, opened branch, changed name or affiliation)
  17. Kinds of programs offered/emphasized
  18. Participation in protests
  19. Whether congregation is open and affirming
  20. Kinds of religious practices emphasized
  21. Interfaith or ecumenical activities
  22. Recruitment of others for participation
  23. Technology used by the congregation (email, online giving, social media, etc.)
  24. Total receipts and percentages from various sources
    - a. Participants
    - b. Fund raising
    - c. Rental income
    - d. Endowments
    - e. Investments
    - f. Tuition
    - g. Capital campaign
    - h. Other
  25. Total spent and percentages on various activities
    - a. Staff salaries and benefits
    - b. Building/operations
    - c. Program support
    - d. Mission/benevolence
    - e. Other
  26. General question about financial health today and 5 years ago
  27. Miscellaneous questions including security precautions and childcare policies and voter/civic involvement.