Congregational Year Book & Directory Report Form

Covering calendar year 2019

Methods of submitting this form by **March 15, 2020**:

1. If you have Internet access to fill this form out online at disciples.org/yearbook, please do so. (*preferred method*)
2. Scan to a PDF file and e-mail to yearbook@disciples.org
3. Mail your copy to Yearbook Forms, Disciples Center, PO Box 1986, Indianapolis, IN 46206-1986

Year Book & Directory Purchases

If you would like to order a 2020 Year Book & Directory, please go online to disciples.org/yearbook. You will be prompted to make payment in order to reserve a copy of the publication that will arrive in summer of 2020. The 2020 edition will include reports and directory information from regions and general ministries for the 2019 calendar year, as well as 2019 General Assembly resolutions.

If you need to order with a check, please download the form from disciples.org/yearbook.

Keeping in touch

Ensure your congregation's data is included in the 2020 *Year Book & Directory of the Christian Church (Disciples of Christ)*, by submitting this information online at disciples.org/yearbook or returning this form by **March 15, 2020**. Please also make a copy of this form for your records.

This activity shows a connection to the wider Church and provides valuable information for your region and the general ministries of the Church. It also fulfills reporting requirements for the Internal Revenue Service to maintain your 501(c)(3) status under the denomination's nonprofit umbrella.

Keep your PIN handy. We ask that you please continue through the supplemental survey questions, many of which are repeated from earlier years. You will note that the interface looks different. These questions are hosted by a separate digital database.

The supplemental questions begin with data requests for internal (Disciples) use. Following that section are questions requested by researchers at Faith Communities Today for the 2020 religious census so they can get a clearer view of the state of religious life in the United States. We would like to also gather this information for our Canadian congregations. There are a few cases where data from the first section will be needed in the second. Those are noted in the instructions.

The research group, based at Hartford Seminary, will only report the aggregate data to compare to surveys conducted in 2000 and 2010, as well as gain new insights which will be shared with the Disciples denomination. Your congregation's individual information will not be shared.

If you have the information at hand, this will take an additional 10-20 minutes to fill out. See instructions for a list of information needed.

Church PIN	Person reporting and title (required)	E-mail contact

PIN is assigned by the denomination. EIN is the Employer Identification Number or Canada Business Number from the federal government.

Location address	Mailing address (if different)

EIN (Employer Identification Number)	Year Church Founded *(keep handy for supplemental form)*

Church phone number		
Church general info e-mail	Minister's e-mail	Website

Employed Ministerial/Pastoral Staff and position (up to 6) as of Dec. 31, 2019

Name, title

Participant Statistics as of Dec. 31, 2019

1. TOTAL MEMBERSHIP (all persons listed on church membership records on 12/31/2019 regardless of residence or degree of participation) _____ *(Keep this number handy - it is requested on the supplemental FACT form)*
2. PARTICIPANTS (all persons who regularly participated (once a month or more), contributed to or showed interest in the church during 2019 regardless of place of residence or membership status – includes military and students living elsewhere) _____ *(Keep this number handy - it is requested on the supplemental FACT form)*
3. BAPTISMS (total number added to participants by baptism in 2019) _____
4. TRANSFERS (total number added to "participants" by transfer of membership in 2019) _____
5. AVERAGE WORSHIP ATTENDANCE WEEKLY FOR 2019 _____ *(Keep this number handy - it is requested on the supplemental FACT form)*
6. AVERAGE EDUCATIONAL ATTENDANCE WEEKLY FOR 2019 (average number attending Bible Study each week during 2019. This may be a Sunday School class, Bible Study, Small Group, or similar group. Include all ages from babies to adults but not counting anyone twice. If numbers are not kept use your best estimate) _____
7. DISCIPLES WOMEN (number of women participating in women's groups in 2019) _____

Stewardship of Money

1. UNDESIGNATED RECEIPTS 2019: Total amount of all undesignated gifts given by individuals in 2019. Undesignated receipts are gifts which the congregation decides how the money will be spent (by its budget or other means). This includes regular budget offerings and loose monies from the offering. _____
2. TOTAL RECEIPTS: Total amount of all money received by the congregation in 2019. This amount should be the total of undesignated gifts, designated gifts, and other receipts (may include income from rentals, day school or kindergarten fees, savings, pastoral aid, parking fees, etc.) (Item should be equal to or larger than 1.) _____
3. TOTAL MISSION EXPENDITURES: Total amount of all money given to Disciple and non-Disciple causes by the congregation. This includes **DMF PLUS** any community and global missions funds expended _____

Please continue on to supplemental survey (external link)

Additional questions from the Christian Church (Disciples of Christ)

Stewardship of Participants' Time

1. How many participants from your congregation participated in mission activities and projects? *(This will NOT be a total of 1a-1d as some individuals will participate in multiple kinds of projects.)* _____
    a. Participants in local community projects for 2019 _____
    b. Participants in regional projects for 2019 _____
    c. Participants in projects beyond the region in the US & Canada for 2019 _____
    d. Participants in projects outside the US & Canada for 2019 _____
2. Estimated number of people served in your community (beyond your congregation's participants) for 2019 _____
3. What new ministry or mission did you begin this year that your congregation is excited about?

_____

_____

_____

_____

4. Would you be willing to confer or cooperate with other congregations wanting to start a similar ministry? If yes, please provide contact e-mail address. _____
5. What are the top three community concerns your congregation addresses? (Examples: homelessness, tutoring/student support, hunger, local quality of life, etc.)

Primary language of the congregation _____

Primary residences of your participants are: (please select only one)

Rural	Suburban	Urban	Mixed

FACT 2020 Common Questionnaire

Background/Demographics

In what year was this congregation officially founded? _____

Is your congregation still in the location in which it was founded? O Yes O No O No permanent location

[Branch (if "No")] When did you move to your current location? _____

Does your congregation offer worship services in multiple physical locations/campuses (a multisite congregation)?

O Yes
O No

In what ZIP code is this congregation's primary place of worship physically located? _____

Which best describes your congregation's relationship to its primary place of worship?

O Have use of a facility for free
O Rent
O Owned by congregation
O Other arrangement:_____

Do any of the following types of other organizations also use the facility where you worship? *(Check all that apply.)*

___ Another congregation(s)
___ A school (K-6, K-12)
___ A day care or preschool
___ Nonprofit organization(s), e.g., Boy Scouts, food shelf, credit union
___ Support group(s), e.g., A.A., Al-Anon, Alzheimer's
___ Government, e.g., voting, town hall meetings
___ Other (please describe): _____

[Branch (if "Another congregation")]
You indicated that another congregation uses the same worship facility. Is the other congregation (if more than one, are any of the congregations) different from yours in terms of language or ethnicity?

O Yes
O No

[Branch (if "Another congregation")]
Does the other congregation (if more than one, do any of the congregations) have a different denominational affiliation or practice a different faith than yours?

O Yes (please specify):_____
O No

What is the seating capacity where your primary services are held? _____

Worship

Please estimate the total average attendance at all of your regular weekend worship service(s): _____

Please estimate the total average attendance at all of your regular weekend worship service(s) **one year ago**:

_____

Please estimate the total average attendance at all of your regular weekend worship service(s) **five years ago**:

_____

How well do the following describe your congregation's primary regular worship service?

	Not at all	Slightly	Somewhat	Well	Very well
Contemporary	O	O	O	O	O
Reverent	O	O	O	O	O
Innovative	O	O	O	O	O
Formal ritual or liturgy	O	O	O	O	O
Includes electric guitar	O	O	O	O	O
Includes organ	O	O	O	O	O
Includes choir	O	O	O	O	O
Includes children reading or performing	O	O	O	O	O
Includes youth reading or performing	O	O	O	O	O
Informal	O	O	O	O	O
Thought-provoking	O	O	O	O	O

Does your congregation provide any of the following accommodations? (Check all that apply.)

O Wheelchair access throughout the building(s)
O Sign language interpreters
O Large print worship materials

O Hearing assistive devices
O Other accommodations: _____
O None of the above

Leadership

Which statement best describes the religious leadership of this congregation?

O There is no pastor at present (we are between pastors).
O There is one pastor (no assistant or associate pastor).
O There are co-pastors (two or more clergy sharing leadership equally).
O There is a senior pastor with one or more assistant or associate pastor.
O We are lay led and do not have formal clergy.
O None of the above descriptions apply to our situation. (Please describe.):
_____

[Branch (if clergy leader present)]
Please describe the ***senior*** or ***sole pastor*** of this congregation (if co-pastors, answer only about the oldest co-pastor).

Age: _____ years old

Gender identity: O Male O Female O Transgender/Gender-variant/Non-binary

Pastor's race/ethnicity (check all that apply):
American Indian/Alaska Native (non-Hispanic) .....
Asian (non-Hispanic) .....
Black or African American (non-Hispanic) .....
Hispanic or Latino(a) .....
Native Hawaiian or Pacific Islander (non-Hispanic) .....
White (non-Hispanic) .....
Multiracial .....
Other .....

Which best describes the clergy pastor's employment status?

O Full-time
O Part-time

[Branch (if Part-time)]
If part-time, how many hours is this person contracted to work each week?

Does the pastor have ministerial standing (ordained) in the Disciples of Christ?

O Yes
O In process
O No

Is the pastor permanent or temporary?

O Permanent pastor (called or installed)
O Interim or supply pastor
O Retired clergy serving as pastor

Which best describes the clergy leader's compensation?

- O Paid
- O Unpaid

Which of the following characteristics apply to the pastor of this congregation? *(Check either "yes" or "no" for each characteristic.)*

___ Yes, ___ No: Serves another congregation(s)
___ Yes, ___ No: Serves as a chaplain [branch item if "yes": List type of institution:]
___ Yes, ___ No: Has other paid employment outside of this congregation [branch item if "yes": List type of employment and average number of hours per week]
___ Yes, ___ No: Was previously retired from ministry
___ Yes, ___ No: Has an MDiv degree
___ Yes, ___ No: Has had a sabbatical within the last 10 years
___ Yes, ___ No: Regularly schedules and takes a day off each week (from all paid employment)
___ Yes, ___ No: Is a first generation immigrant

Pastor's highest level of education:

- O High school diploma or GED
- O Some college or technical school; associate's degree
- O Master's degree (including M.Div.)
- O Doctoral degree (e.g., Ph.D., D.Min.)

How many ***paid, part-time*** staff does your congregation employ?

Pastor/Program support _____
Admin/Building support_____

Would you consider your pastor to be bi-vocational?

- O Yes, the pastor is bi-vocational *by choice*
- O Yes, ,the pastor is bi-vocational *by circumstance*
- O No, the pastor is not bi-vocational

[Branch if either Yes option selected]
If Yes, what is the nature of the other vocational setting(s)?

- O Secular
- O Ministry-related

In what year did the senior leader start serving this congregation? _____ (e.g., 2009)

To what extent is there a good "fit" between the senior leader of this congregation and the members?

- O Not good
- O Just okay
- O Good
- O Very good

Participants

How many persons (including children) ***regularly participate*** (once a month or more) in worship or other religious activities in your congregation? _____

Of the above regular participants, **how many** are in each of the following age groups?

Children (ages 0-12):..... _____
Youth (ages 13-17):..... _____

Young adults (ages 18-34)..... _____
Middle adults (ages 35-64) ..... _____
Senior adults (ages 65 and older): ..... _____
Total (this should add up to the ***regularly participate*** total) ..... _____

Of the above regular participants, **how many** are in each of the following categories?

American Indian/Alaska Native (non-Hispanic) ..... _____
Asian (non-Hispanic) ..... _____
Black or African American (non-Hispanic) ..... _____
Hispanic or Latino(a) ..... _____
Native Hawaiian or Pacific Islander (non-Hispanic) ..... _____
White (non-Hispanic) ..... _____
Multiracial ..... _____
Total (this should add up to the ***regularly participate*** total) ..... _____

Of all ***regularly participating adults*** (age 18 and over), what **percent** would you estimate:

Are female? ..... _____%
Are college graduates? ..... _____%
Are new to this congregation in the last five years? ..... _____%
Volunteer regularly at the congregation? ..... _____%
Live below the poverty level? ..... _____%
Live within 15 minutes of the congregation's place of worship? ..... _____%
Are lifelong members of your denomination (e.g., Disciple) [or pipe in response from question 1 branching]? ..... _____%
Are American born? ..... _____%
Are immigrants (0-5 years in the U.S.)? ..... _____%
Are persons with Special Needs (physically, mentally, emotionally challenged)? _____%
Are lesbian, gay, bisexual, or transgender: _____%

Mission and Identity

Do you agree or disagree with each of the following statements? *(Check one on each line.)*

Our congregation:	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
Has a clear mission and purpose	O	O	O	O	O
Is striving to be diverse (e.g. racially, ethnically, socio-economically)	O	O	O	O	O
Is good at incorporating new people into the congregation	O	O	O	O	O
Is spiritually vital and alive	O	O	O	O	O
Is willing to change to meet new challenges	O	O	O	O	O
Is actively involved in our local community	O	O	O	O	O
Is actively looking for new members	O	O	O	O	O
Participates actively in the UCC wider church	O	O	O	O	O

Since 2010, has your congregation experienced any of the following? *(Check all that apply.)*

	No	Yes, in 2010-2015	Yes, in 2016-2020
Merged with another congregation	O	___	___

Split into two or more congregations	O	___	___
Helped start or plant a new congregation	O	___	___
Opened a satellite or branch location(s)	O	___	___
Changed the name of the congregation	O	___	___
Changed denominational affiliation	O	___	___
Joined a denomination (no longer independent or unaffiliated)	O	___	___

Is your congregation affiliated with denomination(s) other than the Christian Church (Disciples of Christ)?

O Yes (please specify)_____
O No

[Branch if "Yes")]

What is the nature of your affiliation (e.g. dual, federated, union, yoked, etc.)?

_____

How important is your denominational identity and affiliation to the majority of your members?

O Not very important
O Relatively important
O Very important

Programs

Does your congregation have any of the following programs or activities? If "Yes," how much emphasis is given to the activity? *(Check one on each line.)*

	No	Yes	
		Some emphasis	A lot of emphasis
Prayer or meditation groups	O	O	O
Religious education for children (e.g., Sunday School)	O	O	O
Religious education for adults (e.g., scripture studies)	O	O	O
Spiritual retreats	O	O	O
Special interest groups (e.g., crafts, hobbies)	O	O	O
Sports and exercise groups	O	O	O
Music program (choir, orchestra, band, etc.)	O	O	O
Community service activities	O	O	O
Youth (13-17) activities or programs	O	O	O
Young adult (18-34) activities or programs	O	O	O
Senior (65+) activities or programs	O	O	O
Global ministry activities (service/mission trips/special donations)	O	O	O
Social justice/advocacy groups	O	O	O
Preschool and/or daycare center	O	O	O
Elementary (Primary) school	O	O	O
High (Secondary) school	O	O	O
Special needs ministry (programs for physically, mentally, emotionally challenged)	O	O	O
Multicultural and/or multiracial family ministry	O	O	O
Interfaith family ministry	O	O	O

Did your congregation organize or encourage participation in a protest at any time over the past 5 years?
O Yes
O No

Is your congregation open and affirming on LGBTQI issues?
O Yes
O No, but considering becoming open and affirming
O No

How much does your congregation emphasize the following personal and family religious practices? *(Check one on each line.)*

	Not at all	A Little	Some	Quite a Bit	A Lot
Personal religious practices (e.g., prayer, meditation, scripture study, devotions)	O	O	O	O	O
Fasting	O	O	O	O	O
Talking about one's faith with those who are not a part of your congregation	O	O	O	O	O
Observing special practices or restrictions on one's holy days (e.g., keeping the Sabbath day holy)	O	O	O	O	O
Parents talking with children about faith	O	O	O	O	O
Living out one's faith in all aspects of one's daily life (e.g., work, family, civic engagement)	O	O	O	O	O
Regular worship attendance	O	O	O	O	O

During the past 12 months, has your congregation been involved in any of the following activities with other faith groups? *(Check all that apply on each line.)*

	No	----------Yes----------	
		With Other Christian Groups	With Other Faith Traditions
Worship Services	O	___	___
Educational or social activities	O	___	___
Community service activities	O	___	___

Overall, to what extent are your congregation's regularly participating adults involved in recruiting new people?

O Not at all
O A little
O Some
O Quite a bit
O A lot

Technology

Does your congregation use any of the following technology? *(Check one on each line.)*

		----------Yes----------		
	No	A Little	Some	A Lot
Email communication	O	O	O	O
E-newsletter	O	O	O	O

Website	O	O	O	O
Electronic/ACH/online giving	O	O	O	O
Facebook	O	O	O	O
Instagram	O	O	O	O
Twitter	O	O	O	O
Podcasts	O	O	O	O
Texting	O	O	O	O
Blogging	O	O	O	O
App(s) (e.g., congregational or denominational)	O	O	O	O
Live streaming of worship services/sermons	O	O	O	O
Video projection during worship services	O	O	O	O
Online archive of audio/video of worship services/sermons	O	O	O	O
Online meetings (e.g. Zoom, Skype, Go to Meeting)	O	O	O	O
Wi-Fi access in your building	O	O	O	O

Other social media that you believe is important to your congregation (please describe): _____

Other technology used that you believe is important to your congregation (please describe): _____

[Branch if "Yes" to "Live streaming of worship service" above]

Do you track how many people watch the live stream of your worship services/sermons?

O Yes (please provide an approximate average number): _____

O No

[Branch if "Yes" to "Online giving" above]

Approximately what percentage of your regular monthly giving is received through online giving? _____

[Branch if "Yes" to "Online giving" above]

Approximately what percentage of your participants donate online?

[Branch if "Yes" to "Online giving" above]

Approximately what percentage of your participants donate online?

Finances

What was the total amount of money your congregation received from all sources in your most recent fiscal year?

$_____

Approximately what percentage of your congregation's annual income are from the following?

_____ Participant contributions (e.g., tithes, offerings, dues)
_____ Fund raising events
_____ Rental income
_____ Endowments
_____ Investments
_____ School tuition
_____ Capital campaign income
_____ Other income:_____
100%

What was the total amount of money your congregation spent in your most recent fiscal year?

$_____

Approximately what percentage of your congregation's annual expenditures in your most recent fiscal year were for the following?

_____ Total staff salaries and benefits (clergy and non-clergy)
_____ Buildings and operations (e.g., utilities, mortgage, insurance)
_____ Program support and materials (e.g., education, evangelism)
_____ Mission and benevolence (include denominational assessments)
_____ All other expenditures
100%

How would you describe your congregation's financial health today and five years ago? *(Check one in each column.)*

Today	Five years ago
O In serious difficulty	O In serious difficulty
O In some difficulty	O In some difficulty
O Tight, but we manage	O Tight, but we manage
O Good	O Good
O Excellent	O Excellent
	O Not Applicable

A Few Final Items

During the past 5 years, has your congregation experienced any disagreements or conflicts? *(Check all that apply.)*

O No
O Yes, but it/they were not serious
O Yes, and in at least one instance some people left
O Yes, and in at least one instance some people withheld donations
O Yes, and in at least one instance, a clergy leader or staff member left

To what extent is your congregation concerned about personal safety and security when you gather?

O Not at all concerned
O A little concerned
O Somewhat concerned
O Very concerned

Does your congregation use, or do, any of the following regarding security when you gather for services? *(Check all that apply.)*

	No	Yes, started before 2015	Yes, started since 2015
Alarm systems	O	___	___
Security cameras	O	___	___
Locking doors during services	O	___	___
Volunteer security team or ministry from congregation	O	___	___
Paid, professional security personnel	O	___	___

Does your congregation use, or do, any of the following? *(Check all that apply.)*

	No	Yes, started before 2015	Yes, started since 2015
Check-in procedures for infants and children	O	___	___
Background checks for volunteers with children	O	___	___
Conduct training for those working with children	O	___	___

Training on general safety and security O ___ ___

Thinking about the past 12 months, has your congregation organized any groups, meetings, classes, or events specifically focused on the following purposes or activities?

organized any groups, meetings, classes, or events to:

	Never	Once	2 or 3 times	More than 3 times
Discuss politics	O	O	O	O
Get people registered to vote	O	O	O	O
Get out the vote during an election	O	O	O	O
Organize or participate in efforts to lobby elected officials of any sort	O	O	O	O
Organize or participate in a demonstration or march either in support of or opposition to some public issue or policy	O	O	O	O
Distribute voter guides	O	O	O	O
Invite candidates to address the congregation	O	O	O	O

To what extent do you agree or disagree with each of the following statements? *(Check one on each line.)*

	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
Almost everyone in this congregation has the same political position.	O	O	O	O	O
This congregation has experienced recent conflict over political issues.	O	O	O	O	O
This congregation avoids discussing political issues when it gathers.	O	O	O	O	O
This congregation is politically active.	O	O	O	O	O

What are your top 2 concerns about the future of your congregation's ministry? *(max 100 characters)*

_____ _____

What are the top 2 aspects of your congregation's ministry that you are most proud of? *(max 100 characters)*

_____ _____

Contact

Would you like to receive a copy (PDF) of the National Summary Report? O Yes O No

Email: _____ (will not be used for any other purposes)

May we contact you if we have questions about your responses or if we would like to know more about your congregation and/or ministry? O Yes O No

[If "yes"]
Name: _____
Email: _____ (will not be used for any other purposes)