Yearbook Report Instructions

January-March 15, 2021 via Alex: Data for Disciples

Updated 3/22/2021 for extended deadline of April 15, 2021

Go to https://alex.disciples.org

Login using your congregation’s username and password

Click on “My Yearbook” on the left side of the page.

Check the contact and staff information on the General tab. If it needs correction, click on “edit entry” in the upper right corner. These changes will not be saved until you go to the Submit tab, enter your name, and click on the green Submit button. You can save your info at any point on any of the tabs.

- Gray boxes cannot be edited.
- Click on the Staff tab to correct staff listings.
- Check now to see if your congregation’s EIN (U.S. federal Employer Identification Number) is showing on your contact page. If it is NOT, please send your congregation’s PIN and your EIN to alex@disciples.org and we will add it to your record.

NOTE: You can enter information and submit (save) on any tab and return later to complete entering information. For instance, if you have your giving information complete but not demographics, you can submit (save) your giving info and come back another day before March 15 to enter your demographics.

Participant Stats

You will see spaces for Participants, Average Worship Attendance, Average Educational Attendance, Membership, Baptisms, Transfers, Disciples Women Participants, and Disciples Men Participants. If you have been entering your data weekly, your Average Worship Attendance will be filled in automatically.

Definitions

Calendar Year – January 1 – December 31, 2020

Participants – Individuals who have an active connection through attendance or contributions at least once during the calendar year. These individuals may or may not be on the membership rolls.

Average Worship Attendance Weekly – This includes online attendance as well as in-person attendance for all worship opportunities during a given week.

- RE: online views
  - If the stats are available, don’t count the 3-second views. If you suspect several people are at any one connection, multiply those views by 1.7 to account for multiple viewers.
  - Be sure to count views for the entire week. Some folks may watch on Sunday morning, but others may be watching Tuesday afternoon.
**Average Educational Attendance Weekly** – This includes any learning opportunities throughout the week such as adult Bible studies, youth meetings, children’s programming, etc. Online attendance should be included.

**Total Membership** – This includes both active and inactive members who are in your records, regardless of participation and place of residence.

**Baptisms During Calendar Year** – Given the pandemic circumstances of 2020, confessions of faith may be counted here. If the actual baptism does occur in 2021, please do not count again in the following year’s reporting.

**Transfers During Calendar Year** – These are individuals who have joined your faith community from another faith community, not by confession of faith.

**Disciples Women Participants** – This includes those who participate in the activities of the local Christian Women’s Fellowship (CWF) or other women’s groups associated with your congregation.

**Disciples Men Participants** – This includes those who participate in the activities of men’s groups associated with your congregation.

**Stewardship - Giving**
You will see a number of line items that your church treasurer should be able to help fill in. *If you have been entering your data weekly, your Total Giving will be filled in automatically.* The Per Capita Total Giving will automatically calculate. The Disciples Mission Fund, Week of Compassion, Easter, Pentecost, Reconciliation, Thanksgiving and Christmas offerings received through Treasury Services will fill in automatically as well.

**Definitions**

- **Undesignated Contributions** – All the offerings/operating funds received for the congregation EXCLUDING building funds, designated and special offerings (see below).

- **Building Fund/Capital** – Any funds collected for building or capital campaigns of the congregation.

- **Designated** (special funds, memorials) – Funds for special efforts such as CROP walks, food pantries, etc., or memorial gifts.

- **Total Giving** – Undesignated + Building + Designated

- **Other Income** (rental, program fees) – These are funds received for specific purposes such as wedding venue rental, preschool fees, office space rentals, etc.

- **Total Receipts** – Total Giving + Other Income

- **Total Outreach/Mission Expenditures** – Total of all funds sent out “from our doorsteps to the ends of the earth” such as monetary food pantry support, global missions, local shelter support, tutoring programs, etc.
Stewardship-Property
One way we “welcome all” is in the way we use our buildings and space. Even if you are renting your space but use it for community meetings, we want to hear about it. Another way we welcome is through accessibility. We’d like to know if your space meets American and Canadian disability act standards.

Stewardship-Time
Recognizing that our mission in the world is not just about money, we’d like to know how your congregation’s participants are making a difference with their time and talents.

Please note: While there may be individuals who participate in more than one of the four kinds of mission projects, we ask that you NOT duplicate them in the “Total Number of Mission Project Participants.”

Demographics

First is an estimated percentage of participants in your congregation who identify with various ethnic or racial groups. These numbers should be percentages that add up to 100.

(Example – If you have 150 participating members and 140 of them identify as Asian, that would be 93% Asian. If 5 of the others identify as Black, that would be 3.5%. The other 5 may identify as Native American/First Nations, and so that would be the remaining 3.5% to total 100%. You divide the number of individuals by the total number in your congregation to get the percentage. 5 divided by 150 = .033)

The second set of fields is an estimated percentage of participants in different age groups. These numbers should be percentages that add up to 100.

(Example – If you have 50 participating members and 2 people are children 5-11, that makes 4%, and 45 members who are 35-44 in your 50-participant congregation, that’s 90% and the last 3 of those are 55-64 years old, then that is 6% in that category for a total of 100%.)

The next question on language will help general ministries and regional ministries determine what resources might be needed for translation.

The “ministry context of congregation” is to help general and regional ministries get a clearer picture of what contexts our congregations are serving and how our congregations might be better supported.

Other
Open and Affirming: If your congregation has formally voted to be “Open and Affirming” to individuals who are from the LBGTQI community, please answer “yes” even if you did not do this in concert with Disciples AllianceQ (formerly GLAD). If you are interested in contact with AllianceQ to initiate the process, please indicate you would like information.

Green Chalice: If you are already part of the Green Chalice certification program, please answer “yes.” If you are not, but are interested in the process, please indicate your interest.
**Reconciliation Training:** If your congregation has participated in anti-racism training or studies of any kind in your community or in partnership with Reconciliation Ministry, please answer “yes.” If you are interested in reconciliation resources, please indicate that as well.

**Stewardship Feedback**
It is hoped that the Alex database will enable us to more effectively connect congregations with new ideas and those who have similar interests, as well as indicate the places where general or regional ministries might be able to assist. That is the purpose of this feedback section.

Submit

You should receive a confirmation message as a popup in the screen. If the message indicates an error, look at the tabs for a tiny number next to the tab that needs correction.
Please fill in missing fields.
- Demographic total must equal 100.
- Name of submitter cannot be empty.