



The United Methodist Church
Southeast District

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JANUARY 2012

YEAR END REPORT INFORMATION

By now every pastor should have received the end of year report packets. If you have not, please contact the district office immediately. You can either fill out your reports and mail to the district office or go online and enter the data directly yourself. Please remember that Year End Reports must be turned in to the District Office or completed online no later than January 20, 2012. Instructions for Year-End Online Reporting are on the next page.

Please note: If you choose to do your year-end reports online, please send a copy of the completed forms to the district office. Thank you!

Remember that anything you put on Table II on the following line items will be used to figure your church District and Conference Apportionments for 2013. (Make sure that everything on these 11 lines are honest, accurate and only appear once. For example: make sure that the amount you put on Line 61 for Programming Expenses does not wind up being included in Line 62 for Operating Expenses or you will be apportioned twice for that amount. Same applies for all 11 line items.) Do not tell your congregation that attendance and membership affect apportionment – they DO NOT!

52	Total amount paid by local church for all direct-billed clergy health benefits
53	Total amount paid in base compensation to the pastor
54	Total amount paid in base compensation to all assoc. pastors assigned by Bishop
55	Total amount paid to/for pastor & associate(s) for housing & utilities and/or related allowances
56	Total amount paid to pastor & associate(s) for accountable reimbursements
57	Total amount paid to pastor & associates for any other cash allowances (non-accountable)
58	Total amount paid in salary & benefits for Deacons
59	Total amount paid in salary & benefits for Diaconal Ministers
60	Total amount paid in salary & benefits for all other church staff
61	Total amount spent for local church program expenses
62	Total amount spent for local church operating expenses



**HAPPY NEW YEAR
FROM THE SOUTHEAST DISTRICT OFFICE!**

ATTENTION PASTORS! Save time and paper and enter your year-end statistical reports ONLINE! The ONLINE SITE will be available on Monday, January 2, 2012.

Please have your 2011 Statistical Tables entered no later than January 20, 2012. Thank you!

Instructions for Online Year-End Reporting:

- ü Go to <https://UMCData.com>
- ü Click on “Arkansas Conference” and then click on the “GO” button.
- ü Log in using your church’s GCFA # as the username and your church’s Conference Church # as the password. The GCFA # is located in the upper right hand corner of each Table.
- ü Select “**Local Church Statistics**”
- ü Select “**Enter Local Church Statistics for the Current Year**”
- ü Confirm that the church listed is your church, and click “**Continue**”
- ü Confirm that the data at the top of the first page is correct for *your* church (church name, pastor, and district). If not, please notify your district office.
- ü Choose to enter data for Table 1, Table 2 or Table 3 and click the appropriate link.
- ü **Enter data** for all white boxes. (Data from 2010 is in brackets.) The “Help” button on the left of the page will lead you to a document with more detailed instructions about the data entry process.
- ü If you discover you do not have all of the information necessary after starting data entry, you may **SAVE** your data and return to the site later to complete the process.
- ü When all data is entered, *and you have reviewed your entries*, click the “**Submit**” button.
- ü Use the “**Print/Preview**” button to print a copy of each table for your records.
- ü If you notice any errors after submitting, *please contact your District office* to make the change. Once submitted, you can no longer make changes to the reports.

Please note: At the top of Table I, there is a place to type in your church’s Employee Identification Number (**EIN**) if you do not have one, please enter the word NONE. It cannot be left blank. Also, note that each church should have an EIN. If your church doesn’t have one, please contact the IRS on their website by using this link: <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>

Thank you for using Online Year-End Reporting. If at any time you encounter problems or questions, please contact your district administrative assistant for assistance.

WEEKLY ONLINE VITAL SIGNS REMINDER

Every church, regardless of size, is required to have the pastor or some other designated person enter the vital signs information for each week either weekly or monthly. If you have an email address, you will receive an email weekly with a link to enter information. For churches that are not able to do this by email, you must call the data into the district office on a weekly or monthly basis.

The six (6) items of information for each week to be entered or called in are as follows:

- Total worship attendance at all regularly held weekly services
- Total number of persons received into the church by profession of faith
- Total number of persons actively engaged in small groups (count only once)
- Total number of persons from the congregation engaged in local, national and international mission/outreach
- The total amount given by local church to other organizations for support of benevolent and charitable ministries
- Total offering received this week through pledges and offerings

DS / CLERGY INTERVIEW INFO

For the Pastor's interview with the District Superintendent, bring the following:

- The Staff Parish Consultation Form filled out by the 2012 committee; and
- Pastor's Consultation Form

Below are the DS/Clergy Consultation dates and times (if you have not scheduled your time, please contact the district office):

Monday, Jan. 9, Fordyce First			Thursday, Jan. 12, Marvell UMC			Tuesday, Jan. 17, Grand Ave-Stuttgart			Thursday, Jan. 19, Pine Bluff First		
TIME	PASTOR		TIME	PASTOR		TIME	PASTOR		TIME	PASTOR	
10:00	Jonah Smith		9:00	B.Thompson		10:00	Walt Lowe		10:00	Edna Morgan	
10:50	Mark Rivers		9:50	Kennis Key		10:50	Skip French		10:50	G. Mitchell	
11:40	John Fimple		10:40	John Love		11:40	Ed Wyers		11:40	D. Fleming	
1:00			11:30	K. Doering		1:00	Judy Clark		1:00	Mike Wilkie	
1:50	LT Marks		1:00	M. Massey		1:50	D.Kirkpatrick		1:50	Pam Estes	
2:40	T. Jackson		1:50	R. Rogers		2:40	Joe Glover		2:40	James Conn	
3:25	Break		2:40	LO Taylor		3:25	Break		3:25	Break	
3:40	Glen Hicks		3:30	T.Edmondson		3:40	Mary Welch		3:40	Hardy Peacock	
4:30	R. Savage					4:30	Ike Mohr		4:30	Paul Woolley	
5:20						5:20	David Bush		5:20	Hank Wilkins	
Monday, Jan. 23, District Office			Wednesday, Jan. 25, White Hall UMC			Friday, Jan. 27, District Office			Monday, Jan. 30 District Office		
TIME	PASTOR		TIME	PASTOR		TIME	PASTOR		TIME	PASTOR	
10:00	Boyd Savage		10:00	C. Coffelt		10:00			10:00	Don Johnson	
10:50	Bryan Diffee		10:50	J. Gregory		10:50	John Kidwell		10:50	T. Bunnell	
11:40	R. Moore		11:40	LUNCH		11:40	Bill Eason		11:40	John Embrey	
1:00	Buddy Hamner		1:00	J.J. Galloway		1:00	C. Cauley		1:00	Chyrl Slocum	
1:50	M. Caldwell		1:50	B. Ferguson		1:50			1:50	Lee Zuehlke	
2:40	Bart Bynum		2:40	W. Findley		2:40			2:40	T. Hanson	
3:25	Break		3:25	Break		3:25	Break		3:25	Break	
3:40	Gary Maskell		3:40	Alicia Frye		3:40			3:40	Kavan Dodson	
4:30	Marty Reep		4:30			4:30			4:30	Carol Moore	
5:20	David Morgan		5:20	Al Harrell		5:20			5:20	David Moore	

ARKANSAS COURSE OF STUDY HENDRIX COLLEGE Spring 2012 Session

Registration Deadline: Must be in our office no later than Friday, February 3, 2012.

Dates: March 10, April 14, May 19
Registration Fee: \$50.00 (paid by District)

DISTRICT LEADERSHIP BOARD MEETING

The 2012 District Leadership Board will be meeting on Tuesday, January 24th at 6:00 pm at Stuttgart First UMC. A light meal will be served.


CHRISTMAS "THANK YOU"

Denise and I want to thank the clergy for the great "green" Christmas gift that was received at our District Clergy Christmas Luncheon on December 10th. A special thank you goes out to the First United Methodist Church of Star City for hosting the event and for the wonderful food prepared by their United Methodist Women. Finally, Chyrl Slocum blessed us with her musical talents. It is a joy to serve you all.... Dennis

LOCAL PASTORS MEETING WITH THE DISTRICT COMMITTEE ON ORDAINED MINISTRY

The annual required meeting for all local pastors with the District Committee on Ordained Ministry is being held on the following dates, times & locations. Please contact the district office to set up your time.

Tuesday, Jan. 10th Monticello 1 st UMC		Thursday, Jan. 26 th Lakeside UMC -PB		Monday, Feb. 6 th Brinkley 1 st UMC		Tuesday, Feb. 7 th Fordyce 1 st UMC	
TIME	PASTOR	TIME	PASTOR	TIME	PASTOR	TIME	PASTOR
2:00	Chyrl Slocum	1:35	James Conn	2:00	Kennis Key	2:25	T. Jackson
2:25	Carol Moore	2:00	Willis Findley	2:25	T. Edmondson	2:50	Harry Hamner
2:50	John Kidwell	2:25	G.Mitchell	2:50	Ike Mohr	3:15	Don Johnson
3:15	Gene White	2:50	Walt Lowe	3:15	Joe Glover	3:40	Mark Rivers
3:40	Bart Bynum	3:15	D. Morgan	3:40	R. Rogers	4:05	Charles Cauley
4:05	H.Peacock	3:40	Paul Woolley	4:05	John Love	4:30	Marty Reep
4:30	A.Solomon	4:05	Bill Ferguson	4:30		4:55	L.T. Marks (?)
4:55	Gary Maskell	4:30	Mary Welch	4:55			
5:20	SUPPER	4:55	Al Harrell				
5:50	Terrie Bunnell	5:20	SUPPER				
6:15	Boyd Savage	5:50					
		6:15	Alicial Frye				
		6:40	Lee Zuehlke				

	JANUARY BIRTHDAYS
13	Allyne Solomon HAPPY BIRTHDAY!

The District Office will be closed on Monday, January 16th in observance of Martin Luther King Day!

