



FIFTH EPISCOPAL DISTRICT



FIFTH EPISCOPAL DISTRICT (5EPD)
BISHOP PLANNING MEETING 2021

**PASTOR'S ANNUAL REPORT
AND STATISCIANS REPORT
STANDARDIZATION
25 October 2021**

Presenter

**Rev. Dr. Geleta A. S. Smith
5EPD Administrator/Chief Secretary**



FIFTH EPISCOPAL DISTRICT

PRESENTATION CONTENT



- REPORTING ISSUE
- GOVERNANCE AND FORMS
- TERMS AND DEFINITIONS
- PASTOR'S ANNUAL REPORT
- STATISTICIANS ANNUAL REPORT
- ANNUAL STATISTICAL SUMMARY
- QUESTIONS AND ANSWERS

“WALK IN LOVE, LIGHT, WISDOM”



FIFTH EPISCOPAL DISTRICT

REPORTING ISSUES



- Annual Pastoral Reports are often incomplete, erroneous, unsigned or improperly signed, and not received in a timely manner
 - ❖ Results in incomplete and late or delayed Statisticians Reports
- Statistician Reports are not standardized to include summary statements



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GOVERNANCE AND FORMS



- Governance
 - ❖ The Doctrine and Discipline of the AME Church (latest version)
- Forms
 - ❖ 5EPD Pastor's Annual Report, 2016 (4 pages)
 - ❖ Statisticians Data Spreadsheet (varies)



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DEFINITIONS



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- Refer to The Discipline's glossary of terms for definitions (e.g., Conversions, Accessions)
 - Transfers In and Transfers Out should follow the requirements of The Discipline
 - ❖ Reported in Disciplinary Questions (Quarterly and Annually)
 - Presiding Elder's quarterly reports may be different from that used for reporting to the Bishop during annual conference



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- Section 1 – Contact and Address Information
 - ❖ If the church is incorporated it will have a Tax ID No.
 - Section 2 – Activities and Demographics
 - ❖ Terms and Definitions can be found in The Discipline (e.g., Accessions, Conversions)
 - Section 3 –Financial Statistics
 - ❖ There should be a financial statement to aid with data collection (should include all income/outgo; debits/credits)
 - ❖ Financial statistics should be consistent with bank records for traceability



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PASTOR'S ANNUAL REPORT, 2016, Page 2

Financial Statistics continued

Item No.	Title	Content Expected
22	Employee Services: Presiding Elder and Pastor	This section covers moneys paid to either the Presiding Elder or Pastor that is over and above their Apportionment and/or Contract (e.g., Stipend for Preaching Engagement; Love Offerings)
23	General Budget Assessment	Extract from Mid-Year Budget and Annual Conference Budget provided by Presiding Elders on church's Mid-Year and AC budgets respectively
24	General Conference Sustentation	This information is provided by the Presiding Elders prior to Annual Conference (AC) on the church's AC budget.
25	Annual Conference Sustentation	See 24 above
26	Subscriptions (Christian Recorder, AME Review, Voice of Missions, Journal of Christian Education, Missionary Magazine, Secret Chamber, YPD Newsletter)	Amount paid for each subscription. If nothing paid for a specific subscription specify \$.00. Do not add subscriptions to the list.
27	Episcopal District Budget	See 24 above
28-30	Annual Conference Support; Offering; Roll Call	See 24 above
31	United Negro College Fund (Donation)	Amount the church paid to this non-profit organization.
32	Other	Other amounts the church paid as part of its AC budget.
33	Total Brough to Conference	Total amount given to the Presiding Elder for Annual Conference



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PASTOR'S ANNUAL REPORT, 2016, Page 2 cont.



- Church Sponsored Not-for-Profits (e.g., Child Care, Senior Care, Housing, Tutorial, etc.)
 - ❖ For each organization you must state:
 - Name (Type)
 - Tax ID
 - Federal Funds Received
 - State Funds Received
 - Local Funds Received
 - Private Funds Received
 - Fund Balance (Should be in a separate bank account from general church bank account)



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PASTOR'S ANNUAL REPORT, 2016, Page 2 cont.



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- Real Estate – Please complete for all properties – use additional pages if needed.
 - ❖ Provide data for sections 1 and 2 of this block
 - ❖ All data must be legibly written and readable



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PASTOR'S ANNUAL REPORT, 2016, Page 2 cont.



➤ Section 1. Church Statistics

- ❖ Must have a responses for Church Building even in Not Applicable (NA)'
- ❖ Must have a response for a Parsonage even if 'Not Applicable (NA)'
- ❖ Column C and Column D are just for continuation of your real estate for which there may be more than four entries
- ❖ All entries must include: Property Valuation, Mortgage Balance, Insurance Company, Premium, Coverage Amount, and Coverage Type)

➤ Section 2. Legal Descriptions – include data for both properties owned by the church and properly owned by Church's not-for-profit organizations. For each you must specify:

- ❖ Address, City, County, State/Province, Zip/Postal Code, Lots, In-Block of a County or Parrish, State/Province of, according to the plot thereof recorded in plot book (specify locations, data in plot book and page)



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- Ministerial Staff – Persons who are part of your church or staff (Ordained and Un-ordained)
 - ❖ Itinerant Elders (e.g., Pastor, Associate Ministers)
 - ❖ Itinerant Deacons (e.g., has had first ordination)
 - ❖ Local Elders and Deacons
 - ❖ Licensed Evangelists/Missionary (Clergy)
 - ❖ Retired Elders/Deacons (e.g., Superannuated, Emeritus)
 - ❖ Licentiates (e.g., Lay Ministers in training)
 - ❖ Supernumerary(ies) (e.g., on Sabbatical and/or previously pastored but not currently assigned to a church)



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- Requires both the Pastor-in-Charge and the Annual Conference Delegate sign the form with a single date
 - ❖ We are receiving forms that are unsigned
 - ❖ We are receiving forms with a type of e-signature
- **Fix Step 1: Printout and sign and scan in entire four pages+ and send to the Annual Conference Secretary and Statistician via the 5IT link provided; do not use a photographic copy; it must be readable**
- **Fix Step 2: Pastor send form to the General Secretary after the Bishop and appointed Presiding Elder approves it as many reports are missing data and/or contain incorrect information**



FIFTH EPISCOPAL DISTRICT

CONTACT INFO



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“CHRIST IS HEAD OF THE CHURCH; AND HE IS THE SAVIOR OF THE BODY”



FIFTH EPISCOPAL DISTRICT
African Methodist Episcopal Church



QUESTIONS OR COMMENTS?

“CHRIST IS HEAD OF THE CHURCH; AND HE IS THE SAVIOR OF THE BODY”



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BACK-UP SLIDES

“CHRIST IS HEAD OF THE CHURCH; AND HE IS THE SAVIOR OF THE BODY”