

Local Church Report to the Annual Conference

The United Methodist Church

Pastor ERIC CARSON

State NC County DURHAM

Church DUKE MEMORIAL

Reports for the year ended December 31, 1990

Charge _____

or for the period

JAN 1990, to DEC 1990

District DURHAM

Important—Read instructions on Worksheet

Conference NORTH CAROLINA

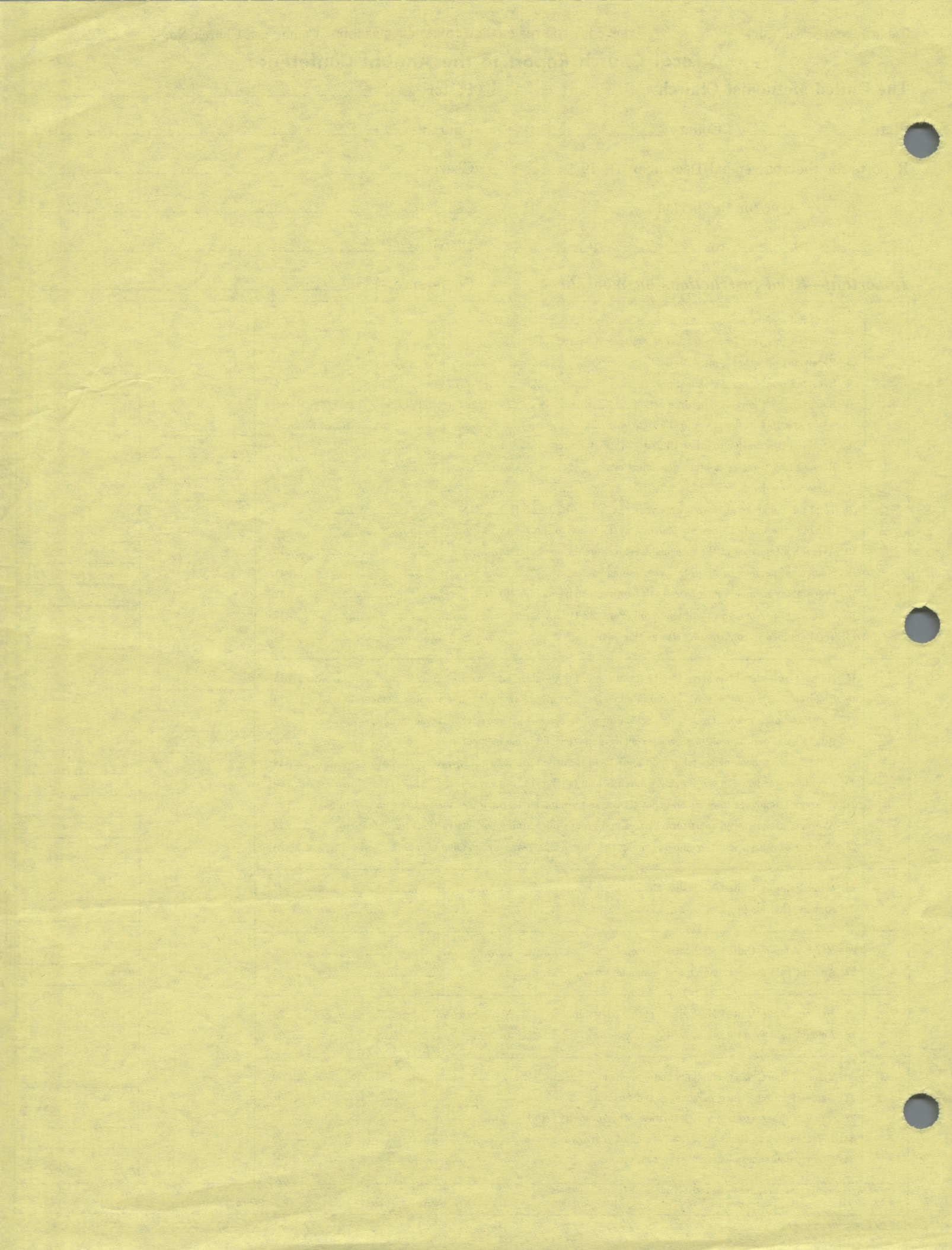
CHURCH MEMBERSHIP	1. Total full members reported at close of last year (See instructions).....	1	980
	2. Received this year on Confession of Faith or Restored.....	2	10
	3. Received from other United Methodist churches.....	3	11
	4. Received from other denominations.....	4	11
	5. Removed: by Charge Conference action _____ withdrawn _____ (enter the total of these two amounts in the space to the right).....	5	18
	6. Removed by transfer to other United Methodist churches.....	6	12
	7. Removed by transfer to other denominations.....	7	8
	8. Removed by death.....	8	15
	9. Total full members at close of this year.* A _____ B _____ H _____ N _____ P _____ W _____ (Enter the total of these six amounts in the space to the right).....	9	4
	10. Average attendance at the principal weekly worship service(s).....	10	285
	11. Number of persons baptized this year (all ages).....	11	17
	12. Preparatory members now on roll (all baptized children under 19).....	12	16
	13. Number of persons on constituency roll (Par. 232.4).....	13	10
	14. Total enrolled in confirmation classes this year.....	14	14
CHURCH SCHOOL	15. Number of leaders (teachers, administrators, etc. for all educational work).....	15	42
	16. Children (birth through sixth grade) in all classes and groups (include nursery home members).....	16	127
	17. Youth (seventh grade through high school) in all classes and groups (include home members).....	17	32
	18. Adults (post high school) in all classes and groups (include home members).....	18	365
	19. Total church school membership (add lines 15-18 inclusive).....	19	566
	20. Average attendance in the Sunday Church School (all ages).....	20	277
	21. Average attendance in other on-going classes and groups for learning (see instructions for definition).....	21	22
	22. Average attendance in short-term classes and groups for learning (see instructions for definition).....	22	35
	23. Number of church school members joining the church this year on confession of faith.....	23	2
U.M.M.	24. Membership in United Methodist Men.....	24	0
	25. Amount paid for projects.....	25	0 .XX
U.M.W.	26. Membership in United Methodist Women.....	26	241
	27. Amount paid for local church and community work.....	27	\$ 3350 .XX
U.M.Y.F.	28. Membership in United Methodist Youth Fellowship.....	28	32
	29. Amount paid for projects.....	29	489 .XX
PROPERTY AND OTHER ASSETS	30. Value of church land, buildings and equipment.....	30	5,100,000 .XX
	31. Value of church-owned parsonages and furniture.....	31	149,000 .XX
	32. Value of other assets (cash, securities, other property, etc.).....	32	375,000 .XX
	33. Indebtedness on items 30, 31, 32 at end of year.....	33	0 .XX
	34. Other indebtedness (current expenses, etc.).....	34	0 .XX

* See Worksheet Instructions, line 9, for racial/ethnic identification guidelines:
 A = Asian B = Black H = Hispanic

N = Native American

P = Pacific Islander

W = White



Local Church Report to the Annual Conference

The United Methodist Church

Pastor ERIC CARSON

State NC County DURHAM

Church DUKE MEMORIAL

Reports for the year ended December 31, 19 90

Charge _____

or for the period

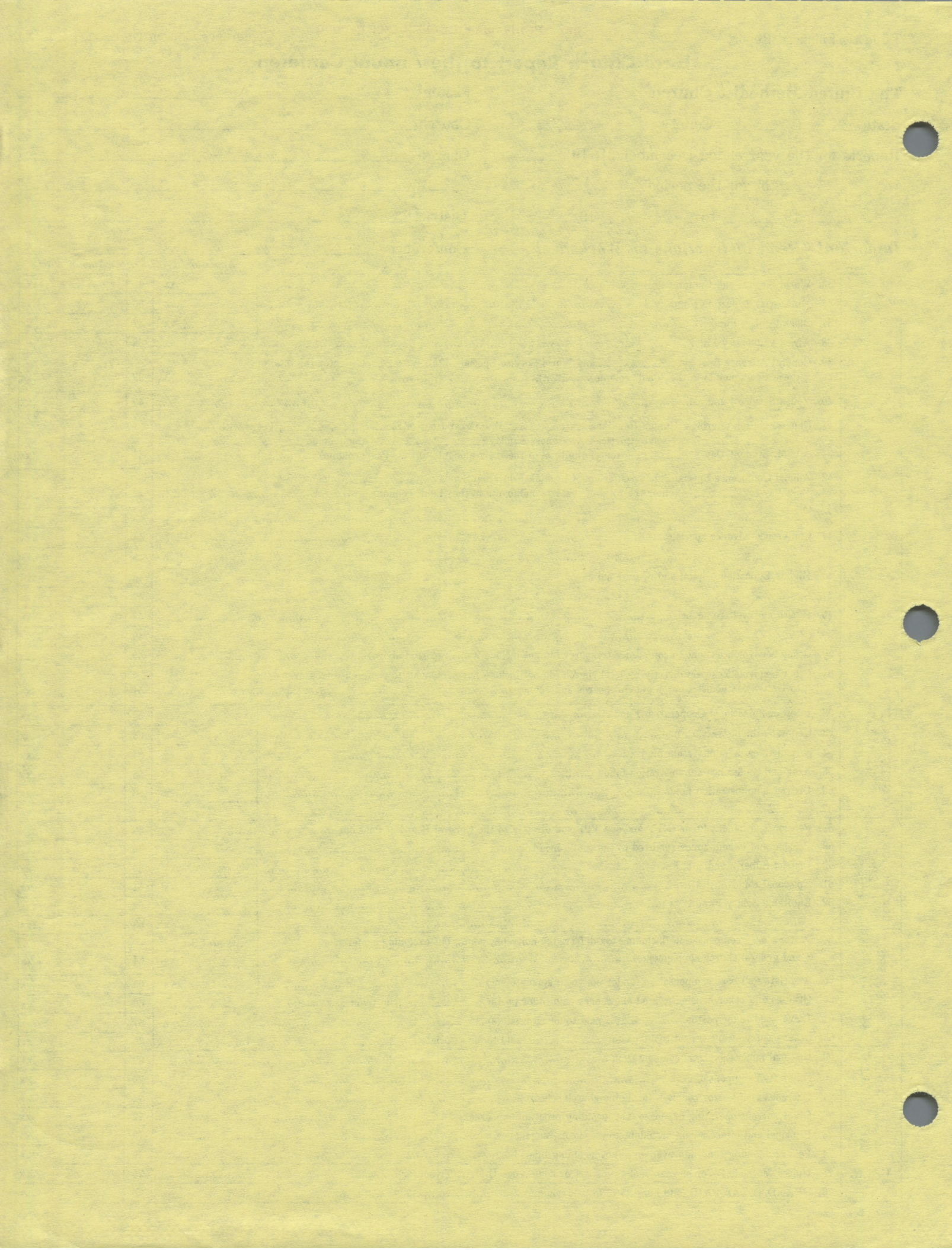
Jan 19 90, to DEC 19 90

District DURHAM

Important—Read instructions on Worksheet

Conference NC

		Apportioned	Amount Paid
BENEVOLENCES	35. World Service and Conference BenevolencesXX 35	.XX
	36. Ministerial Education FundXX 36	.XX
	37. Black College FundXX 37	.XX
	38. Africa University FundXX 38	
	39. General Advance Specials _____ and World Service Special Gifts _____ (enter the total of these two amounts in the "Paid" column).....	39	4868.00 .XX
	40. Youth Service Fund	40	.XX
	41. General church offerings: Human Relations _____, One Great Hour of Sharing _____, Peace with Justice _____, Native American Awareness Sunday _____, World Communion _____, U.M. Student Day _____ (enter the total of these six amounts in the "Paid" column).....	41	.XX
	42. Annual Conference Special Sunday Offerings: Christian Education Sunday _____, Golden Cross Sunday _____ (enter the total of these two amounts in the "Paid" column)	42	.XX
	43.	43	.XX
	44. Conference advance specials	44	3048.00 .XX
	45.	45	.XX
	46. Higher Education (capital and operational expenses)	46	.XX
	47.	47	.XX
	48. Health and welfare agencies	48	.XX
49.	49	.XX	
50. Other benevolences sent to conference treasurer (do not include items reported above)	50	.XX	
51. Other benevolences paid directly by local church (do not include payments sent to conference treasurer or to United Methodist Church general boards and agencies)	51	13050.00 .XX	
CONNECTIONAL CLERGY ADMINISTRATION FUNDS	52. Interdenominational Cooperation FundXX 52	.XX
	53. General Administration FundXX 53	.XX
	54. Jurisdictional administration fundXX 54	.XX
	55. Area and conference administration fundsXX 55	.XX
	56. District administration fundsXX 56	1120.00 .XX
	57.XX 57	.XX
CONNECTIONAL CLERGY SUPPORT	58. Pension and benefit funds (MPP and/or CPP) paid directly to the General Board of Pensions	58	6312.00 .XX
	59. Pension and benefit funds remitted to the conference treasurerXX 59	.XX
	60. District Superintendents' FundXX 60	.XX
	61. Episcopal FundXX 61	.XX
	62. Equitable Salary FundXX 62	.XX
	63.XX 63	.XX
CLERGY SUPPORT LOCAL CHURCH	64. Pastor's base compensation (including tax-deferred annuity payments, but excluding conference and general church supplements).....	Amount Set .XX 64	36450.00 .XX
	65. Associate's(s)' base compensation (under episcopal appointment)XX 65	.XX
	66. Utilities and other housing-related allowances paid to/for pastor _____ paid to/for associate(s)	66	1681.00 .XX
	67. Travel paid to/for pastor _____ paid to/for associate(s)	67	3600.00 .XX
68. Other cash allowances paid to/for pastor _____ paid to/for associate(s)	68	1750.00 .XX	
LOCAL CHURCH EXPENDITURES	69. Diaconal minister(s) total compensation	69	.XX
	70. Other staff compensation	70	13175.00 .XX
	71. Current expenses for program (including church school).....	71	22515.00 .XX
	72. Other current operating expenses (not including program expenses).....	72	7750.00 .XX
	73. Principal and interest paid on indebtedness, loans, mortgages, etc.	73	5000.00 .XX
	74. Paid on buildings and improvements (not including funds borrowed)	74	21230.00 .XX
U.M.W.	75. United Methodist Women cash sent to district or conference U.M.W. Treasurer	75	4500.00 .XX
	76. GRAND TOTAL PAID (add lines 35-75 in paid column)	76	.XX



Worksheet for Table I of the Local Church Report to the Annual Conference

The United Methodist Church

Pastor W. Eric C. Carson

State NC County Durham

Church Duke Memorial United Methodist

Reports for the year ended December 31, 1990

Charge _____

or for the period

_____ 19_____, to _____ 19_____

District Durham

Important—Read instructions on Worksheet

Conference _____

CHURCH MEMBERSHIP	1. Total full members reported at close of last year (See instructions).....	1	980
	2. Received this year on Confession of Faith or Restored.....	2	10
	3. Received from other United Methodist churches.....	3	11
	4. Received from other denominations.....	4	11
	5. Removed: by Charge Conference action _____ withdrawn _____ (enter the total of these two amounts in the space to the right).....	5	18
	6. Removed by transfer to other United Methodist churches.....	6	12
	7. Removed by transfer to other denominations.....	7	8
	8. Removed by death.....	8	15
	9. Total full members at close of this year.* A <u>2</u> B <u>2</u> H _____ N _____ P _____ W _____ (Enter the total of these six amounts in the space to the right).....	9	4
	10. Average attendance at the principal weekly worship service(s).....	10	285
	11. Number of persons baptized this year (all ages).....	11	17
	12. Preparatory members now on roll (all baptized children under 19).....	12	16
	13. Number of persons on constituency roll (Par. 232.4).....	13	10
	14. Total enrolled in confirmation classes this year.....	14	12
CHURCH SCHOOL	15. Number of leaders (teachers, administrators, etc. for all educational work).....	15	42
	16. Children (birth through sixth grade) in all classes and groups (include nursery home members).....	16	127
	17. Youth (seventh grade through high school) in all classes and groups (include home members).....	17	32
	18. Adults (post high school) in all classes and groups (include home members).....	18	365
	19. Total church school membership (add lines 15-18 inclusive).....	19	566
	20. Average attendance in the Sunday Church School (all ages).....	20	277
	21. Average attendance in other on-going classes and groups for learning (see instructions for definition).....	21	22
	22. Average attendance in short-term classes and groups for learning (see instructions for definition).....	22	35
	23. Number of church school members joining the church this year on confession of faith.....	23	2
U.M.M.	24. Membership in United Methodist Men.....	24	0
	25. Amount paid for projects.....	25	0 .xx
U.M.W.	26. Membership in United Methodist Women.....	26	221
	27. Amount paid for local church and community work.....	27	\$ 3350 .xx
U.M.Y.F.	28. Membership in United Methodist Youth Fellowship.....	28	32
	29. Amount paid for projects.....	29	\$ 489 .xx
PROPERTY AND OTHER ASSETS	30. Value of church land, buildings and equipment.....	30	\$5,100,000
	31. Value of church-owned parsonages and furniture.....	31	149,000
	32. Value of other assets (cash, securities, other property, etc.).....	32	375,000
	33. Indebtedness on items 30, 31, 32 at end of year.....	33	0 .xx
	34. Other indebtedness (current expenses, etc.).....	34	0 .xx

* See Worksheet Instructions, line 9, for racial/ethnic identification guidelines:

A = Asian

B = Black

H = Hispanic

N = Native American

P = Pacific Islander

W = White

LOCAL CHURCH REPORT TO THE ANNUAL CONFERENCE

THE LOCAL CHURCH REPORT IS A VERY IMPORTANT DOCUMENT. PLEASE SEE THAT ALL ITEMS ARE ACCURATE AND COMPLETE. This worksheet is for the convenience of the pastor. Under no circumstances should it be substituted for the report mailed to conference officers.

The official form for the Local Church Report to the Annual Conference, Table I, Statistical Report, contains line items numbered 1 through 34. After you have completed this worksheet please transfer the information to the report blank(s) provided by your annual conference and return them to the conference statistician or as instructed by your Annual Conference. *Please keep this worksheet for your records.* Federated churches, community churches, etc., report only that part of the membership belonging to The United Methodist Church.

GENERAL INSTRUCTIONS

- A. It is the pastor's responsibility to prepare this report.
- B. Prepare a separate report for each organized church on the charge.
- C. The pastor should fill in the entire heading of the "Local Church Report" and Line "1" if this has not been done by a conference officer.
- D. Use a typewriter or ball point pen to fill out the report.
- E. Report finances in dollars—do not report cents. (Round to nearest dollar.)
- F. When there is nothing to report for a line item leave the space blank unless otherwise instructed by conference officer.

INSTRUCTIONS FOR LINE ITEMS

Lines 1-8—On Line 1 enter the figure from Line 9 of last year's Local Church Report. Enter the number of persons received into or removed from the roll of full members in Lines 2-8. (Errors in last year's report must be corrected by Charge Conference action and recorded in Lines 2 or 5.)

Line 9—Add Lines 1-4; subtract the total of Lines 5-8. The remainder is the figure for Line 9, which should be the number of full church members at the end of the year by actual count. Affiliate, associate, and preparatory members are not to be counted as full members of this church.

In the spaces provided, record the number of full members of this church according to their racial/ethnic identification, as follows: A=Asian, B=Black, H=Hispanic, N=Native American, P=Pacific Islander, W=White. Each member should be included in the racial-ethnic group with which he or she identifies or to which he or she is regarded in the community as belonging. *Each member should be included in only one group.*

Asian—Members with origins and/or heritage in any of the indigenous peoples of Asia, Southeast Asia, or the Indian Subcontinent. This area includes but is not limited to Bangladesh, Burma, Cambodia, China, Formosa, India, Indonesia, Japan, Korea, Laos, Malaysia, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, and Viet Nam. Record the number of members in this group in the space following the letter "A."

Black—Members with origins and/or heritage in the Black racial groups of Africa, the Caribbean, or North, Central, or South America. Record the number of members in this group in the space following the letter "B."

Hispanic—Members of Central American, Cuban, Mexican, Puerto Rican, South American, or Spanish culture or heritage, regardless of race. Record the number of members in this group in the space following the letter "H."

Native American—Members who are Alaskan Native, American Indian, Eskimo, and/or whose heritage is in any of the indigenous peoples of North America, and/or who maintain cultural identification through tribal affiliation or community recognition. Record the number of members in this group in the space following the letter "N."

Pacific Islander—Members with origins and/or heritage in the Pacific Islands, including Fiji, Guam, the Hawaiian Islands, Samoa, and Tonga. Record the number of members in this group in the space following the letter "P."

White—Members with origins and/or heritage in any of the peoples of Europe, the Middle East, North Africa, or the USSR. Record the number of members in this group in the space following the letter "W."

The total of the numbers entered in these six spaces should equal the total in line 9.

Line 10—Principal weekly worship service(s). Count the principal service whether it is held in the morning or evening. If your church has both a morning and evening service, count only the principal service. If you have more than one service in the morning, report the combined average attendances of these services. Include children who participate in all or part of the service.

Line 12—All baptized children who have not taken the vows of church membership are Preparatory Members and remain such until transferred, received into full membership or placed at age 19 on the Constituency Roll. It is your roll of baptized children. (See *The Book of Discipline* Paragraph 216.4, 232.2)

Line 13—All unbaptized and dedicated children, church school members and preparatory members, age 19 or older, who have not been received into the membership of the church and other nonmembers for whom the local church has pastoral responsibility. (See *The Book of Discipline* Paragraph 232.4)

Line 14—Report the number of persons of all ages who have participated in confirmation classes during the year.

Line 15—Enter the number of persons who serve as church school superintendents, division superintendents, teachers, counselors, the church school secretary(ies), librarian(s), or other leaders of ongoing or short-term classes and learning groups for any age group in the church's educational ministry. Persons counted for Line 15 should *not* be counted in Lines 16, 17, or 18, but should be included in the total in Line 19.

Lines 16-18—Enter on these lines the total number of persons who have been participating significantly in any and all of the educational work of the congregation, counting each participant only once. Include groups sponsored by other agencies (Scouts, etc.) only if wholly integrated with the church's educational ministry. Also include home members who cannot attend because of prolonged illness, infirmity or other reason. In line 16 the phrase "birth through sixth grade" would normally mean ages 0 through 11. In line 17 the phrase "seventh grade through high school" would normally apply to ages 12 through 18. In Line 18 the phrase "post high school" would apply to those enrollees 19 and older.

Line 19—The figure to report here is the total of Lines 15-18 and is the total church school membership at the time the report is made.

Line 20—Report here the total of the average attendance figures for sessions held for all education classes and groups that meet in a regular *Sunday Church School* session.

Line 21—Report here the total of the average attendance figures for all education classes and groups that meet on a regular continuing basis (such as weekly or monthly) through all or most of the year, *other than Sunday church school.*

Line 22—Report here the total of the average attendance figures at short-term classes and groups for learning. "Short-term classes and groups for learning" include courses, retreats, training programs, membership preparation classes, school of religion, educational tours, vacation church school classes, etc. that have met on a short-term basis at any time during the year.

Lines 24, 27, 29—Enter the number of members in these local church organizations as reported by their respective presidents.

Lines 25, 27, 29—Report amounts paid by these respective groups for local church and community projects or programs, or for other projects and programs selected by the group. **DO NOT INCLUDE** in line 27 money sent by United Methodist Women to their district or conference treasurer for United Methodist Women's work. **DO NOT INCLUDE** in Line 29 contributions to the Youth Service Fund.

If money spent by these organizations is given to the local church current expense, building fund, or benevolence budgets, it should also be reported in the appropriate line(s) on Table II, Financial Report.

Line 30—"Value" should be the estimated actual value of buildings and equipment plus the value of land and uninsurable value.

Line 31—If a parsonage is in a charge of more than one church, list only on report of church where parsonage is located. A residence not used as a parsonage should be listed on Line 32—Other Assets.

Line 32—"Other Assets" refers to real estate and personal property such as cash, stocks, bonds, trust, securities, investments belonging to the church, including money raised or donated and held for future building programs or any other special purposes, and all property and other investments not included elsewhere.

Line 33—Report here all debts on property, together with notes, loans and mortgages. Borrowed money is a debt.

Worksheet for Table II of the Local Church Report to the Annual Conference

The United Methodist Church

Pastor _____

State _____ County _____

Church _____

Reports for the year ended December 31, 19 _____

Charge _____

or for the period

_____ 19 _____, to _____ 19 _____

District _____

Conference _____

Important—Read instructions on Worksheet

		Appropriated	Amount Paid
BENEVOLENCES	35. World Service and Conference Benevolences	XX 35	XX
	36. Ministerial Education Fund	XX 36	XX
	37. Black College Fund	XX 37	XX
	38. Africa University Fund	XX 38	XX
	39. General Advance Specials <u>4524</u> and World Service Special Gifts <u>344</u> (enter the total of these two amounts in the "Paid" column).....	39	4868
	40. Youth Service Fund	40	XX
	41. General church offerings: Human Relations _____, One Great Hour of Sharing _____, Peace with Justice _____, Native American Awareness Sunday _____, World Communion _____, U.M. Student Day _____ (enter the total of these six amounts in the "Paid" column).....	41	XX
	42. Annual Conference Special Sunday Offerings: Christian Education Sunday _____, Golden Cross Sunday _____ (enter the total of these two amounts in the "Paid" column)	42	XX
	43.	43	XX
	44. Conference advance specials	44	3048
	45.	45	XX
46. Higher Education (capital and operational expenses)	46	XX	
47.	47	XX	
48. Health and welfare agencies	48	XX	
49.	49	XX	
50. Other benevolences sent to conference treasurer (do not include items reported above)	50	XX	
51. Other benevolences paid directly by local church (do not include payments sent to conference treasurer or to United Methodist Church general boards and agencies)	51	13050	
CONNECTIONAL ADMINISTRATION FUNDS	52. Interdenominational Cooperation Fund	XX 52	XX
	53. General Administration Fund	XX 53	XX
	54. Jurisdictional administration fund	XX 54	XX
	55. Area and conference administration funds	XX 55	XX
	56. District administration funds	XX 56	1120.00
57.	XX 57	XX	
CONNECTIONAL CLERGY SUPPORT	58. Pension and benefit funds (MPP and/or CPP) paid directly to the General Board of Pensions	XX 58	6312.00
	59. Pension and benefit funds remitted to the conference treasurer	XX 59	XX
	60. District Superintendents' Fund	XX 60	XX
	61. Episcopal Fund	XX 61	XX
	62. Equitable Salary Fund	XX 62	XX
63.	XX 63	XX	
CLERGY SUPPORT LOCAL CHURCH	64. Pastor's base compensation (including tax-deferred annuity payments, but excluding conference and general church supplements).....	Amount Set XX 64	36,450
	65. Associate's(s)' base compensation (under episcopal appointment)	XX 65	XX
	66. Utilities and other housing-related allowances paid to/for pastor _____ paid to/for associate(s)	66	6682.00
	67. Travel paid to/for pastor _____ paid to/for associate(s)	67	3600.00
68. Other cash allowances paid to/for pastor _____ paid to/for associate(s)	68	1450.00	
LOCAL CHURCH EXPENDITURES	69. Diaconal minister(s) total compensation	69	XX
	70. Other staff compensation	70	131751.00
	71. Current expenses for program (including church school).....	71	22815
	72. Other current operating expenses (not including program expenses).....	72	77954
	73. Principal and interest paid on indebtedness, loans, mortgages, etc.	73	5000
74. Paid on buildings and improvements (not including funds borrowed)	74	212,311	
U.M.W.	75. United Methodist Women cash sent to district or conference U.M.W. Treasurer	75	4500
	76. GRAND TOTAL PAID (add lines 35-75 in paid column)	76	XX

Local Church Report to the North Carolina Annual Conference

The United Methodist Church

Pastor _____

State _____ County _____

Church _____

Reports for the year ended December 31, 19 _____

Charge _____

or for the period _____

District _____

Important—Read instructions on back of Worksheet

		Amount Paid	
LOCAL CHURCH EXPENDITURES			
33.	Principal and interest paid on indebtedness, loans, mortgages	4830.00	✓
34.	Paid on buildings and improvements (not including funds borrowed)	115187.00	✓
35.	Current expenses for program (including church school)	28882.00	✓
36.	Other current operating expenses (not including program expenses)	41759.00	✓
37.	Benevolences paid directly by local church (do not include payments sent to Conference Treasurer or to United Methodist Church General Boards and Agencies)	53693.00	✓
PASTORAL SUPPORT (Local Church)			
38.	Pastor's salary (including tax-deferred annuity payments, but excluding conference and general church supplements)	38670.00	
39.	Associate's (s) salary (under episcopal appointment)	13,190.00	
40.	a) Utilities and other cash allowances (excluding housing) paid to/for pastor <u>3100</u> b) Utilities and other cash allowances (excluding housing) paid to/for associate (s) <u>2000</u> Total Amount Paid	5100.00	
41.	a) Travel paid to pastor <u>3600</u> b) Travel paid to associate (s) <u>1800</u> Total Travel Paid	5400.00	
43.	Pension funds remitted to Conference Treasurer00	
CONNECTIONAL ADMINISTRATION FUNDS			
53.	District administration funds (District Work Fund)	1850.00	
BENEVOLENCES			
60.	General Advance Specials <u>6748</u> and World Service Special Gifts <u>1432</u> Total of These Two Amounts	8180.00	
69.	Housing Allowance00	
UNITED METHODIST WOMEN			
71.	United Methodist Women cash sent to district or conference U.M.W. Treasurer00	

PLEASE READ INSTRUCTIONS FOR EACH LINE AS YOU FILL OUT THIS WORKSHEET.

Instructions for Worksheet for Table II of the

LOCAL CHURCH REPORT TO THE ANNUAL CONFERENCE

THE LOCAL CHURCH REPORT IS AN IMPORTANT DOCUMENT. PLEASE SEE THAT ALL ITEMS ARE ACCURATE AND COMPLETE.

This worksheet for the Local Church Report to the Annual Conference, Table II, Financial Report contains the lines which must be completed by the local church to allow the conference treasurer to generate a complete Table II. After the form has been completed, forward two copies to the conference statistician and keep one copy for the church records. When the information has been received and processed by the conference statistician and treasurer, a complete Table II will be mailed to the church. Federated churches, community churches, etc. report only that part of the finances belonging to the United Methodist Church.

GENERAL INSTRUCTIONS

- A. It is the pastor's responsibility to prepare this report.
- B. Prepare a separate report for each organized church on the charge.
- C. Fill in the entire heading of the "Local Church Report, Table II" if it has not been done by a conference officer.
- D. Use a typewriter or ball-point pen to fill out the report.
- E. Report finances in dollars—do not report cents. (Round to nearest dollar.)
- F. When there is nothing to report for a line item, leave the space blank unless otherwise instructed by conference officer.
- G. This report should be a summary of all money paid by your local church during the year out of funds contributed and raised in the local church. Read the instructions for individual lines carefully before filling in any amounts. Do not report any amount on more than one line. Money raised or contributed during the year, but not paid out, should be reported on Table I, Line 30. Do not report it on Table II until the year it is paid out.
- H. If your church uses the United Methodist Local Church Financial Record system, you will find that the reporting categories in that system are comparable to those on this form.

INSTRUCTIONS FOR LINE ITEMS

Line 33—INCLUDE only expenditures for payments on debts incurred before the beginning of this year as shown in last year's report. This includes payments on loans, mortgages, etc. (DO NOT INCLUDE principal and interest on money borrowed and repaid within the current fiscal year. This should be reported on Line 34, 35 or 36, according to the purpose for which the money was borrowed.)

Line 34—Enter here only amounts paid from contributions for capital improvements, not from loans. Enter any outstanding indebtedness on Line 31. INCLUDE amounts contributed but not paid out (retained for use in future years) on Line 30. *Capital improvements* include the cost of new property and buildings, major purchases of new equipment or furnishings (organs or other musical instruments, heating and cooling equipment, kitchen equipment, audio-visual equipment, furniture) and major renovation.

Line 35—INCLUDE all amounts budgeted and disbursed for local church *program* under the direction of the local church Council on Ministries; its work areas (Christian unity and interreligious concerns, church and society, education, evangelism, higher education and campus ministry, missions, religion and race, status and role of women, stewardship and worship); its age-level and family coordinators or councils; and other program structures operating under the local church Council on Ministries. INCLUDE salaries for any paid local church *lay* staff persons in these areas (for example, directors of education, evangelism or music, organists, diaconal ministers in program areas). DO NOT INCLUDE salaries of ordained ministers or local pastors under episcopal appointment. DO NOT INCLUDE

amounts sent to the conference treasurer or through other United Methodist denominational channels. DO NOT INCLUDE other amounts sent to local benevolence or community organizations or to non-United Methodist organizations outside the local church.

Line 36—Include only current *operating* expenditures, such as office and secretarial expenses, expenses for property maintenance and janitorial services, insurance, utilities for the church, etc. DO NOT INCLUDE rental on apartments, housing allowance, capital expenditures, local church program expenses, ministerial support or benevolences which are to be entered on other lines as instructed.

Line 37—Report here monies paid directly by the local church to such community groups as the Red Cross and local benevolence programs. Only items which were not remitted through United Methodist denominational channels should be reported here.

Line 38-39—INCLUDE the cash salary paid directly to the pastor/associate pastor(s), plus any amount paid into a tax-deferred annuity program. Report only amounts paid by the local church. Include only pastors and associate pastors appointed by the bishop.

Line 40A & 40B—Report amounts paid to the pastor and/or associate pastor(s) but designated as utilities allowance; report also other cash allowances such as book or educational allowances which are paid for the pastor. DO NOT INCLUDE cash housing allowance paid in lieu of parsonage; such housing allowances should be reported on Line 69. DO NOT INCLUDE the minister's payments for health and life insurance premiums.

Line 41A & 41B—Report amounts paid to the pastor and/or associate pastor(s) but designated as travel allowance.

Line 53—Report the amount paid by the church to the *District Work Fund*.

Line 60—Report the amounts paid for which General Advance Special Gift vouchers and World Service Special Gift vouchers have been issued from the Board of Global Ministries, plus amounts sent to the conference treasurer for which receipted copies of the remittance forms have been received. DO NOT INCLUDE amounts paid on apportionments. See *The Book of Discipline*, ¶ 912.2.

Line 69—Report housing allowance paid to minister under episcopal appointment in lieu of a furnished parsonage.

Line 71—Report here only the amount which has been sent to the district or conference U.M.W. treasurer. The amounts raised by U.M.W. and spent for items in the local church and community (as reported in Line 27, Table I) should be reported on other lines of Table II, which correspond to the purpose for which the money was spent.