

Yearbook Report Instructions

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

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.

Helpful hint: You can export a PDF of your form and fill it out by hand before entering it online if that would help you get organized. It will be in English. Just click the button at the upper right and it will download to your computer so you can print it out.

Check the contact and staff information on the General tab. If it needs correction, click on "edit entry" in the upper right corner. Gray boxes cannot be edited.

- Click on the Staff tab to correct staff listings.

NOTE: During the open reporting period (January – March 15) you can enter information and save with the button at the bottom right on any tab and return later to complete entering information. For instance, if you have your giving information complete but not demographics, you can save your giving info and come back another day before March 15 to enter your demographics.

Wait until you have completed ALL your reporting before going to the final "submit" tab to fill in your name and click the final "submit" button. After submitting, you can download a PDF of your report by clicking the "export PDF" button on the upper right.

Filling out the Participant Stats tab

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.*

Once you have completed your numbers, you may save by clicking the button at the bottom right. *This does not send your information to the yearbook yet. That will be a final step after filling out all the tabs.*

Definitions

Calendar Year – January 1 – December 31, 2020

Participants (previously Church Membership: Participating) – 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.

Filling out the Stewardship – Giving tab

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 given through Treasury Services will fill in automatically as well.

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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 + Disciples Mission Fund + Special Day Offerings (per capita will be automatically calculated using your participant numbers and this total)

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. Please include Disciples Mission Fund and special offerings in this figure.

Filling out the Stewardship-Property tab

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 or Canadian disability act standards.

Once you have completed your numbers, you may save by clicking the button at the bottom right. *This does not send your information to the yearbook yet. That will be a final step after filling out all the tabs.*

Filling out the Stewardship-Time tab

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.”

Once you have completed your numbers, you may save by clicking the button at the bottom right. *This does not send your information to the yearbook yet. That will be a final step after filling out all the tabs.*

Filling out the Demographics tab

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.

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.

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.

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Filling out the Other tab

Open and Affirming: If your congregation has formally voted to be “Open and Affirming” to individuals who are from the LGBTQI 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.

Once you have completed this section, you may save by clicking the button at the bottom right. *This does not send your information to the yearbook yet. That will be a final step after filling out all the tabs.*

Filling out the Stewardship Feedback tab

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.

Once you have completed this section, you may save by clicking the button at the bottom right. *This does not send your information to the yearbook yet. That will be a final step after filling out all the tabs.*

Final submission to the yearbook – the Submit tab

Before you send your report to the yearbook, review your information under each tab to check for mistakes. You can export a PDF to print out if you like before or after you click the final submit button.

When you are sure the report is accurate, go to the Submit tab and you will be asked to enter your name before clicking the final “submit” button.

The information will be forwarded to the regional office for approval before going on to the yearbook database. If the regional staff has any questions, they will be contacting you.