

# Church Yearbook Instructions – 2026

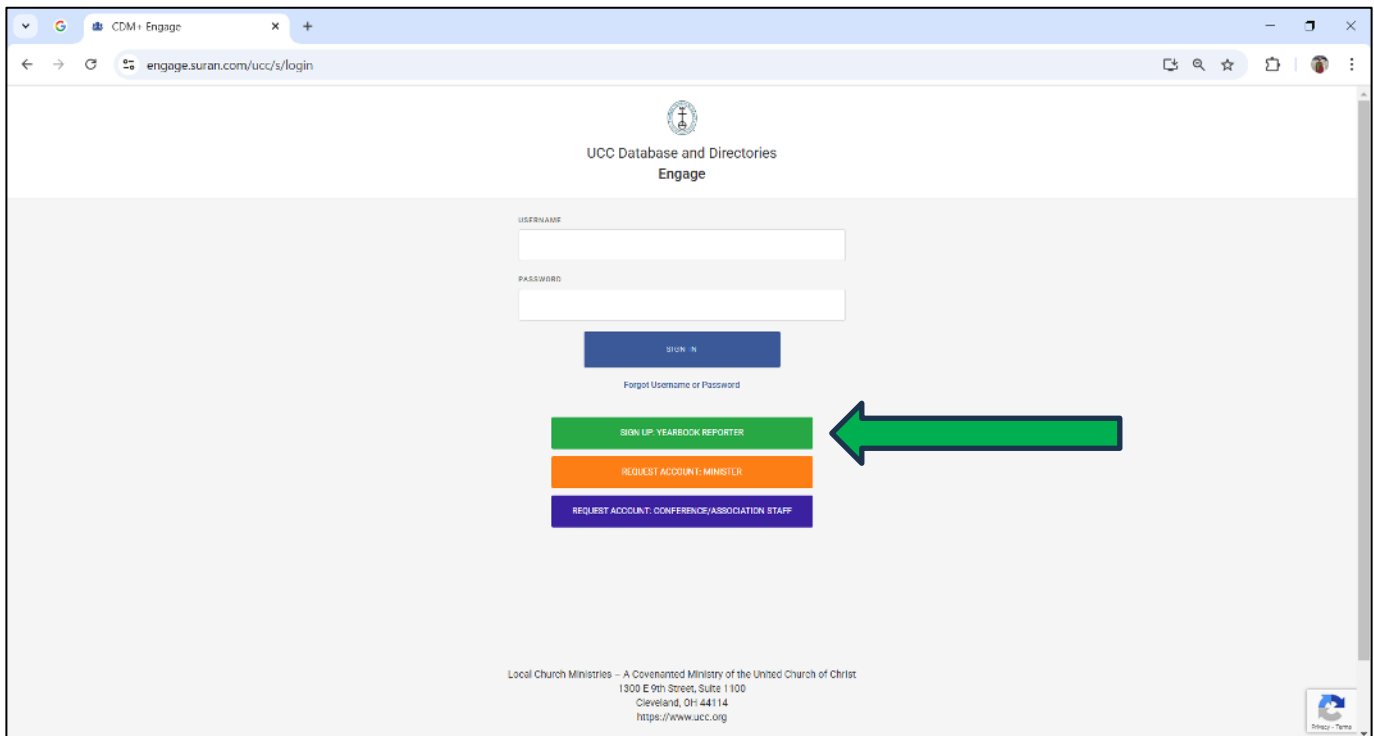
## Why submit your annual data?

We have compiled twelve reasons for you to consider why you should submit your annual data. You can find it on the [Yearbook webpage](#).

**The Database and Directories will be available from January 26, 2026, through April 10, 2026.** Please submit your data as early as possible to avoid potential delays if you should need assistance. *If your Conference has asked you to submit your data before April 10<sup>th</sup>, please follow their guidelines.*

## Accessing UCC Database and Directories

- To **log into UCC Database and Directories** please go to [engage.suran.com/ucc/s/login](https://engage.suran.com/ucc/s/login). Alternately, you will find a link to the site on the [Yearbook webpage](#).
- If you already have an Engage account from previous yearbook reporting or from ministerial profiles, simply enter your username and password to sign in.
- If you do not have an existing account or are unsure if you have one, click the green “**Sign Up: Yearbook Reporter**” button and enter your email address on the following screen.



UCC Database and Directories  
Engage

USERNAME

PASSWORD

SIGN IN

[Forgot Username or Password](#)

**SIGN UP: YEARBOOK REPORTER**

REQUEST ACCOUNT: MINISTER

REQUEST ACCOUNT: CONFERENCE/ASSOCIATION STAFF

Local Church Ministries – A Covenanted Ministry of the United Church of Christ  
1900 E 9th Street, Suite 1100  
Cleveland, OH 44114  
<https://www.ucc.org>

- If the email address matches one or more of the accounts on record, you will be prompted to select the account on the following screen (see below, left). If no match is found, click “[Click here to request a new account](#)” (below, right)

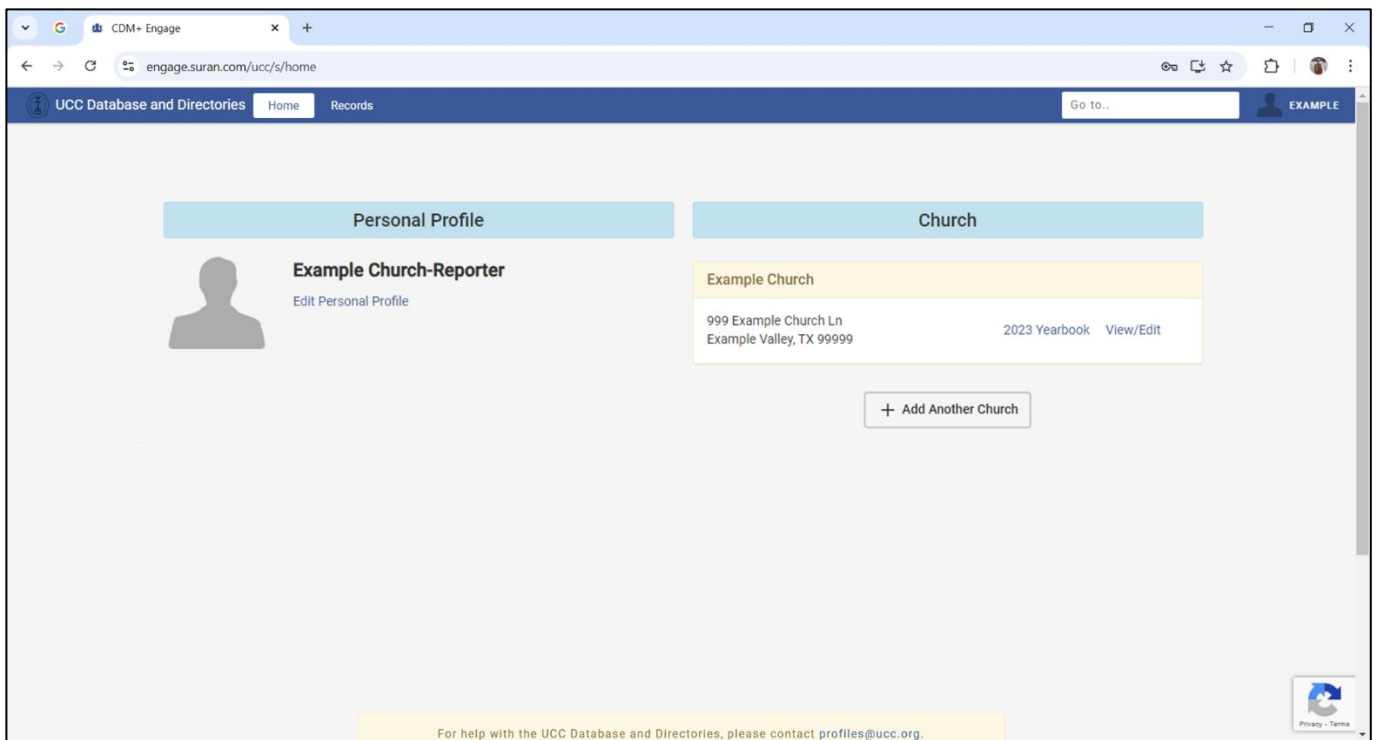
The left screenshot shows a screen titled "Please click your name." with the text "The following name links to research@ucc.org." Below this is a box containing "Example Church-Reporter (examplereporter)" and a "< BACK" link.

The right screenshot shows a screen titled "Sign up to report yearbook data for your church." with an "EMAIL ADDRESS" field containing "test@address.org". Below the field, it says "No users found for test@address.org." and provides a link "Click here to request a new account." with a green arrow pointing left. At the bottom is a large blue button labeled "CHECK EMAIL ADDRESS" and a "< BACK" link.

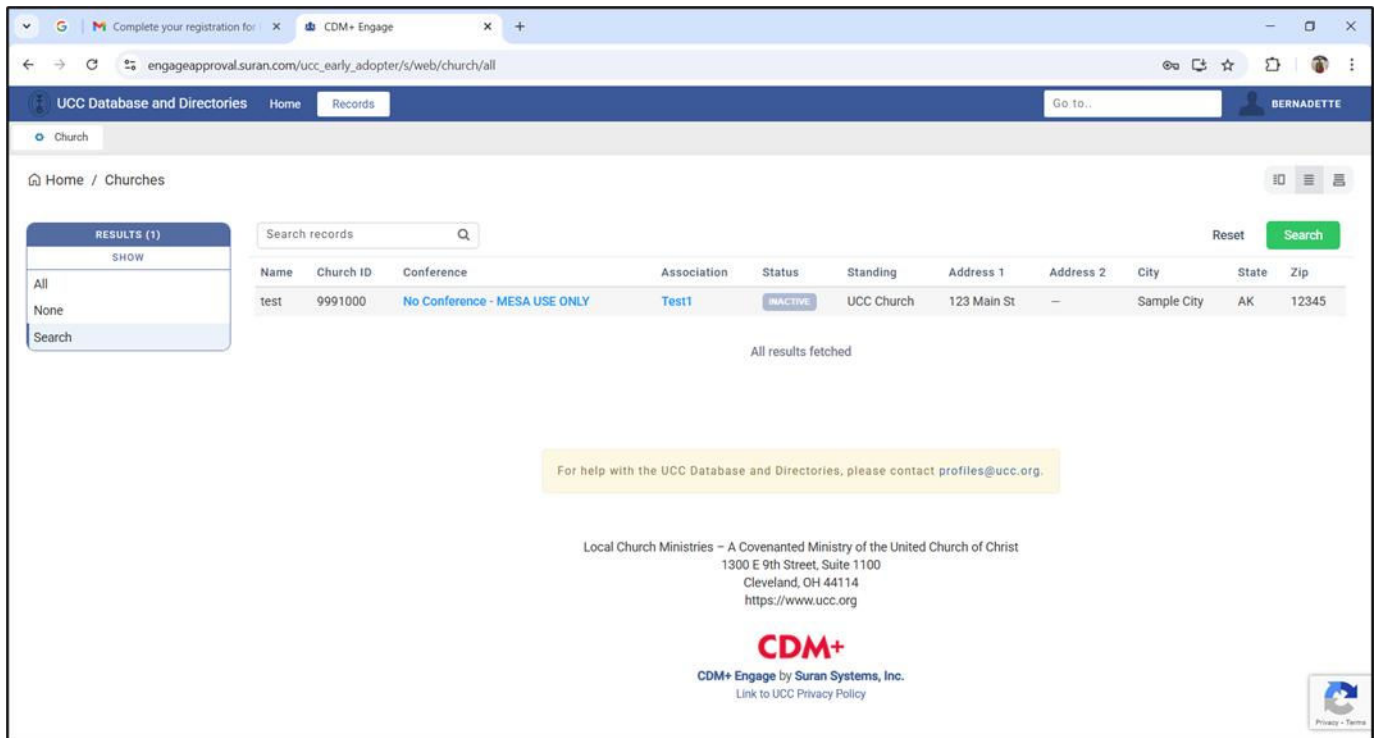
- From here, you will be prompted to enter your first and last name, church role, church ID, and access code.
  - **Your Conference or Association can provide your Church ID and this year’s access code**

The form is titled "UCC Database and Directories CDM+ Engage" and "Create an account for yearbook reporting for your church." It contains the following fields: "FIRST NAME\*", "LAST NAME\*", "EMAIL ADDRESS\*" (with the example "karenkoza324@gmail.com"), "CHURCH ROLE\*" (a dropdown menu), "CHURCH ID\*", and "ACCESS CODE\*". Below the fields is a blue box with the text: "Please contact your conference office for church ID and access code. You may add additional churches for reporting after logging in." At the bottom is a large blue button labeled "CREATE ACCOUNT".

- After clicking “Create Account”, you will receive an email from Suran/Engage and then be prompted to create a username and to set your password via the emailed code or password reset link.
- After agreeing to the site’s **Terms and Conditions**, you will be taken to your UCC Database and Directories home page.



Your church will be automatically added to your Personal Profile. To review your church’s address, staff listing, and other information, click “View/Edit” next to the church listing; to enter annual yearbook information, click the “Yearbook” link. NOTE: If your church does not automatically appear on your homepage, you can find it by clicking on the Records tab at the top of the page. Your church(es) will be the only record(s) under the Records tab.



## Main Church Info

Clicking on the name of your church will take you to the Main Church Info page. Here you will see all the available information for your congregation. This information is sorted into seven sections:

- **Details** include name, Church ID#, year organized, and other general information about the congregation
- **Standing**, which lists the congregation's Conference, Association (if applicable), and Standing in the UCC
- **Address** includes physical location and mailing information for the church
- **Contact Information** includes phone number(s) and email information
- **Staff** lists staff, both current and historical, and can be sorted by name, position, status, and start/end year
- **Yearbook** displays current and previous values for membership, attendance, finance, and other metrics published in the yearbook
- **Group Members**, which contains information relating to Conference and Association created groups

If you would like to update one or more of the fields, click the “Edit” button in the top righthand corner and enter or edit records in the relevant sections. When you are finished, **be sure to click “Save” in the upper righthand corner.**

Home / Churches / Example Church

### Example Church

← All Churches   Edit

**Details**

Name	Example Church
Church ID	—
Year Organized	2012
Open and Affirming	Yes
Accessible	No
Primary Race / Ethnicity	—
Other Classifications	—
Dual / Federated	—
Affiliations	—
Status	ACTIVE

**Address**

999 Example Church Ln  
Example Valley TX, 99999 US  
PRIMARY

**Contact Information**

Church Email office@examplechurch.io

**Comment**

Dec 12 2024 11:56 AM Example Church-Reporter Modified  
Example comment

Standing

- Please note that you will not be able to edit most of the fields in the Details, Standing, Staff, or Group Member sections. Your Conference and/or Association can edit those fields, so if there are any errors in these areas, please notify your Conference or Association immediately.
- Open and Affirming status can only be modified by Data Administrators at the National Office. This data is updated upon notification from the UCC Open and Affirming Coalition. If your church has completed the ONA process with the Open and Affirming Coalition, please email us at [research@ucc.org](mailto:research@ucc.org) with your church's name and location. Include ONA Church in the subject line. We will work with the Open and Affirming Coalition to verify this and update your record appropriately.

## Addresses

- We currently track three types of addresses for churches: mailing, location, and campus.
  - **Location** is the physical location of the church. This address is used on the [Church Finder](#) on [ucc.org](http://ucc.org) to provide a map of your church location. Please note that this address is required.

- *Mailing* is the address that is used for all church mailings. **(Please note, when mailing and location address are the same, both addresses must be entered.)**
- *Campus* is the physical location of any additional campus of your church. This address is also used on the [Church Finder](#) on [ucc.org](#)
- To add a new address, click “Edit” on the main information page (see below) and then “Add Address ” in the address section.

Home / Churches / Example Church

### Example Church

← All Churches   Edit

**Details**

Name: Example Church

Church ID: —

Year Organized: 2012

Open and Affirming: Yes

Accessible: No

Primary Race / Ethnicity: —

Other Classifications: —

Dual / Federated: —

Affiliations: —

Status: **ACTIVE**

**Address**

999 Example Church Ln  
Example Valley TX, 99999 US  
**PRIMARY**

**Contact Information**

Church Email: office@examplechurch.io

**Comment**

Dec 12 2024 11:56 AM Example Church-Reporter Modified  
Example comment

Standing

- To edit an existing address, click the “Edit Details” link to the right of the corresponding address.

### Address (2)

123 Main St  
Sample City, AK 12345  
US  
**PRIMARY** **LOCATION** [Edit Details](#)

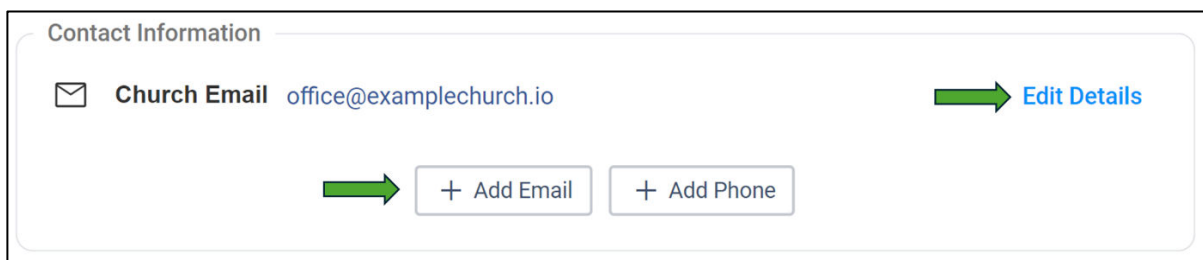
New test address  
Test123, DE 12345  
US  
**HISTORICAL** **LOCATION** [Edit Details](#)

[+ Add Address](#)

- Be sure to provide Address, City, State, Zip, and Address Type.
  - ***Please only use the United States Postal Service-approved abbreviations in all addresses. Please do NOT use any punctuation.*** The abbreviation guide can be accessed at: [http://pe.usps.gov/text/pub28/28apc\\_002.htm](http://pe.usps.gov/text/pub28/28apc_002.htm)
- Once the information is entered, click “Confirm Change” in the lower lefthand corner of the box, and if you are finished with all other edits on the church page, click “Save” in the upper righthand corner of the screen. **Note that “Save” must be clicked for all changes to be logged.**

## Contact Information

- There are two kinds of contact information that can be logged in the present system: phone and email.
  - Phone** may include any phone numbers associated with the church. More than one may be entered. If so, the phone number marked as “Primary” will be used for the UCC [Church Finder](#).
  - Email** may include all email addresses used by the church to field inquiries and conduct correspondence. If your church has more than one email address (e.g., one public and another for internal or administrative work), both may be entered. Those marked as “Primary” will be used in the [Church Finder](#) on [ucc.org](#).
- To add a new phone number or email address, click “Edit” on the main information page and then “Add Email” or “Add Phone” at the bottom of the contact information section. To edit an existing phone number or email address, click the “Edit Details” link to the right of the corresponding phone number or email address.

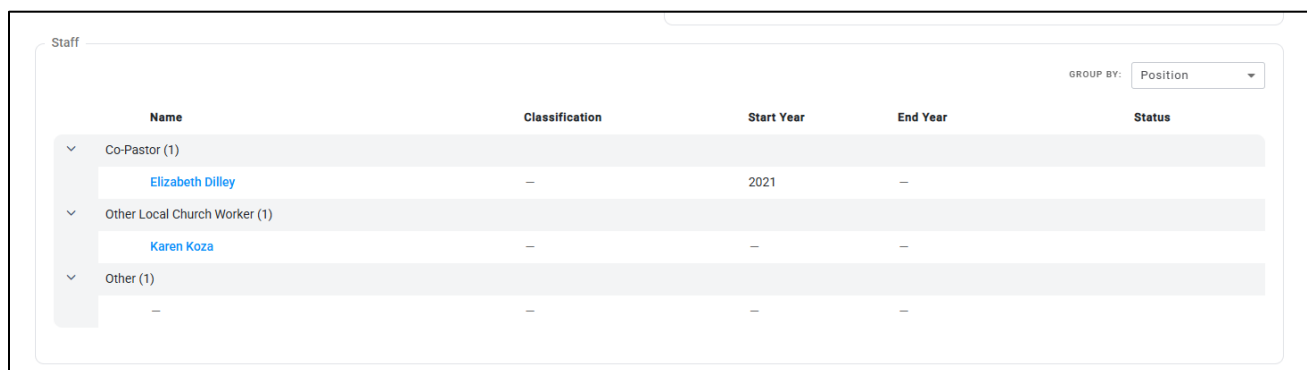


The screenshot shows a form titled "Contact Information". It contains an email address "office@examplechurch.io" with an envelope icon. To the right of the email is a green arrow pointing to a blue link "Edit Details". Below the email, there is a green arrow pointing to two buttons: "+ Add Email" and "+ Add Phone".

- For both email and phone, please indicate the type of contact it is and whether you would like it to be listed in the yearbook. Once you are finished, click “Confirm Change” in the lower lefthand corner of the box and “Save” in the upper righthand corner of the screen.

## Staff Listings

- This section displays ministerial staff for your church according to Database records. This section can be grouped by Name and Position. Please report inaccurate information to your Conference or Association.



The screenshot shows a table titled "Staff". In the top right corner, there is a "GROUP BY:" dropdown menu set to "Position". The table has five columns: Name, Classification, Start Year, End Year, and Status. The data is grouped by position, with expandable sections for "Co-Pastor (1)", "Other Local Church Worker (1)", and "Other (1)".

Name	Classification	Start Year	End Year	Status
Elizabeth Dilley	—	2021	—	
Karen Koza	—	—	—	
—	—	—	—	

## Yearbook

- This section displays your congregation’s yearbook data going back to 1992.
- To input current yearbook data, click on the link for the corresponding year, and you will be taken to the yearbook reporting section (see below).
- If previous years’ data needs to be corrected, please contact your Conference or Association.

Yearbook

Category	2024	2023	2022	2021	2020	2019	2018
> Membership							
> Attendance							
> Finance							
> Ministerial Support							
> Congregational Engagement							


## Group Members

- This section displays group membership records made by your Conference or Association. Please report inaccurate information to your Conference or Association.

## Yearbook Data Entry

- There are several ways to begin entering yearbook data. The first and most direct is to click on the yearbook link next to your church on the landing page.

Personal Profile




**Example Church-Reporter**  
[Edit Personal Profile](#)

Church

**Example Church**

999 Example Church Ln  
Example Valley, TX 99999

 [2024 Yearbook](#) [View/Edit](#)

[+ Add Another Church](#)

- The second is to click on the link for the current year in the Yearbook section of the Main Church Info page.

Yearbook

Category	2024	2023	2022	2021	2020	2019	2018
> Membership							
> Attendance							
> Finance							
> Ministerial Support							
> Congregational Engagement							

- Finally, from the Main Church Info page, you can click on the ellipses button in the top righthand corner and select “Start Reporting” from the dropdown.

← All Churches   Edit   ...

Address  
 999 Example Church Ln  
 Example Valley TX, 99999 US  
 PRIMARY

Contact Information  
 Church Email office@examplechurch.io

+ Create New Church  
 Delete  
 Church Reporting  
 Start Reporting

- This will take you to the yearbook reporting section, which is comprised of five sections: Membership, Attendance, Finance, Ministerial Support, and Congregational Engagement.

### Membership

- Enter data for the year's Additions, Removals, and Baptisms here. When doing so, **please be sure not to leave any blank values and to input zeroes when no change has taken place over the last year.**
  - Subtotals will be calculated automatically for Additions and Losses, which will be combined with the previous year's membership to calculate your *Total Membership*.
  - If this number is incorrect due to the previous year's membership being inaccurate, please enter an adjustment number in the adjustment field. **\*\*DO NOT enter the correct membership total in this adjustment field; enter only the number you need to adjust the calculated total to be correct.\*\*** (Negative numbers can be entered here.)
  - When you are satisfied that everything is correct click the "Save and Continue" button. If you need to return later, please click the "Save and Quit" button.

Additions	2023	2024
<b>Confirmations</b> <i>Number of individuals who were confirmed</i>	11	<input type="text" value="3"/>
<b>Confessions Of Faith</b> <i>Confessions of Faith: As an adult (13 and older), formally joining a congregation for the first time</i>	—	<input type="text" value="1"/>
<b>Reaffirmations Of Faith</b> <i>Reaffirmation of Faith: As an adult (13 and older), having experienced a Christian community in the past, but drifted away over time, recommitting to live in covenantal relationship with a specific congregation</i>	—	<input type="text" value="0"/>
<b>Transfers In</b> <i>Number of individuals who transferred into the church from another congregation</i>	2	<input type="text" value="5"/>
<b>Σ Total Additions: 9</b>		

### Attendance

- This section includes fields for Average Weekly Worship Attendance, Community Engagement, Participants in Mission/Immersion/Service trips, Virtual Worship, Youth Programs, and Christian Education/Faith Formation. To help ensure the precision and accuracy of our records, we have divided the attendance category into in-person and several forms of virtual attendance.



- *Average Weekly Worship Attendance (i.e., In-Person Worship)* is the average number of individuals attending services at the church building
  - To log these values, follow the same procedures as were used for membership
  - Below weekly worship attendance, you will also find fields for community engagement, total church participants, and mission/immersion/service. These should be filled out in the same manner.
    - If you have questions about Church Participants and Community Engagement please see the “Guide to Yearbook Community Engagement and Total Church Participants Categories” posted on the [Yearbook webpage](#).

Home / Churches / Record / Yearbook

2024 Yearbook Report 0 / 5 completed

Membership

Attendance

Finance

Ministerial Support

Choose Categories

Congregational Engagement

General Attendance

2023 2024

Average Weekly Worship Attendance 130 0

Average weekly attendance at church services in the previous year. Include persons of all ages

Community Engagement 25 0

Estimated number of individuals in the wider community (beyond church participants) who have been impacted by church-sponsored community events or through having been served by the church's outreach ministries

Total Church Participants 125 0

The total number of individuals, of any age, who participated regularly in worship, programs, or other church activities or groups; includes both active members and active non-members

Participants In A US Or International Mission / Immersion / Service Trip Yes ☐

Please check here if members of your congregation participated in a U.S. or international mission/immersion/service trip

Does Your Church Hold Virtual Worship Services? No ☐

Please check here if you hold virtual services. Next, check the platforms below that you use.

- *Virtual Worship* includes the average number of views, listeners, or devices logged per service, depending on the platform. To accommodate differences in the way worship attendance is tracked across platforms, we have divided virtual worship into 5 sub-categories. *These categories will not appear unless the checkbox for “Does Your Church Hold Virtual Worship Services” is checked.*
  - Video-conferencing platforms such as Zoom or Skype, which log **devices**
  - Video hosting platforms such as YouTube, Boxcast, and Vimeo, which log **views**
  - Multi-stream platforms such as Restream or Streamyard, which log **viewers**
  - Audio platforms such as podcasts, radio broadcasts, or a 1-800 number, which log **listeners**
  - Social media platforms such as Facebook Live, which log **views**

Home / Churches / Record / Yearbook

2024 Yearbook Report 0 / 5 completed (1 unsaved)

Membership

Attendance

Finance

Ministerial Support

Choose Categories

Congregational Engagement

Does Your Church Hold Virtual Worship Services? No ☒

Please check here if you hold virtual services. Next, check the platforms below that you use.

Video Conferencing No ☐

e.g., Zoom (meeting or webinar), Go To Meeting, Skype, Uber Conference, Teamlink, Webex, Google Duo, Google Meet, Microsoft Teams

Video Hosting Platform No ☐

e.g., YouTube Video/Premiere/Live, Vimeo Video/Premiere/Live, Boxcast, Google Drive, Faithlife TV, Dacast, Kaltura, Wistia, Brightcove, JW Player, Flowplayer, Vidyard, Wowza, Recorded video sent via email

Multi-Stream No ☐


e.g., Restream, Streamyard

Audio Platform No ☐

e.g., podcast, radio broadcast, recorded audio on website, AM radio, 1-800 phone number

Social Media No ☐

- To log virtual attendance, click the checkbox next to the category of attendance you would like to report and enter the corresponding number of devices, views, viewers, or listeners *estimated* for that category.
- When calculating averages, please include only those weeks where worship was conducted in the form indicated (in-person, video-hosted, etc.). If services were put on social media for only half of the year, for instance, then the average social media views should be calculated only for that half of the year and not for the full year.
- Youth Programs and Faith Formation
  - To report participation in youth programs or Christian education/faith formation, follow the same steps as virtual attendance, clicking the box next to the relevant category and entering relevant participation numbers below

Youth Programs ^	2023	2024
Has An Active Youth Program? <i>Do you have an active youth program? If Yes, check the box</i>	No	 <input checked="" type="checkbox"/>
Active Jr. High Participants	—	<input type="text" value="3"/>
Active Sr. High Participants	—	<input type="text" value="2"/>

2024 Yearbook Report 0 / 5 completed		2023	2024
Membership	Christian Education / Faith Formations ^		
Attendance	Has A Christian Education / Faith Formation Program? <i>Does your church have an active Christian Education/Faith Formation program? If Yes, check the box.</i>	Yes	<input type="checkbox"/>
Finance	Children (0-17)	6	<input type="text" value="0"/>
Ministerial Support	Adults (18 & Over)	8	<input type="text" value="0"/>
Choose Categories	Total Active Participants	—	<input type="text" value="0"/>
Congregational Engagement	Children (0-17) <i>Average weekly attendance</i>	5	<input type="text" value="0"/>
	Adults (18 & Over) <i>Average weekly attendance</i>	6	<input type="text" value="0"/>

## Finance

- This section covers Income, Expenditures, Endowments, and Our Church's Wider Mission offerings for the year.

2024 Yearbook Report 0 / 5 completed		2023	2024
Membership	Incomes ^		
Attendance	Total Income <i>Total income from all sources (including pledges and offerings). Sources include investments, rentals, bequests, etc. If this figure is not reported, your total reported operating expenses will be reported here</i>	\$314,963.00	<input type="text" value="\$ 0.00"/>
Finance	Pledges And Offerings <i>Total income from pledges and offerings only</i>	\$284,796.00	<input type="text" value="\$ 0.00"/>
Ministerial Support			
Choose Categories			
Congregational Engagement			

2024 Yearbook Report
5 / 6 completed

Membership
Attendance
Finance
Ministerial Support
Choose Categories
Pastor
Congregational Engagement

Expenditures

Note: OCWM Basic Support and Special Mission Offerings Provided by Conference or Association.

Additional UCC Giving
Additional UCC Giving (labeled "Other UCC Giving" prior to 2025) should include all giving to any UCC agency or organization excluding OCWM Basic Support and Special Mission Offerings.

Other Support
Financial Support for Non-UCC Agencies and Projects

Capital Payments
Include in this figure all payments on funds borrowed for capital purposes. Do not include the total amount borrowed. Also include amount used for all capital purposes, even if money was not borrowed

Operating Expenses
Includes all expenses required to operate the church such as all staff salaries and benefits, utilities, insurance, building maintenance, supplies, etc. Figure should not exceed the figure provided for "Total Income"

2023
2024

\$0.00
\$ 19000.00

\$10.00
\$ 5000.00

\$0.00
\$ 0.00

\$0.00
\$ 15000.00

2024 Yearbook Report
5 / 6 completed

Membership
Attendance
Finance
Ministerial Support
Choose Categories
Pastor
Congregational Engagement

Endowments

Bequests
Total amount received from bequests

Deferred Gifts
Total amount of gift annuities, trusts, and other deferred gifts received upon income beneficiary's death

Endowments
Total market value of the principal in your endowment as of December 31 (for the year specified above). Endowment refers to funds held with restrictions as to the use of the principal, in contrast to annual operating funds and other reserves

2023
2024

\$0.00
\$ 0.00

\$0.00
\$ 0.00

\$0.00
\$ 0.00

## Notes:

- All salaries should be included in your Operating Expenses, even if reported in the Ministerial Support tab.
- For information on Additional UCC Giving, see our [Additional UCC Giving Guide](#)

## Special Notes

- ❖ Southern New England Conference churches should NOT include their Proportional Gifts as Additional UCC Giving (previously Other UCC Giving). Your Conference will report Proportional Gifts in the Basic Support Giving column. Since it is shared with the National Setting, it is analogous to Basic Support for this report.
- ❖ New York Conference Reformed Association churches should NOT report your Assessment as Additional UCC Giving (previously Other UCC Giving). Your Conference will be reporting this giving on your behalf.

## Ministerial Support

- Start with "Choose Categories"**. Select **all** the positions that you want to report financial support for in your congregation.
- If you have additional ministers of a given type (e.g., co-pastors), go to the dropdown labelled "New Category" and select the category you would like to report multiple of. Once you have selected, it should appear on the screen with a number next to it (e.g., co-pastor 2). Repeat this process as needed until the number of positions matches the number you would like to report.

January 2026

Church Yearbook Instructions 2026

Page 11

2024 Yearbook Report 0 / 5 completed

Membership  
Attendance  
Finance  
Ministerial Support  
Choose Categories  
Congregational Engagement

	2023	2024
Associate or Assistant Pastor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Co-Pastor	<input type="checkbox"/>	<input type="checkbox"/>
Designated-Term Pastor	<input type="checkbox"/>	<input type="checkbox"/>
Director of Christian Education/Faith Formation	<input type="checkbox"/>	<input type="checkbox"/>
Interim Pastor	<input type="checkbox"/>	<input type="checkbox"/>
Minister of Music	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Local Church Worker	<input type="checkbox"/>	<input type="checkbox"/>
Pastor	<input type="checkbox"/>	<input type="checkbox"/>
Pastor Emeritus	<input type="checkbox"/>	<input type="checkbox"/>

ADD:

Save and Quit
Save and Go Back
Save and Continue

- A congregation with one Senior Pastor and two Assistant Pastors would see a screen like the following (note the double Associate or Assistant Pastors):

	2023	2024
Associate or Assistant Pastor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Associate or Assistant Pastor 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Co-Pastor	<input type="checkbox"/>	<input type="checkbox"/>
Designated-Term Pastor	<input type="checkbox"/>	<input type="checkbox"/>
Director of Christian Education/Faith Formation	<input type="checkbox"/>	<input type="checkbox"/>
Interim Pastor	<input type="checkbox"/>	<input type="checkbox"/>
Minister of Music	<input type="checkbox"/>	<input type="checkbox"/>
Other Local Church Worker	<input type="checkbox"/>	<input type="checkbox"/>
Pastor	<input type="checkbox"/>	<input type="checkbox"/>
Pastor Emeritus	<input type="checkbox"/>	<input type="checkbox"/>
Senior Pastor	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- From here, you will be asked to enter allowances and expenses for each person. This section operates very similarly to the *Membership* section, with dollar values being entered for each category. Please be sure to indicate if this is a full-time position.
- All data provided in this report should be annualized. If your church only had a pastor for part of the year, the compensation should be computed on an annual basis. This will ensure we can compare across churches. **This is not an actual accounting of the amount your church paid, but rather what the church would have paid for this position for an entire year.**

- This data is only used in providing summary reports of average compensation packages of numerous churches. Your church's ministerial support data will not be released.
- All actual staff and ministerial compensation should also be included in your Operating Expenses reported on the *Finance* tab.

## Congregational Engagement

- This section is new with the updated database and is meant to reflect aspects of our churches' work and missions not captured by attendance, membership, or other measures. The questions pertain to building ownership/usage and volunteer activities in and around the church.

Home / Churches / First Community UCC / Yearbook

2024 Yearbook Report 2 / 5 completed (1 unsaved)

	2023	2024
Membership		
Attendance		
Finance		
Ministerial Support		
Choose Categories		
Congregational Engagement		
<b>Engagement</b> ^		
Does Your Church Own Your Building?	—	<input checked="" type="radio"/> YES <input type="radio"/> NO
How Many Outside Organizations Regularly Use Your Church Building? <i>The number of outside organizations (support groups, community organizations, other religious bodies, etc.) that are not officially part of the church but use the church building. Use of the space may be paid (i.e., rented) or unpaid.</i>	—	0
How Many Community Members Would You Estimate Volunteer At Your Church? <i>The number of individuals who are not church members but volunteer their time for church-related activities</i>	—	0
How many of your church members would you estimate: ^	2023	2024
Volunteer At The Church <i>The number of church members who routinely volunteer at church events or functions (serving meals, teaching Christian Education classes, driving members to appointments, setting up the church for worship services, etc.)</i>	—	0
Volunteer In The Community <i>The number of church members who routinely volunteer for non-church community events or organizations (at a local food pantry, leading a scout troop, etc.)</i>	—	0

Save and Quit Save and Go Back Save and Submit

## Supplemental Survey

- Due to exceptional circumstances surrounding our transition to the new Database and Directories site and the production of the 2025 yearbook, we will not be conducting a supplemental survey this year.
- We plan to renew the survey for 2027.

## REMINDERS

- The [Church Field Guide](#), also posted on the [Yearbook webpage](#) provides descriptions of most of the data you will be entering. Refer to this as needed.
- Change your password immediately. Make a note of your updated password.
- Use only USPS-approved abbreviations in addresses.
- All questions, concerns, or comments should be directed to your Conference or Association.
- All inaccurate data should be reported to your Conference or Association for correction. Please report any errors to your Conference in the manner they asked to be notified.
- A Reporting Guide is provided at the end of this document to assist you in gathering data before submitting it. You may print this to assist you in gathering your data.

- Explanatory notes may be found under most entry fields in the Database and Directories Yearbook Reporting section. You can also find the [Church Field Guide](#) and on the [Yearbook webpage](#).
- Please feel free to reach out for assistance if your Conference or Association is unavailable to assist you.

### **Yearbook Reporting Assistance**

**Dates:** January 26<sup>th</sup> – April 10<sup>th</sup> (excluding holidays)

**Email:** [research@ucc.org](mailto:research@ucc.org)

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# DATABASE AND DIRECTORIES REPORTING GUIDE

## Membership

### Additions

Confirmations  
Confessions of Faith  
Transfers In  
Reaffirmations of Faith


### Removals

Deaths  
Transfers Out  
Other Removals


### Baptisms

Child Baptisms (12 & younger)  
Adult Baptisms (13 & older)


### Total 2024 Membership

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### Attendance

Average Weekly Worship  
Attendance (in person only)  
Community Engagement  
Church Participants  
Have your members participated  
in US or international mission/  
immersion/service trips?

Yes      No

### Youth Program

Active Jr. High Participants  
Active Sr. High Participants


### Virtual Attendance

Video conferencing (e.g., Zoom)—Average devices  
logged per service  
Social media (e.g., Facebook Live)—Average  
views/visits/downloads for a service within a  
month of sharing  
Video hosting (e.g., YouTube)—Average  
views/visits/downloads for a service within a  
month of sharing  
Multistream (e.g., Restream.io, Streamyard)—  
Average views/visits/downloads for a service  
within a month of sharing  
Audio platform (e.g., podcast, radio broadcast,  
1-800 number)—Average listeners per service


## Christian Education/Faith Formation Program

### Active Participants

Children (0-17 years)

Adults (18 years & over)


### Average Participants

Children (0-17 years)

Adults (18 years & over)


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## Financial

### Income

Total Income

Pledges and Offerings


### Expenditures

Additional UCC Giving

Other Support

Capital Payments

Operating Expenses


### Endowments

Bequests

Deferred Gifts

Endowment


## Ministerial Support

Full-time

Minister Category

Salary

Additional Amount Paid by Other Church

Parsonage

Rental Allowance

Yes	No

Utility Allowance

Social Security

Annuity

Insurance

Other Expenses

Business Expenses


If you have multiple pastoral staff, please complete additional ministerial support reports.

Full-time

Minister Category

Salary

Additional Amount Paid by Other Church

Parsonage

Rental Allowance

Yes	No

Utility Allowance

Social Security

Annuity

Insurance

Other Expenses

Business Expenses




Full-time	Yes	No	Utility Allowance	
Minister Category			Social Security	
Salary			Annuity	
Additional Amount Paid by Other Church			Insurance	
Parsonage			Other Expenses	
Rental Allowance			Business Expenses	