

# STATISTICS FOR MISSION 2017: data entry guidance notes

## 1. GENERAL NOTES

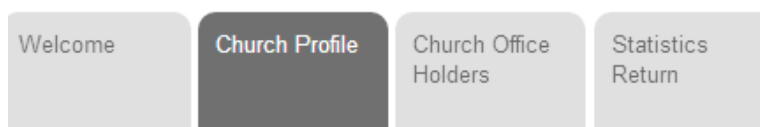
While there haven't been any major changes to the site this year, some sections have been refined and streamlined to make the data entry more straightforward. If you have used the website before, you may want to go straight to the "**What's new in 2017?**" chapter on page 6.

If after looking at the site and reading these notes you still have any questions, feel free to contact the Web Support Officer on 0207 467 5199 or [statisticsformission@methodistchurch.org.uk](mailto:statisticsformission@methodistchurch.org.uk).

### 1.1 Getting started

- To register, go to <http://online.methodist.org.uk>, click on *Register* and follow the instructions. Your circuit office will be notified of your registration. You will need to choose a district, circuit and church for registration. If you need to be registered for more than one church, or for all churches in your circuit, make a note in the information box before submitting your registration.
- The data entry site contains guidance notes on the welcome page of each church, circuit and district, which explain the colour coding of the boxes and other basic functions.
- Clicking on the page to enter data will often lead to a pop-up help box appearing alongside the question to give additional guidance about the data required.

## 2. CHURCH PROFILE



### 2.1. Church details

The name of your society and the address of the church building where your society worships appear at the top of the page. To make or report changes to your church's address details, use the link to the Returns page provided in church profile section, or contact [returns@methodistchurch.org.uk](mailto:returns@methodistchurch.org.uk).

**Please note** that the address details should relate to the primary site where church services are held, which is also reflected in the basic and advanced versions of the Methodist webmap ([www.methodist.org.uk/links/find-a-church](http://www.methodist.org.uk/links/find-a-church) & [www.methodist.org.uk/links/church-webmap-advanced-version](http://www.methodist.org.uk/links/church-webmap-advanced-version)). A name change to the society itself has to be reported to [conferenceoffice@methodistchurch.org.uk](mailto:conferenceoffice@methodistchurch.org.uk).

### 2.2. Reporting the changed status of a church

**District approval is needed for a Methodist Society to cease to be recognised as such and for its associated Church Council to be dissolved. The relevant change of status of the Local Church then needs to be reported via the reporting tool in this section.**

The effect of "closing" a Local Church in this way means that separate membership and attendance statistics no longer need to be reported. It does not necessarily mean that the church *building* is closed (for example, it may become part of a multi-site church, which will include the former church's membership and attendance statistics in its aggregate returns). **If a building has become unusable but the society continues to meet elsewhere, all you need do is notify us of the address of the new site.**

After reporting the reasons for the changed status and the effective date of change, clicking "CONFIRM", and an automated notification email is sent to the Statistics for Mission Team and the Conference Office, who will get in touch with the Superintendent to verify the requested changes. Once a church closure (as defined above) has been confirmed, that church's entry will be removed from the data entry site as the church will not be required to submit any further statistical data or complete any separate property or financial returns.

**A separate guidance document for reporting the changed status of a church is available on the Methodist website on [www.methodist.org.uk/links/online-suite-and-guidance](http://www.methodist.org.uk/links/online-suite-and-guidance).**


### 2.3. LEP Details

The Church Profile section is also used to report whether your church is a part of a Local Ecumenical Partnership (LEP). An LEP church can be either or both a:

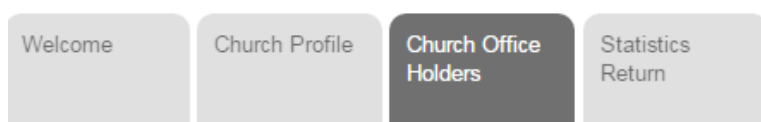
- Single Congregation Local Ecumenical Partnership, where denominations have adopted a constitution to share worship as a single congregation;
- Covenanted Partnership, where denominations share mission and ministry across a range of sites, according to a formal agreement.

If you tick the box for a Single Congregation LEP, that will affect how the Membership & Community Roll tab of that church appears, and the figures to be reported.

### 2.4. Update

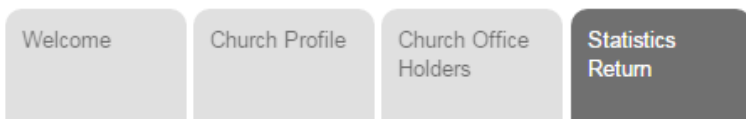
Before navigating away from the Profile page, click the  button to ensure that any changes you have made are being saved.

## 3. CHURCH OFFICE HOLDERS



Since 2014 there have been some changes to office holder titles, reflecting in particular the way in which the Methodist Church is organised for Mission (SO 1001 refers). Please check that any names listed in this section are properly assigned to the Office noted on the left hand side of the table.

## 4. STATISTICS RETURN



Data entered should be for the whole church, defined as the worshipping society. This society may have several church buildings or classes, which meet at different times. Numbers for all of these should be combined in the form. For Single Congregation LEPs, data should relate to all church activity, irrespective of denominational breakdown, unless specifically stated.

**A printable version of the annual questionnaire is available for download from the website.** The link to this is above the four data entry tabs and appears on every page.

[> Download Paper Form \(if you are not able to complete online\)](#)

The Statistics for Mission questions are divided into four tabs on the website. On every tab, you should fill in all of the orange data boxes. If you have no data to submit for one particular box, enter a “no” response or fill the box with a “0” (zero).

Transfers in:

Other Gains:

*left: an incorrect nil entry; right: a correct zero entry*

This will aid the Statistics Team with creating reports and analyses, and will also stop circuit, district and Connexional officers contacting you on the assumption that the data entry is incomplete.

When all of the four tabs have turned from orange to green and show a tick, your data entry is complete.



#### 4.1. Membership & Community Roll tab

It is important to know how many people have made and sustained a commitment to a local Methodist church, and how this number changes for year to year. It is also important to know how many other people are involved in the life of the church.

##### Membership (except Single Congregation LEPs)

- The membership for 2015 as submitted by the church is provided in the online form, and any change from this should be entered into the 2016 box.
- If historic errors exist in membership records, please notify the Statistics Team.
- If last year's membership number is correct, the losses and gains in membership recorded below that number, when applied to the 2015 total, should add up to the new 2016 total. The website will prompt you if this is not the case.

##### Membership in Single Congregation LEPs

- If your church is a Single Congregation LEP, you should see a box called "LEP Membership" in place of the "Membership" box. If the status of your church has been misreported, go to the Church Profile to tick or untick the boxes for LEP status (Single Congregation LEP / Covenanted Partnership).
- Please indicate how many LEP members (if any) are specifically members of the Methodist Church, i.e. not "joint" or "ecumenical" members, or members of other denominations. If all LEP members are "joint" or "ecumenical", write "0" (zero).

##### Gains and losses

These link last year's reported membership figures to this year's, so the numbers need to add up. For Single Congregation LEPs, please note this section only applies to specifically Methodist Members (where applicable) as entered above. If all LEP members were "joint" or "ecumenical" members this year and last, write "0" in each of the boxes.

##### Baptisms, Weddings and Funerals (refer to **section 5.1.1** for further guidance on funerals)

- Please record these for the whole church (including all classes and denominations, if applicable).
- Data should be given for 1 November 2016 to 1 November 2017.

##### Numbers on Community Roll additional to Church Members

Please enter the number of "Pastoral Others".

#### 4.2. Attendance at Worship tab

These figures count the number of people actually present at the church's public worship. Many other denominations use the same "October Count" measure, allowing the statistics to be used both nationally and at a local level.

##### October Attendance

- This section concerns people who attend public worship events at your church. Numbers should not include small group meetings or special events like fêtes or markets, but might include baptisms, funerals and mid-week prayers.
- Count individuals as many times as they attend worship at your Church, even if this is more than once per week.
- If there are five Sundays in October, the counting should be for the **first four Sundays and the weekdays following**. For statistical purposes, please ignore the fifth Sunday and any remaining weekdays in October.
- For **multi-site churches**, add together attendance across each separate church site.
- For **Single Congregation LEPs**, count total attendance (all denominations and none) across all sites to which the LEP relates.
- A downloadable version of the attendance chart is available via a link at the top of this tab.

##### Worship languages

Information in this section will help us to catalogue the diversity of our Church.

### 4.3. Lay Employees and Pastoral Workers tab

The church has responsibility for, and is reliant upon, a wide range of lay and volunteer staff. These questions have been designed to align with the new way the UK Government collects Census data, enabling us to compare our workforce profile to the general population.

- Data entered previously has been retained. Each existing entry may be edited by using the EDIT button or removed by using the REMOVE button.
- Please list any lay pastoral ministries or lay employee posts associated with your church and its work. These should exclude (i) occasional volunteers; (ii) office-holders and appointments listed under the “Church Office Holders” section of the *Statistics for Mission* page (such as stewards, class leaders and worship leaders); and (iii) employees or lay ministers who work at your church, but also across the whole or part of a circuit or district.
- New posts may be added by clicking the “Add Post” link, as many times as applies.

### 4.4. Activities, Groups, Associations, Projects and Events (AGAPE) tab

Methodists have traditionally met in groups and associations as well as at public worship: the last triennial statistical report estimated that these accounted for three quarters of Methodist activity. It is important to understand the range and scope of such activity, the numbers involved and the ages and types of people reached.

- Data entered previously has been retained. Each existing entry may be edited / updated by using the EDIT/CONFIRM button or removed by using the REMOVE button.
- New groups or activities may be added by clicking the “Add Group” link, as many times as applies.
- If a new group is very similar to an existing group and differs, for example, only in its “year started” and “group name”, you may find it helpful to use the DUPLICATE button. The system will prompt you if no data appears to have been changed before attempting to save the new group.
- The group type is defined via a **two-tier system**. Depending which of the eight group types chosen in the “Group Type” dropdown menu (image 1 below), a second, conditional dropdown menu will appear (image 2).

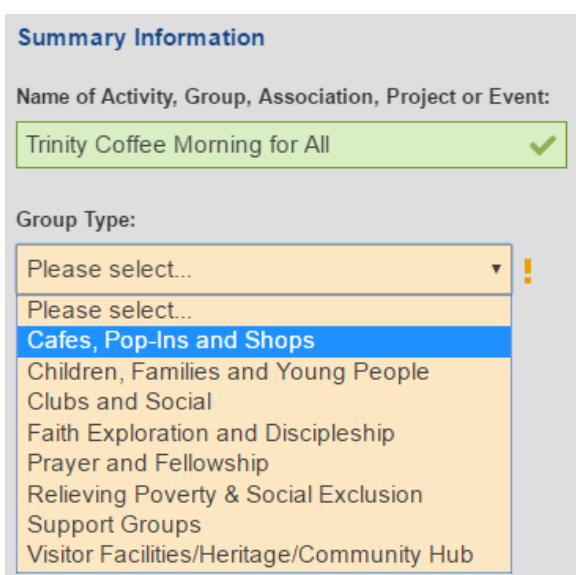
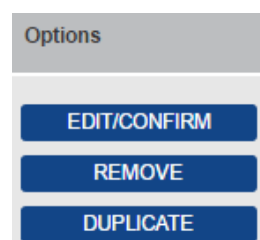


Image 1

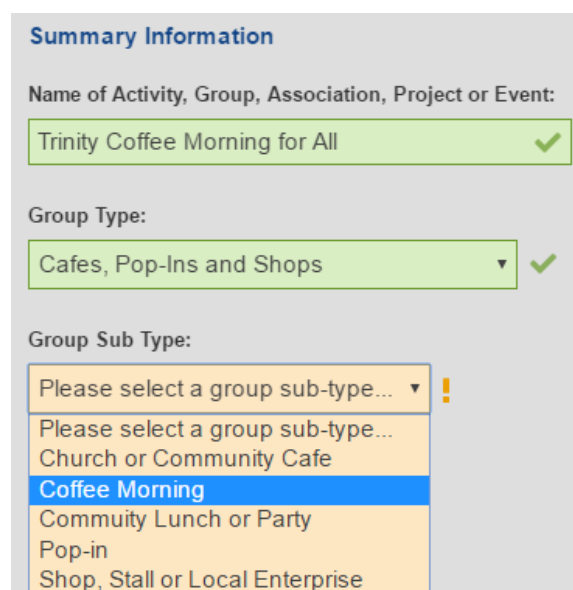
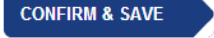


Image 2

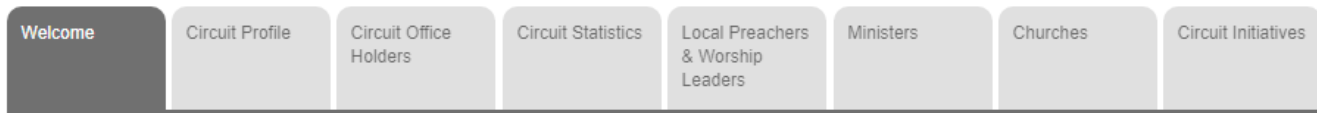
- Please use the **full list of umbrella group types and sub-types provided in the appendix** of this document to determine the most appropriate group type. If you are unsure which type to choose or if you cannot find a group type in the category you expected it to be in, please contact the Statistics Team on [statisticsformission@methodistchurch.org.uk](mailto:statisticsformission@methodistchurch.org.uk) for further assistance.
- A downloadable version of the AGAPE form is available via a link at the top of this tab.

#### 4.5. Confirm & save

Before you navigate away from any of the statistics tabs, make sure you click the  button at the bottom of each page. You can do this even if you haven't completed all of the required fields yet.

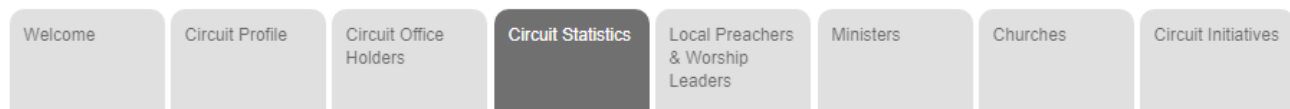
Once all tabs are green and show a tick rather than an exclamation mark, the form is complete. There is no need to submit anything further. **If you wish to amend the form, you can do so up until the closure of the data entry site at the end of January 2018.**

### 5. CIRCUIT LEVEL



- The *Welcome*, *Circuit Profile* and *Circuit Officer Holders* tabs are designed like the corresponding tabs on Church level.
- The *Circuit Statistics* tab was newly added in 2016. More information can be found in **section 5.1**.
- For questions regarding the *Local Preachers* tab, contact: [localpreachers@methodistchurch.org.uk](mailto:localpreachers@methodistchurch.org.uk)
- For questions regarding the *Ministers* tab, contact: [conferenceoffice@methodistchurch.org.uk](mailto:conferenceoffice@methodistchurch.org.uk)
- The *Churches* tab gives access to all churches in the circuit.
- The *Circuit Initiatives* tab was newly added in 2015. More information can be found in **section 5.2**.

#### 5.1. Circuit Statistics



It is hoped that the addition of the Circuit Statistics tab helps circuits to create a more comprehensive profile and better identify with their circuit, which may have recently undergone changes such as a merger, thereby also supporting mission action planning.

The Circuit Statistics tab currently allows the recording of Circuit Lay Employees and Pastoral Workers (**please refer to section 4.3 for guidance**) and the number of outside funerals led by circuit ministers, which are not linked to any one particular church.

##### 5.1.1. Circuit funerals

Funerals can now be recorded on church and circuit level.

- Funerals of all those (including Methodist members) under the pastoral care of a Local Church should be reported in the statistics of the church in question, whether or not they were held at the church.
- Funerals conducted by ministers stationed in circuit where the deceased has not come under the pastoral care of any local church should be reported here, in the circuit statistics tab.

If you are not sure where to record which type of funeral, ask the following questions:

- *Is the funeral in a Methodist Church?*  
YES: record it as "Funeral in Church" in the church-level Membership and Community Roll tab  
NO:
- *Is the funeral of anyone with a meaningful connection with a Methodist Church ("under the pastoral care of a Local Church")?*  
YES: record it as "Funeral elsewhere" in the church-level Membership and Community Roll tab  
NO: record it as "Outside Funeral led by a circuit minister" in the circuit statistics tab

Please note that this field is optional; if it is left blank (see *screenshot*), it will be assumed that the circuit did not enter any data; if it shows "0" (zero), it will be assumed that the circuit reports that no circuit funerals have taken place.

Number of outside funerals led by circuit ministers:

## 5.2 Circuit initiatives

The Circuit Initiatives tab gives circuits the opportunity to report circuit-wide projects and initiatives that are not Methodist Societies and may not have Methodist members but which are nevertheless Christian communities or Fresh Expressions of Church.

If your circuit is involved in projects or activities that may be suitable to be reported as circuit initiative, please email [statisticsformission@methodistchurch.org.uk](mailto:statisticsformission@methodistchurch.org.uk) or call 0207 467 3776 so that Connexional Team staff can obtain the necessary details for the initiative to be added to this tab.

Statistical reporting is similar to that for churches, with the exception that there is no tab for Membership and Community Roll numbers. **Please refer to sections 2.1 and 4.2 to 4.5 for guidance.** Your circuit initiative may not have services of public worship as such or, if it does, these may not take place in October. If this is the case, then the October Attendance boxes still need to be completed, but all 32 boxes can be filled in with "0".

## 6. WHAT'S NEW IN 2017?

### 6.1 Office Holders (District, Circuit and Church)

By default, **office holders are now listed alphabetically by role**, starting with A for Administrator. By clicking on the blue triangle next to "Office", the order can be reversed. The same is possible for office holders' surnames. This new function should ensure a better overview and greater accuracy.

Office ▲	Office Holder	Status	Options
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### 6.2 Changed Church Status

To clarify the function of the "Blue Button", it has been renamed from "Report Church Closure" to "**Report Changed Status**". The corresponding guidance document has been updated as well. **Please refer to section 2.2 for further information.**

### 6.3 Statistics Completion Status

Church  
Alderley Edge

- > Welcome
- > Manage Profile
- > Manage Office Holders
- > Enter Statistics for 2017  
Last Updated: 22/08/2017 (15:21:15pm)  
Updated By:
- > Print Reports

There are now three stages for individual churches' data entries – **not started, incomplete and complete.**

The progress of statistical entries can also be followed via the **time stamp** in the left-hand information panel of each church, which displays the date when a church's record has last been accessed or edited, as well as the most recent user login email address once information has been entered and saved.

### 6.4 Local Preachers and Worship Leaders (Circuit)

This tab is now split into **two sections**; one for local preachers and one for worship leaders. Minor amendments to the layout have been made in collaboration with the Discipleship and Ministries team.

### 6.5. Other notable changes

- The **Circuit Statistics layout** has been made clearer to distinguish between data relating to Lay Employees and data associated with Circuit Funerals.
- Various **Download Data and Print Report links** have been streamlined across the different sections of the site.
- A link to the **Statistics for Mission pages** on the Methodist website has been added to the welcome pages of Districts and Circuits.
- **The downloadable version of the data entry form has been simplified.** Separate printouts are available for recording the attendance and groups (including a multiple-entries grid).

## APPENDIX: Dropdown menu options provided in the Activities & Groups tab

Users of the paper form are encouraged to pick one of the categories provided below to ensure accurate transcription into the online form.

UMBRELLA GROUP TYPES			SUB-TYPES
Cafes, Pop-Ins and Shops	A	1	Church or Community Cafe
	A	2	Coffee Morning
	A	3	Community Lunch or Party
	A	4	Pop-In
	A	5	Shop, Stall or Local Enterprise
Children, Families and Young People	B	6	Activity Day
	B	7	After School Club
	B	8	Away Day, Festival or Holiday Camp
	B	9	Carer and Toddler Group or Play Group
	B	10	Children's Club or Holiday Scheme
	B	11	Church Groups for Young People
	B	12	Family Centre
	B	13	Godly Play
	B	14	Messy Church
	B	15	Nursery or Creche
	B	16	Parenting and Family Education
	B	17	Uniformed Group
	B	18	Youth Club or Youth Project
Clubs and Social	C	19	Crafts, Hobbies or Creative Arts
	C	20	Cultural or Language Group
	C	21	Day Centre or Drop-In Centre
	C	22	Gardening or Local Environment
	C	23	Guild or Institute
	C	24	Lunch Club
	C	25	Men's Group
	C	26	Music-Making or Performing Arts
	C	27	Older People's Group
	C	28	Personal Fitness
	C	29	Quiz Nights and Tournaments
	C	30	Reading Club/Discussion Group
	C	31	Sports
	C	32	Students Group
	C	33	Trips and Visits
C	34	Women's Group	
Faith Exploration and Discipleship	D	35	Bible Study
	D	36	Christian Themes or Introductory Courses
	D	37	Discipleship or Nurture Course
	D	38	Ecumenical Group or Project
	D	39	Interfaith Group or Project
	D	40	Lent or Advent Course
	D	41	Preparation for Marriage or Baptism
	D	42	Story-telling or Themed Assemblies
	D	43	Sunday School

Prayer, Fellowship and Worship	E	44	Agape/Table Fellowship
	E	45	Cell Group
	E	46	Christian Union
	E	47	Church Choir or Worship Group
	E	48	Church Planting
	E	49	Class Meeting
	E	50	Fellowship Group
	E	51	House Group
	E	52	Meditation Group
	E	53	Prayer Meeting
Relieving Poverty, Homelessness and Social Exclusion	F	54	Campaigning
	F	55	Credit Union/Debt Advice
	F	56	Foodbanks or Clothing Projects
	F	57	Furniture or Recycling Projects
	F	58	Health Outreach or Aftercare Services
	F	59	Housing Support and Advice
	F	60	Literacy or IT Support
	F	61	Meals or Food Distribution
	F	62	Night Shelter/Homeless Day Centre
	F	63	Personal Development
	F	64	Shoebboxes/Collections for Overseas
Support Groups	G	65	Addiction (inc. "Twelve Steps" types)
	G	66	Asylum Seekers/Migrants/Residency
	G	67	Bereavement/Trauma
	G	68	BME/Minorities
	G	69	Carers and Parents
	G	70	Financial Difficulties
	G	71	Health and Wellbeing
	G	72	Men's
	G	73	Prisoners/Ex-Offenders
	G	74	Relationships/Divorce
	G	75	Sex Workers/Trafficking
	G	76	Special Needs/Disabilities
	G	77	Street Pastoring/Refuge
	G	78	Women's
	G	79	Young People
Visitor Facilities/Heritage/Community Hub	H	80	Adult Education
	H	81	Art or Writing Project
	H	82	Citizen's Advice/Social Services
	H	83	Festivals, Fairs and Community Events
	H	84	Tours and Lectures
	H	85	Exhibitions, Concerts and Plays
	H	86	Library
	H	87	Post Office
	H	88	Public Meetings/Consultations
	H	89	Surgery