

STATISTICS FOR MISSION 2018 GUIDANCE NOTES

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1. GENERAL NOTES

If you have used the Statistics for Mission site before, you may want to go straight to **Section 5 (New in 2018)**.

1.1 Useful websites & contact details

Online Suite of Applications (for accessing statistics, annual returns and property consents)	https://online.methodist.org.uk
The Methodist Church website	www.methodist.org.uk
Statistics pages on Methodist website (incl. FAQs and guidance documents)	www.methodist.org.uk/about-us/statistics-for-mission/
Webmap: Advanced version (incl. statistics)	www.methodist.org.uk/about-us/statistics-for-mission/methodist-church-advanced-map/
Webmap: basic version	www.methodist.org.uk/about-us/connect/find-a-church-map/
Safeguarding pages on Methodist website	www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/

Web Support Officer (Statistics)	statisticsformission@methodistchurch.org.uk
Web Support Officer (Returns)	returns@methodistchurch.org.uk
Web Support Officer (Webmap)	webmap@methodistchurch.org.uk
Conference Office	conferenceoffice@methodistchurch.org.uk
Local Preachers and Worship Leaders Office	localpreachers@methodistchurch.org.uk
Methodist Schools Office	admin@methodistschools.org.uk
Methodist Church House Reception	0207 486 5502

1.2 Getting started

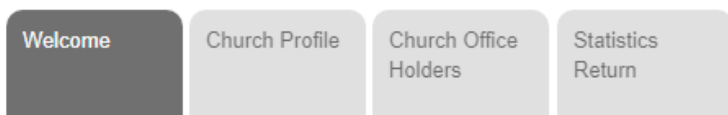
To register, go to <https://online.methodist.org.uk>, click on the red REGISTER button and follow the instructions. You will receive an auto-generated password, however you will only be able to properly access the site after your Superintendent or circuit office has provided you with the necessary authorisation and individual permissions.

Please note that if you have already registered for any of the other areas of the Online Suite, such as annual returns or property consents, you do not need to register again.

A separate guidance document on Registration and Login is available on the Statistics pages of the Methodist website (see Section 1.1).

2. CHURCH LEVEL

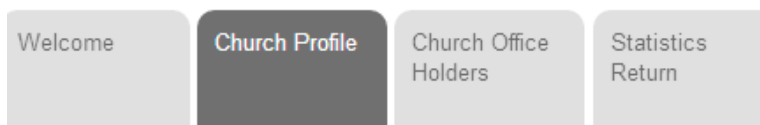
2.1 WELCOME



This section has links to the profile and office holders sections of the respective church, circuit or district, as well as links to current, historic and Connexion-wide data and downloadable reports.

It also explains the colours and icons featured throughout the site.

2.2 CHURCH PROFILE



Please note: the information in this tab can be updated throughout the year.

2.2.1 Basic Details

This section displays the church name and primary worship address, and fields for filling in the church website address, church category, charity number and pastoral contact.

Please note that the address details should relate to the main (“primary”) site where church services are held, which is also reflected in the basic and advanced versions of the Methodist webmap.

A name change to the society itself has to be reported to the Conference Office (see Section 1.1).

2.2.2 Property Details

This section lists all properties currently recorded as being under the managing trusteeship of the society.

2.2.3 LEP Details

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

2.2.4 Reporting changes

This section allows you to report:



- a society ceasing to meet
- a society becoming a class of another church
- a merger of two or more churches
- the termination of an LEP

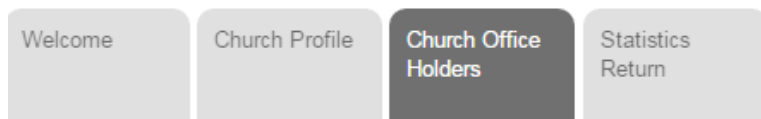
The effect of “closing” a Local Church in this way means that separate membership and attendance statistics no longer need to be reported. It does not necessarily mean that the church building is closed (for example, it may become part of a multi-site church, which will include the former church’s membership 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.

The following changes need to be reported separately to the Web Support Officer (see Section 1.1):

- A transfer of trusteeship independent of a reported change of status
- A change of worship site (for example due to the previous worship site being refurbished). **Please note** that the new site may already appear as one of the properties under the managing trusteeship of your church (see Section 2.2.2).

A separate guidance document for reporting the changed status of a church is available on the Statistics pages of the Methodist website (see Section 1.1).

2.3 CHURCH OFFICE HOLDERS

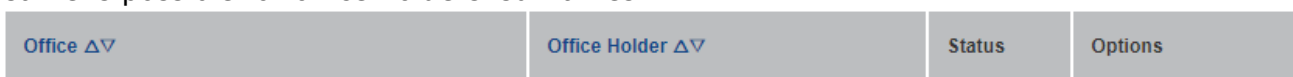


Please note: the information in this tab can be updated throughout the year.

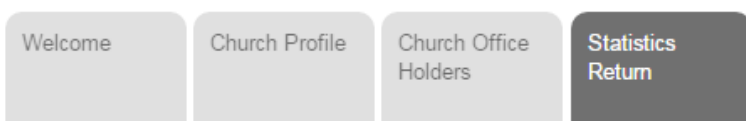
This section is for adding, amending and removing the office holders (such Church Council Secretary or Treasurer) in your church. The roles in the "Create New Church Office" dropdown menu may differ from those at circuit or district level.

Recent additions include the new volunteer roles of **Consents Enabler** and **Data Champion**. However, the role of DBS Verifier is no longer updated via the Statistics for Mission site. Please visit the Safeguarding pages of the Methodist Church website (see Section 1.1) for more information.

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.



2.4 STATISTICS RETURN



Please note: the information in this tab can only be updated between September 2018 and January 2019.

A printable version of the annual questionnaire is available for download from the Statistics pages of the Methodist website (see Section 1.1) and the data entry site itself via a link above the data entry tab.

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

Data entered should be for the whole church, defined as the worshipping society. This society may have several church buildings or classes meeting 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.

The Membership & Attendance tab has **seven orange data boxes** that need to be filled in (eight if you are entering data for an LEP). If you have no data to submit for one particular box, enter "0" (zero).

2.4.1 Membership (except Single Congregation LEPs)

- The membership for 2017 as submitted by the church is provided in the online form. The current membership as of 1 November 2018 should be entered into the 2018 box.
- If historic errors exist in membership records, please notify the Web Support Officer (see Section 1.1).
- If last year's membership number is correct, the losses and gains in membership recorded below that number, when applied to the 2017 total, should add up to the new 2018 total. The website will prompt you if this is not the case.

2.4.2 Membership in Single Congregation LEPs

- If your church is a Single Congregation LEP, you should see a box called "LEP Membership". 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) in the "Methodist Members" box.

2.4.3 Membership 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.
- Data should be given for 1 November 2017 to 1 November 2018.

2.4.4 Attendance

- Until 2017, a headcount of children, young people and adults present at the church's public midweek and Sunday worship services was collected for the first four weeks of October (the "October count"). As these numbers are not always representative of a society's activities, an **estimate of the average attendance figure (all ages) at a main worship service in the year preceding 1 November 2018** is now being recorded.

2.4.5 Progress and Completion

Before you navigate away from this tab make sure you click the CONFIRM & SAVE button at the bottom of the page. You can do this even if you haven't completed all of the required fields yet.

Church
Bingley

- > Welcome
- > Manage Profile
- > Manage Office Holders
- > Enter Statistics for 2017

Last Updated: 13/08/2018
(15:02:00pm)
Updated By: M T test
(mt1@test.com)

- > Print Reports

The progress of statistical entries can be followed via the **time stamp** in the sidebar 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 name and login email address once information has been entered and saved.



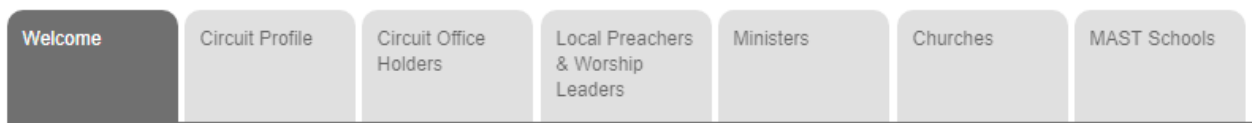
When the Membership & Attendance tab has turned green, your statistics return for the year is complete.

If you wish to amend anything, you can do so up until the closure of the data entry site at the end of January 2019.

2.4.6 Print Reports

This option in the sidebar is for downloading and printing PDF reports. These provide a summary of the data entered since statistical data collection started in 2002. If a report is blank, then no information would have been submitted in that year.

3. CIRCUIT LEVEL



Please note: the circuit-level information can be updated throughout the year.

3.1 Welcome

See Section 2.1.

3.2 Circuit Profile

This section displays the circuit website address.

3.3 Circuit Office Holders

See Section 2.3. The roles in the "Create New Circuit Office" dropdown menu may differ from those at church or district level.

3.4 Local Preachers & Worship Leaders

This tab is split into two sections; one for local preachers and one for worship leaders. The data reflects the information held on the Connexional Database.

For changes and questions please contact the LP&WL Office (see Section 1.1).

3.5 Ministers

This tab reflects the Face of Stations as recorded on the Connexional Database.

For changes and questions contact the Conference Office (see Section 1.1).

3.6 Churches

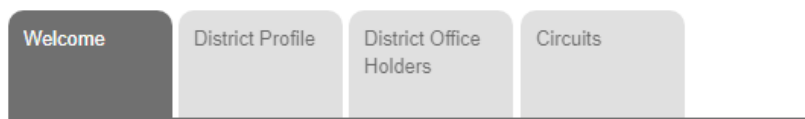
This tab lists all churches in the circuit. The Statistics Status column shows at one glance whether the statistical entry of individual churches has been completed or not.

3.7 MAST Schools

This section is to be used to update profile details and contacts for all Maintained Schools in your circuit.

For changes and questions please contact the Methodist Schools Office (see Section 1.1).

4. DISTRICT LEVEL



Please note: the district-level information can be updated throughout the year.

4.1 Welcome

See Section 2.1.

4.2 District Profile

This section displays the district website address.

4.3 District Office Holders

See Section 2.3. The roles in the “Create New District Office” dropdown menu may differ from those at church or circuit level.

4.4 Churches

This tab lists all circuits in the district. The Statistics Status column shows at one glance how many circuits have completed their statistical entries.

5. NEW IN 2018

5.1 Reduced data collection

The main change is a decrease in required information about each society. The following sections have been reduced or removed:

- REDUCED: Membership & Community Roll (combined with Attendance)
- REDUCED: Attendance at Worship (combined with Membership)
- REMOVED: Lay Employees and Pastoral Workers
- REMOVED: Activities, Groups, Associations, Projects and Events (AGAPE)
- REMOVED: Circuit Statistics
- REMOVED: Circuit initiatives

Historic information continues to be held on the Connexional Database. Data requests may be sent to the Web Support Officer (see Section 1.1).

5.2 Estimated Average Attendance

Until 2017, a headcount of children, young people and adults present at the church’s public midweek and Sunday worship services was collected for the first four weeks of October (the “October count”). As these numbers are not always representative of a society’s activities, an **estimate of the average attendance figure (all ages) at a main worship service in the year preceding 1 November 2018** is now being recorded.

5.3 MAST Schools

Maintained Schools, which previously appeared in the circuit-level list of churches, can now be accessed via a **separate tab**.

5.4 Additional reporting links and spreadsheets for downloading

The following reports have been added to aid with keeping track of annual statistics submissions and standing information for each church, circuit and district:

- Each Welcome page now has a link to the latest Connexion-wide statistics reports on the Methodist website
- Districts can access a summary of all Ministers and Local Preachers and Worship Leaders in their District via the Circuits tab
- Hyperlinks in the sidebar have been re-arranged to provide better consistency across the three levels
- Information displayed within each spreadsheet has been streamlined