

**Membership Statistics Guidelines 2020**

**PURPOSE**

Each year we gather statistical information. This information is used to help churches, regional courts and national bodies in making decisions for mission and in providing an equitable assessment of contributions to be made regionally and nationally. The statistics provide a snapshot of the church’s life and mission during June. You are encouraged to keep statistics throughout the year to inform your congregation’s mission.

Where there is more than one congregation in the Local Church, a consolidated return only is required.

**1. Membership**

The Procedures for Cooperative Ventures Section 3.1 recognises members as being baptised persons who have professed their faith *(normally through confirmation or baptism)* and express their membership through participation in worship and financial support of a local church.

**Age of Members**

We realise how awkward this is to complete but for longer-term statistical purposes it is valuable. Since 2018 there has been added a category for age 80+

**2a Baptisms**

Please specify the number of baptisms of children and adults for the 12 months ending 30 June.

**2b Dedications**

Please specify the number of dedications, usually of children, for the 12 months ending 30 June. Please also include services which may not formally be called dedications, but all thanksgivings for the birth of a child conducted in a church context.

**2c Confirmations/Professions of Faith**

Please specify the number of people who for the 12 months ending 30 June have professed their faith or been confirmed in such a way as to lead to membership.

**3 Persons under Pastoral Care (Excluding members)**

Please specify the number of people under pastoral care *(they would normally be on a pastoral roll)*. These are those recognised by the church as likely to turn to the church in times of pastoral need.

This would normally include:

1. People with whom the church has had pastoral contact in recent years.
2. Willing recipients of the church newsletter.
3. The spouse or partner of a member or associate.
4. Children of a member or associate member over the age of 13 who are not members of another Church.
5. Members of small groups run by the church.
6. People who are visited by the pastoral carers in the church, and who are not on the membership role.

**4. Attendance at Worship**

We are collecting average weekly attendance for the month of June only. Worship events include Sunday and weekday services and Youth worship events.

***As we are likely to remain under Covid-19 level restrictions throughout June, this includes the number of those sharing at the same time in online events (Zoom, Facebook streaming etc.). Estimates are appropriate for some of these platforms.***

Please only include events where worship is the primary focus (*rather than as an aspect of a gathering)*. Please do *not* include funerals and weddings. Only include worship conducted in rest homes if those services are regular.

Please total up attendance for June and divide by the number of weeks *(****not*** *by**the number of services)*. Please count each time a person attends, even if they attend worship more than once in a week. If churches hold combined services, each church should include a proportion rather than duplicate numbers.

**5. Christian Formation**

These figures are the average weekly attendance during June only. Activities which could be included in this definition are: house groups, cell groups, study groups, network courses, Alpha courses, Sunday School, Bible classes, Choir, and study groups. Please count a person for every event attended even where they attend several events in a week. People who are involved in the preparation or running of an event should also be counted among those attending.

**6. Leadership**

We would like to gain an accurate picture of how many people are involved in the leadership of the church locally.

**THE FOLLOWING SECTIONS ARE ALSO REQUIRED BY CHARITIES SERVICES.**

**7. People Employed in the church - Average**

This question is asking you for, in an “average week”, how many people you pay to work for you in the church. This includes ministers, lay workers, people on short term employment agreements, people whose pay is reimbursed from other sources, etc.

* A full-time person is defined as a person who, on average, works 30 or more hours per week.
* A part-time person is defined as a person who, on average, works for less than 30 hours per week.

**8. People employed in the church – at 30 June**

This question is asking for the actual numbers of employees at 30 June rather than a yearly average.

Use the same definitions as for question 7.

**9. How many paid hours of work – Average week**

Using the same definitions for “part-time” and “full-time” as provided in question 7, calculate the total number of hours people in each category of staff work in an average week.

**10. Volunteers in the church – Average week – Number of people** Churches have many volunteers helping them. Some of these volunteers are listed in question 6, but there are also others such as, parent helpers in Sunday Schools and Preschools, Parish Stewards, Parish Council Members, people who help in Opportunity Shops etc. Count all volunteers. This question is looking at the number of people. *It would be helpful to keep worksheets on how you calculate these totals.*

**11. Volunteers in the church – Average Week – Hours Contributed** Given the information gathered in question 10, calculate as best as possible for each volunteer, the average number of hours they would contribute to the church per week.

*Once again, if you have made up a worksheet for question 10, then you should be able to extend this worksheet to include hours.*

**Please return the statistics forms to the UCANZ Office by 31 July 2020, email** [**office@ucanz.org.nz**](mailto:office@ucanz.org.nz) **or post to UCANZ, 8 Moncrieff Street, Mount Victoria, Wellington 6011 and make a copy for your church *(including any supporting worksheets)*. It would be helpful for a copy of this information to be made available to the leaders or church meeting for them to discuss this as a snapshot of the life and mission of the church as expressed here.**