

INSTRUCTION SHEET
2011 CONGREGATIONAL REPORT
(Information will be used to compile 2012 Yearbook)

The General Assembly of the Cumberland Presbyterian Church asks its congregations each year to provide information to be used in compiling the *2012 Yearbook of the Cumberland Presbyterian Church*.

CHURCH INFORMATION

Please provide current information about your church, minister and session clerk on the annual congregational report form. When filling out the form use the codes below:

Church Codes

4, 3, 2, 1 - indicate the # of worship services each month

M - manse owned by the church

E - Every Home Plan for *The Cumberland Presbyterian*

W - Cumberland Presbyterian Women's Ministry group

C, F, P, U - (C) organized church; (F) fellowship yet to be organized into a church; (P) provisional church; (U) union church

P - Provisional Church

Per 1999 G. A. interpretation to recognize a particular church and its minister from a different ecclesiastical/ethnic background as Cumberland Presbyterian during a suggested two year provisional period of assimilation. (*1999 G. A. Minutes*, pp. 366-367.)

Ministerial Leadership Codes (precede minister's name)

PA - Pastor - Ordained Cumberland Presbyterian minister who has been installed by presbytery

AP - Associate/Assistant Pastor - Ordained Cumberland Presbyterian minister who has been approved by presbytery

IP - Interim Pastor - Ordained Cumberland Presbyterian minister who serves for a specified period of time a church without an installed pastor

SS - Stated Supply - Ordained Cumberland Presbyterian minister who has not been installed or a licentiate or candidate serving

your church

OD - Member of another denomination serving your church

LS - Layperson serving your church

OM - Other approved (by presbytery) ministry

Ministry Codes (follows minister's name)

M1 - Ordained Cumberland Presbyterian minister

M2 - Licentiate

M3 - Candidate

M4 - Minister of another denomination enrolled as a member of presbytery through reciprocal agreement

M5 - Minister of another denomination who is not a reciprocal member of a Cumberland Presbyterian presbytery

M6 - Layperson serving congregation

M7 - Associate or assistant to pastor (must also be an M1, ordained minister)

M8 - Military Chaplain

M9 - Non-Military Chaplain
Per 1999 G. A. action to distinguish between C. P. military and non-military chaplains (*1999 G. A. Minutes*, p. 354.)

M0 - Mentored Minister
Per 1999 G. A. interpretation to recognize a particular church and its minister from a different ecclesiastical/ethnic background as Cumberland Presbyterian during a suggested 2 year provisional period of assimilation. (*1999 G. A. Minutes*, pp. 366-367.)

REPORTING INCOME

Include all income received by the church from all sources, except money loaned to the church or income that is received as support from a board or agency of the church.

(Over Please)

CHURCH MEMBERSHIP

Line 1 is the total membership reported by your church at the end of 2010. If your church did not file a report last year or the report was late, the number on line 1 should be the number printed in the 2010 Yearbook. Add gains (line 2), subtract losses (line 3), and the new number should be your total membership (line 4) at the end of 2011.

Active Member

An active member has been defined by General Assembly (*Minutes* 1995, p. 185) as, "One who has been constitutionally received into membership in a congregation; and who has attended services of worship at least once each quarter; and who regularly contributes of her/his time, talent, and/or substance during each quarter of the church year; or, who, in the judgement of the session, though unable to attend services of worship, and/or contribute regularly of his/her time, talent or substance to the church, still maintains a faithful, prayerful and loving commitment to Jesus Christ and His church.

Removal of Inactive Members

General Assembly has authorized church sessions to remove from their membership rolls, the names of members who are inactive by virtue of the fact that their whereabouts have been unknown to the session for a period of two calendar years. (*Minutes*, 1995, p. 185)

BAPTIZED CHILDREN

You should report the number of infant baptisms that occurred only in the year for which you are reporting. (*Minutes*, 1997, p. 315)

****PLEASE RETURN YOUR ANNUAL REPORT FORM****

Please be sure to return your annual congregational report form to your presbytery stated clerk by February 1, 2012.

You may return this form via email or snail mail.

Note 1: Since all congregations in the *Yearbook* are Cumberland Presbyterian Churches the *Yearbook* does not include this designation with each individual church name.

Note 2: It is important to use given names.
Example: Jane Doe (not Mrs. John Doe).