



2017 Annual Report Form

December, 2017

(Due to General Assembly Office by February 1, 2018.)

Greetings!

Thank you in advance for completing this year's Annual Report form. This vital information will be used in the printing of the 2018 Yearbook of the General Assembly.

To **SUBMIT** this form, you may

- 1) reply to this email by entering your information in the form, save form to your desktop and send an email with the annual report form attached to: eav@cumberland.org or
- 2) fax completed form to: 901-272-3913 or
- 3) mail completed form to:
General Assembly Office, 8207 Traditional Place, Cordova, TN 38016.

If you have questions or are having difficulty in completing this form, you may contact your presbytery clerk or Elizabeth Vaughn, eav@cumberland.org, 901-276-4572 ext. 226

Below are some definitions that might help you to complete the 2016 Annual Report form that is located at the bottom of this email.

CHURCH MEMBERSHIP

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 judgment 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)

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.

**** Don't forget to print off a copy for your files. ****

Once your form is received by the General Assembly Office a copy will be sent to your presbytery clerk.

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Presbytery		Church Number	
Church Name			
1. Total Membership at end of 2016 was			
2. Total Gains during 2017 (Professions of Faith, reaffirmations and transfers)			
3. Total Losses during 2017 (deaths, transfers, other removals)			
4. Total Membership at the end of 2016 (Number 1 plus Number 2 minus Number 3 = Total Ending Membership for 2017)			
5. Children (infants) baptized during 2017			
6. Active members at the end of 2017			
7. Professions of faith in 2017			
8. Sunday School enrollment at the end of 2017			
9. Total Income received during 2017 (do not include loans or board/agency support as income)			
10. Total Outreach Giving during 2017 (OUO, presbytery/synod, 2 nd mile, local projects, charities, etc.)			
11. All other expenses during 2017			
12. Value of all church property (include church, manse, and any other property the church owns)			

The OUO Committee has asked that all congregations be reminded that in 1985, the General Assembly adopted a recommendation to try to simplify congregational giving to Our United Outreach. General Assembly agreed that a church would be asked to tithe or give 10% of their income to Our United Outreach.

For example: Based on the income amount entered on line 9, the following calculation shows the recommended amount to be given to OUO.

10% of Income (line 9 x 10%) \$ _____

Please indicate the actual amount given to OUO in 2017 \$ _____

Please provide any staff changes (i.e. pastor, associate pastor, session clerk) in a separate email to:
eav@cumberland.org