

Church of the Brethren
1451 Dundee Avenue, Elgin, Illinois 60120

TO: Church of the Brethren Congregations
FROM: Jean Clements, Yearbook specialist
DATE: January 3, 2012
SUBJECT: Statistical Form for 2012 Yearbook

Enclosed please find your congregation's statistical form for 2011. Much of the information gathered from this form will be published in the 2012 Yearbook.

Please complete the three pages and make a copy of the entire form for your church records. Mail the completed form to the Yearbook office by **March 15, 2012** in the envelope provided. If possible, please return all three pages at the same time; **do not staple the pages together**. If you prefer, feel free to scan the three pages and return them electronically to jclements@brethren.org.

Please note the following points:

- ◆ In section **1 (MEMBERSHIP)**, **do not change the 2010 total membership number** which is printed on the form. **This is the membership number with which you must begin your calculations for 2011.** If you do not agree with this beginning membership number, use "Reclassification or other adjustments" as necessary to arrive at a correct membership total to begin 2011. Then figure in additions or reductions for the year using the appropriate categories.
- ◆ In section **5 (MINISTERIAL LEADERSHIP)**, **use titles for ministerial staff during 2011** (pastor, associate pastor, youth pastor, minister of Christian education, etc.), not their names. Please list only those staff members who are **licensed or ordained and have served the congregation in a ministerial role during any part of 2011**. Do not include employees/volunteers such as church secretary, music director, pianist, custodian, or childcare worker. Check all boxes that apply for each position.
- ◆ In sections **7 (RECEIPTS)** and **8 (DISBURSEMENTS)**, subtotal each category and add the categories together to get a total for receipts and a total for disbursements. Carefully check your addition. Round off all figures to the nearest dollar amount.

The collection of statistics is a cooperative effort of the congregations, districts, other agencies, and the Church of the Brethren. It is very important that all congregations participate, because the collective information enhances the effectiveness of the Church of the Brethren's ministry, both locally and across the denomination. Thank you for the part your congregation will play in this cooperative effort.

If you have questions or concerns regarding this statistical form, please contact me in Elgin by phone, 800-323-8039, ext. 206, or e-mail, jclements@brethren.org.

**(The Form A will be mailed to all congregations
by April 1 with a return due date of May 15.)**