

American Baptist Churches Information Systems
Cooperating Church Annual Report
ON-LINE SUBMISSION

Welcome to annualreport.abcis.org – the on-line way to submit your Cooperating Church Annual Report data!

Getting Ready

You will find the data necessary to allow you access to the on-line submission on the printed copy of your church's *Cooperating Church Annual Report* sent to you by your region. You will need your congregation's Church PIN and either the Leadership ID of one of your Professional Staff, or the Region PIN. See the Church User Log In section for further details.

You may find it helpful to gather the data and record it on the hard-copy form before you begin your on-line submission. The system has a 'time out' feature that will be invoked after a long period of inactivity. You may also find it helpful to print and have at hand a copy of these instructions.

How It Works

The data you submit electronically is sent to holding tables. The data is not uploaded to your church's official profile record until after it has gone through a Region verification process.

In this process, Region staff will review the data submitted on-line and have the opportunity to accept or decline the submission. This extra step allows for greater security around the submission process. Your Region staff will have the experience and the knowledge to notice anomalies in the data submitted for your particular church, and will call you if they have questions.

Once your data has been approved by the Region, you will have the ability to print an official Cooperating Church Annual Report form for your church directly from this interface.

Thank you!

We would like to thank you for taking advantage of the on-line submission process. We hope that you will find it a convenient and efficient alternative to processing hard-copy forms.

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CHURCH USER LOG IN (FIGURE 1)

CHURCH PIN

You will need your church's PIN – the unique number assigned to each ABC member church. You will find the PIN in the upper right of the *Cooperating Church Annual Report* below the church name in the CHURCH INFORMATION section.

REGION PIN

You should enter the Region PIN only if there is no Current Professional Staff listed on your Cooperating Church Annual Report. If your hard-copy report form shows individuals listed under Current Professional Staff, you must leave the Region PIN field blank and use a Church Leadership PIN instead. The Region PIN can only be obtained from your Region office. The phone number for your Region office is printed below the Region name and address in the return instructions.

CHURCH LEADERSHIP PIN

The Leadership PIN is the Leadership ID of one of the Current Professional Staff preprinted on your *Cooperating Church Annual Report*. You can use the ID number of any of the listed staff. **If you have Current Professional Staff listed on your Cooperating Church Annual Report, you must use a Leadership PIN and leave the Region PIN field blank.**

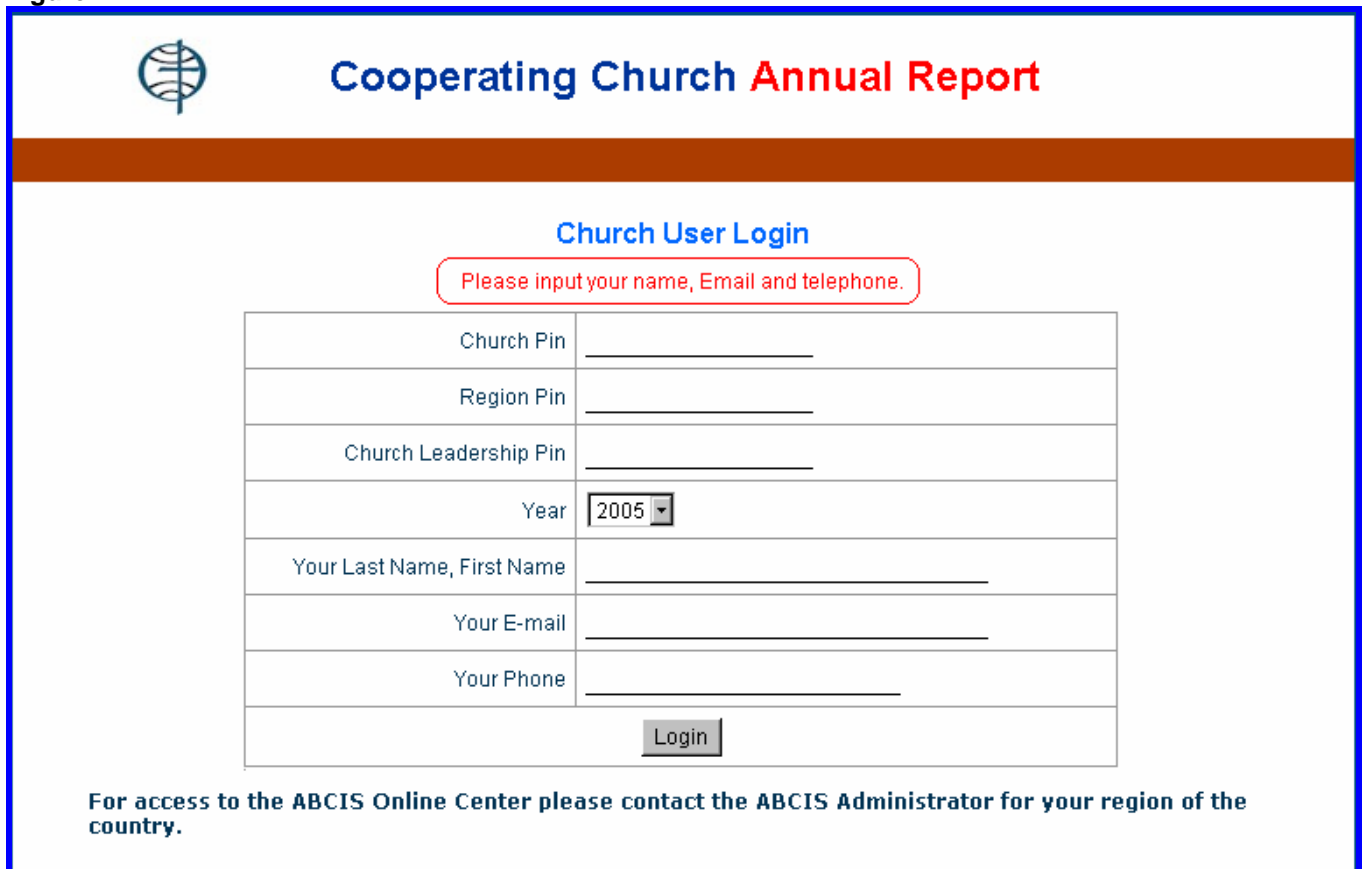
YOUR NAME, E-MAIL, AND PHONE

You must enter your name, e-mail address, and phone number in the spaces provided. This provides your Region office with a point of contact in the event that there are questions about the submission.

LOGIN

After you have completed the necessary fields, click the LOGIN button to enter the **Annual Report Center**.

Figure 1



The screenshot shows the 'Cooperating Church Annual Report' logo at the top left. The main heading is 'Cooperating Church Annual Report' in blue and red. Below this is a 'Church User Login' section with a red-bordered box containing the instruction: 'Please input your name, Email and telephone.' The form consists of a table with the following fields:

Church Pin	<input type="text"/>
Region Pin	<input type="text"/>
Church Leadership Pin	<input type="text"/>
Year	<input type="text" value="2005"/>
Your Last Name, First Name	<input type="text"/>
Your E-mail	<input type="text"/>
Your Phone	<input type="text"/>

For access to the ABCIS Online Center please contact the ABCIS Administrator for your region of the country.

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THE ANNUAL REPORT CENTER (FIGURE 2)

Because we understand that gathering the information requested on the *Cooperating Church Annual Report* can be a collaborative effort between multiple members of the church staff, the on-line submission allows you to enter your church's *Cooperating Church Annual Report* in segments. The data for the individual segments may be entered at different times and by different persons. You do not have to submit all the data at once.

Select a segment by clicking on the appropriate button.

Figure 2



 **2005 Cooperating Church Annual Report**

[Home](#) [Logout](#)

Annual Report Center

Welcome to Annual Report Center, **Test, test**

Basic Information
Financial
Contact
Leadership

[See Annual Report](#)

Please check all the datas in these parts and input the relation data as our requirements.

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BASIC INFORMATION

GENERAL INFORMATION (FIGURE 3)


Please note that not all fields are editable (such as the PIN, Area, and Association fields), and are provided for your information only.

Review the preprinted information.

To change one of the editable fields, double click on the information entered for the field and type over the selected data with the new data.

Click the UPDATE ABOVE button to submit your changes.

Figure 3

2005 Cooperating Church Annual Report

[Home](#) [Logout](#)

Basic Information

Review the preprinted information. Make corrections and additions as necessary.

FIRST BAPTIST CHURCH

PIN <u>6195</u>	EIN _____
Year Incorporated _____	Founding Year <u>1916</u>
Joined ABC Year <u>1916</u>	Ethnicity Euro-American ▾
Area Southeast Area ▾	
Association Grace Hill ▾	

Update Above

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BASIC INFORMATION

DENOMINATIONAL AFFILIATIONS (FIGURE 4)

Please make selections here only if your church holds membership in a denomination other than American Baptist Churches U.S.A.

Use the ADD and REMOVE buttons to make changes to the Denominational Affiliations section.

Click the UPDATE ABOVE to record your entries for Denominational Affiliations.

Figure 4

DENOMINATIONAL AFFILIATIONS

List OTHER DENOMINATIONS in which your church holds membership.

All Items		Selected Items
<div style="border: 1px solid gray; min-height: 150px; padding: 5px;"><p>Another Baptist body</p><p>Assemblies of God</p><p>Baptist General Conference</p><p>Bilingual group(s) not elsewhere classified</p><p>Christian Church (Disciples of Christ)</p><p>Christian Church/Churches of Christ</p><p>Church of the Brethren</p><p>Community Churches, International Council</p><p>Conservative Baptist Association</p><p>Continuing Conf. of Congregational Christian C</p><p>Episcopal Church</p><p>Evangelical Lutheran Church in America</p></div>	<div style="border: 1px solid gray; width: 100px; height: 20px; margin: 5px auto; background-color: #cccccc;">Add >></div> <div style="border: 1px solid gray; width: 100px; height: 20px; margin: 5px auto; background-color: #cccccc;">Remove <<</div>	
<div style="border: 1px solid gray; width: 150px; height: 20px; background-color: #cccccc; margin: 0 auto;">Update Above</div>		

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BASIC INFORMATION

CHURCH MEMBERSHIP (FIGURE 5)

The numbers reflected for Church Membership are the last reported membership figures for your congregation. If your church does not report regularly, these numbers may be years old.

To change data in the fields, double click on the information entered for the field and type over the selected data with the new data.

Click the UPDATE ABOVE button to submit your changes to Church Membership.

Total Church Membership is the count of all persons currently on your church roles. Total Membership can be a figure greater than the sum of Resident Active Membership + Resident Inactive Membership if your member roles contain persons who do not live in the geographic area of the church. Note: If your church tracks only Total Membership, please enter the Total Membership figure for the Resident Active Membership as well.

Resident Active Membership is the count of all persons on the church roles who live close enough to attend services, and regularly participate in church life. Note: If your church tracks only Total Membership, please enter the Total Membership figure for the Resident Active Membership as well.

Resident Inactive Membership is the count of all persons on the church roles who live close enough to attend services, but do not regularly participate in church life.

Federated Churches should enter membership reflective of the entire congregation, not just the Baptist members.

Figure 5

CHURCH MEMBERSHIP									
Please review and update data as your end of 2005.									
Total Church Membership	62 _____								
Resident Active Membership	62 _____								
Resident Inactive Membership	0 _____								
<table style="width: 100%;"><thead><tr><th style="text-align: left; width: 50%; padding: 5px;">NEW MEMBERS RECEIVED BY:</th><th style="text-align: right; width: 50%; padding: 5px;">MEMBERS LOST BY:</th></tr></thead><tbody><tr><td style="padding: 5px;">Baptism 0 _____</td><td style="padding: 5px;">Death 0 _____</td></tr><tr><td style="padding: 5px;">Letter 0 _____</td><td style="padding: 5px;">Letter 0 _____</td></tr><tr><td style="padding: 5px;">Other 0 _____</td><td style="padding: 5px;">Other 0 _____</td></tr></tbody></table>		NEW MEMBERS RECEIVED BY:	MEMBERS LOST BY:	Baptism 0 _____	Death 0 _____	Letter 0 _____	Letter 0 _____	Other 0 _____	Other 0 _____
NEW MEMBERS RECEIVED BY:	MEMBERS LOST BY:								
Baptism 0 _____	Death 0 _____								
Letter 0 _____	Letter 0 _____								
Other 0 _____	Other 0 _____								
If membership is not reported, your church's record will reflect zero membership for this reporting year.									
<input type="button" value="Update Above"/>									

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BASIC INFORMATION

AVERAGE WEEKLY ATTENDANCE (FIGURE 6)

The numbers reflected for Average Weekly Attendance are the last reported attendance figures for your congregation. If your church does not report regularly, these numbers may be years old.

To change data in the fields, double click on the information entered for the field and type over the selected data with the new data.

Click the UPDATE ABOVE button to submit your changes to Average Weekly Attendance.

Worship

Enter the average number of persons per week who attend the worship services as your church. This count may include non-members.

Sunday/Church School

Enter the average number of persons per week who attend Sunday/Church School classes. Divide the numbers according to the age groups if possible. If you have only a total figure, please enter that number as "Adults."

Figure 6

AVERAGE WEEKLY ATTENDANCE	
Please enter data as your end of 2005.	
WORSHIP:	
Morning/Primary Services (Combine if more than one.)	35 _____
Afternoon/Evening Services (if held at least twice per month.)	0 _____
SUNDAY/CHURCH SCHOOL:	
Pre-school	0 _____
Elementary	0 _____
Youth	0 _____
Young Adults	0 _____
Adults	0 _____
If membership is not reported, your church's record will reflect zero membership for this reporting year.	
<input type="button" value="Update Above"/>	

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BASIC INFORMATION

CURRENT CHURCH LEADERSHIP STYLE (FIGURE 7)

Select ONE of the definitions under Current Church Leadership Style by clicking in the circle before it.

Click the UPDATE ABOVE button to submit your changes to Current Church Leadership Style.

Yoked With applies only to "Shared Pastor" situations, where the same pastor is serving more than one church. In such situations, the value for the Yoked With field is the name, city, & state of the other church served by your pastor.

Figure 7

CURRENT CHURCH LEADERSHIP STYLE	
<input type="radio"/> Two or More Professional Staff	
<input type="radio"/> Full-time Pastor or Interim	
<input type="radio"/> Part-time Pastor - Bivocational	
<input type="radio"/> Part-time Pastor - Retired	
<input type="radio"/> Part-time Pastor - Other	
<input type="radio"/> Part-time Pastor - Student	
<input type="radio"/> Shared Pastor	
Yoked With: _____	
<input type="button" value="Update Above"/>	

MEETING ATTENDANCE (FIGURE 8)

Enter the number of persons from your church who attended the most recent **region** annual/biennial meeting.

Click the UPDATE ABOVE button to submit your changes to Meeting Attendance.

Figure 8

MEETING ATTENDANCE	
How many church members attended the most recent ABC region annual/biennial meeting?	0 _____
<input type="button" value="Update Above"/>	
BACK	

RETURN TO ANNUAL REPORT CENTER (FIGURE 8)

Click on the BACK link at the bottom of the page to be returned to the Annual Report Center.

You can also be returned to the Annual Report Center by clicking on HOME at the top of the page.

LOG OUT

You can log out of the data entry process at any time by clicking Logout at the top of the page.

Important: You will need to have clicked the UPDATE ABOVE button in each section for your changes to be recorded prior to logging out.

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FINANCIAL INFORMATION

AMERICAN BAPTIST MISSION SUPPORT (FIGURE 9)

Please review the preprinted information on American Baptist Mission Support.

The figures reflect the giving recorded for your church through the regular mission receipts process.

The figures are not editable, and are provided for your information only. If there are discrepancies, please contact your Region office.

Figure 9

	2005 Cooperating Church Annual Report
Home	Logout
Financial Information	
<i>Review the preprinted information. Make corrections and additions as necessary.</i>	
AMERICAN BAPTIST MISSION SUPPORT	
<i>As reported through ABCIS in 2005</i>	
United Mission:	\$ 0 _____
Annual Offerings:	\$ 0 _____
Institutions, Projects, & Targeted Giving:	\$ 0 _____
TOTAL ABMS:	\$ 0 _____

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FINANCIAL INFORMATION

FINANCES AS OF YEAR END (FIGURE 10)

Enter the amounts your church contributed to the categories described. Explanations for the categories are listed below the category name.

You will have to continue to the end of the Pastoral Compensation and Benefits section below the Finances section to access the UPDATE ABOVE button.

Federated Churches should enter finances reflective of the entire congregation, not just the portion given to American Baptist Churches U.S.A.

Figure 10

FINANCES AS OF DECEMBER 31, 2005	
<i>Please review and update data as of year end 2005.</i>	
Non-ABC Missions: Include local missions and community projects. If dually aligned, include amounts given to other denominations.	\$ _____
Total Church Income : Include income received from all sources for all purposes, including mission contributions. Do not include loans	\$ _____
Total Local Expenditures: Include everything your church and its organizations spent during the year, such as pastoral salaries and benefits, mortgage paayments, etc.. DO NOT include mission contributions or transfers to a building or endowment fund.	\$ _____
Additions to Endowment Fund/Reserves:	\$ _____
Bequests from Wills or Trusts: Include only funds received during 2,005	\$ _____
Total Church Indebtedness: Include all loans outstanding at year end.	\$ _____

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FINANCIAL INFORMATION

PASTORAL COMPENSATION & BENEFITS (FIGURE 11)

Enter the annual figures for Cash Salary, Housing Allowance, and Total Pastoral Compensation.

Click in the boxes next to the "Does Your Church Pay For:" section to select the appropriate categories according to the benefits your church provides.

Click on the UPDATE button to record your entries for both the Finances and Pastoral Compensation & Benefits sections of the Financial Information segment.

Enter the figures for the Senior Pastor only. If your church is currently without a pastor or has an Interim Pastor, please enter the figures according to what you would normally pay your Senior Pastor.

Figure 11

PASTORAL COMPENSATION & BENEFITS
List the regular ANNUAL value of compensation.

	Cash Salary: \$ _____
	Include Social Security Offset. _____
Housing allowance or annual rental value of parsonage and utilities:	\$ _____
	Total Pastoral Compensation: \$ _____
DOES YOUR CHURCH PAY FOR:	
	<input type="checkbox"/> Health care benefits
	<input type="checkbox"/> Retirement benefits
	<input type="checkbox"/> Social Security offset
	<input type="checkbox"/> Car or mileage reimbursement
	<input type="checkbox"/> Denominational meeting expenses
	<input type="checkbox"/> Continuing education
	<input type="checkbox"/> Similar benefits for other professional staff
<input type="button" value="Update"/>	
BACK	

RETURN TO ANNUAL REPORT CENTER

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LOG OUT

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CONTACT INFORMATION (FIGURE 12)

Review the preprinted information, and make updates as necessary.

Click on the UPDATE button to record your entries for both the Finances and Pastoral Compensation & Benefits sections of the Financial Information segment.

*The information you supply for Location Address, Phone, and Website will appear in the listing for your church under the **Find A Church** function on the abc-usa.org website. Please provide your church's most current information so that we may help people locate and contact your church.*

Figure 12

Contact Information

Review the preprinted information. Make corrections and additions as necessary.

FIRST BAPTIST CHURCH

Location Address: _____

City: Blue Mound State: KS Zip Code: 66010 - _____

Mailing Address: _____

City: Blue Mound State: KS Zip Code: 66010 - _____

Shipping Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Offering Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Phone: 913-756-2264 FAX: _____

E-Mail: _____

Web Site: _____

[BACK](#)

RETURN TO ANNUAL REPORT CENTER

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LEADERSHIP INFORMATION

CURRENT PROFESSIONAL STAFF (FIGURE 13)

Existing Professional Staff

To review the information recorded for Current Professional Staff, click on a name on the NAME LIST in the left-hand side of the screen. When you click a name, the information recorded for that individual will fill in the fields on the right-hand side of the screen.

You can select and update only one person at a time. Please be sure to click the UPDATE button between records to save the changes for each individual.

New Professional Staff

To add a NEW leadership record, click the NEW button on the NAME LIST in the left-hand side of the screen. After you click the NEW button, you will be able to enter data for the new individual on the right-hand side of the screen. Please be sure to enter as much of the information as possible.

Click the SAVE button after you've entered the information for the new leader.

Figure 13

Leadership Information

Review the preprinted information. Make corrections and additions as necessary.

CURRENT PROFESSIONAL STAFF	
<i>Click Name List to Update Record</i>	
Name List	Detail Information
<div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> Porter, Kenneth (P) Porter, Sylvia (AP) McElhiney, Donny (YM) </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="New"/> </div>	<p>Leadership ID: _____</p> <p>Last Name: _____ First Name: _____</p> <p>Position: <input type="text" value="Please select ..."/> Part Time: <input type="checkbox"/></p> <p>Start Date: _____ End Date: _____</p> <p>Home Address: _____</p> <p>City: _____ State: _____</p> <p>Zip Code: _____ - _____</p> <p>Home Phone: _____ Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female</p> <p>E-Mail Address: _____</p> <p>Birth Date: _____ Ethnicity: <input type="text" value="Please select ..."/></p> <p>Professional Status: <input type="text" value="Please select ..."/></p> <p>Ord. Recognized Date: _____ Ordination Date: _____</p> <p>Spouse First Name: _____ Spouse Leadership ID: _____</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> </div>

American Baptist Churches Information Systems
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LEADERSHIP INFORMATION

CURRENT CHURCH OFFICERS (FIGURE 14)

Existing Church Officers

To review the information recorded for Current Church Officers, click on a name on the NAME LIST in the left-hand side of the screen. When you click a name, the information recorded for that individual will fill in the fields on the right-hand side of the screen.

You can select and update only one person at a time. If you make changes to a record, please be sure to click the UPDATE button between records to save the changes for each individual.

New Church Officers

To add a NEW church officer record, click the NEW button on the NAME LIST in the left-hand side of the screen. After you click the NEW button, you will be able to enter data for the new individual on the right-hand side of the screen. Please be sure to enter as much of the information as possible.

Click the SAVE button after you've entered the information for the new officer.

Figure 14

CURRENT CHURCH OFFICERS	
Click Name List to Update Record	
Name List	Detail Information
Treasurer, (BTR) <input type="button" value="New"/>	Last Name: _____ First Name: _____ Officer Type: <input type="text" value="Please select ..."/> Start Date: _____ End Date: _____ Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female Home Address : _____ _____ City: _____ State: _____ Zip Code: _____ - _____ Phone: _____ E-Mail: _____ <input type="button" value="Save"/>
BACK	

RETURN TO ANNUAL REPORT CENTER

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LOG OUT

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American Baptist Churches Information Systems
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PRINTING YOUR SUBMISSION (FIGURE 15)

The data you submit electronically is sent to holding tables. The data is not uploaded to your church's official profile record until after it has gone through a Region verification process.

In this process, Region staff will review the data submitted on-line and have the opportunity to accept or decline the submission. This extra step allows for greater security around the submission process. Your Region staff will have the experience and the knowledge to notice anomalies in the data submitted for your particular church, and will call you if they have questions.

Once your data has been approved by the Region, you will have the ability to print an official Cooperating Church Annual Report form for your church directly from this interface. If you try to print your report before it has been approved by your Region office, you will get the message below when you click on the "See Annual Report" button in the Annual Report Center. Check with your Region office for their advice about when your data should be ready to print.

Figure 15

