

Statistical Table Data Entry Instructions

Accessing the system

To access the statistical tables, you must first log into the [Online Data Collection System](#). Statistical information is available to all actively serving clergy and local church accounts. After logging into the system click the Statistics link in the black menu bar at the top of the page.

Please note: If you do not see a Statistics link please contact the Information Technology (IT) Office by emailing support@nccumc.org.



Statistics Menu

Clicking on the Statistics link loads the main statistics menu. All statistical information generated by the Online Data Collection System will be available here.

Statistical Tables

- [Step One: Table I Statistics](#)
- [Step Two: Table II Statistics](#)
- [Step Three: Table III Statistics](#)
- [Step Four: Verify Net Disbursements](#)
- [Step Five: Finalize Statistical Tables](#)

Help & Support

If you need help with your statistics contact George Speake (Conference Statistician), who will help you make these changes.

Email: gspeake@nccumc.org

Phone: 252.213.7885

You may also contact the Conference IT Office by sending an mail to support@nccumc.org.

Additional Resources

- [Local Church Statistics Dashboard](#)

Changes to Statistical Tables

The process of entering Statistical Tables has been reorganized into a five-step process. You should start with step one and move through the remaining steps in order. The first three steps are organized by the three statistical tables (Tables I – III). Each of the first three steps is further broken down into different sections. You should proceed through each section in numerical order. Listed below is an outline of all five steps.

Step One: Table I Statistics

Click the Step One: Table I Statistics link to access the Table I Menu. Table I is divided into six smaller sections. Each section is displayed with the Incomplete symbol (red Incomplete X graphic) until you have finished entering data into the system. You can edit these answers at any time during the data entry process. Use the Complete/Incomplete graphics on this page to guide whether or not you have completed the data entry process for each Table I section. Clicking on a section with a red Incomplete X graphic will show you which fields are triggering the incomplete condition. Updating and saving your answers will display the green Complete check mark.

Table I Statistics Menu

This page lists your progress on completing the Table I Statistics for the previous year. You can work through each section below individually.

- [Section One: Changes in Membership](#) - ✓
- [Section Two: Baptisms, Constituency, and Confirmation](#) - ✓
- [Section Three: Sunday School Participation](#) - ✓
- [Section Four: Ministry in Mission - Part One](#) - ✓
- [Section Five: Ministry in Mission - Part Two](#) - ✓
- [Section Six: Value of Property and Indebtedness](#) - ✓



Additional Resources

- [2016 Table I Printable Page](#)

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✓ = Complete ✗ = Incomplete

Click the Section One: Changes in Membership link to begin entering data. Answer each question and select the Save button at the end of each form. When you have finished entering data for one section, move on to the next section and enter your data (following this process).

When you have finished entering all of your Table I statistics, return to the Table I Statistics Menu and verify that you see green Complete check marks by all sections.

Navigating Table I Sections

You can easily navigate between sections by using the navigation links listed on each page. Links are available at the top and bottom of each data entry form, as well as on the Record saved dialog screen. Click the Statistical Tables Menu link to return to the Statistics Menu. Click the Main Menu link to return to the Online Data Collection System Main Menu.

[Section 1](#) | [Section 2](#) | [Section 3](#) | [Section 4](#) | [Section 5](#) | [Section 6](#)
[Table I Statistics Menu](#) | [Statistical Tables Menu](#) | [Main Menu](#)

Step Two: Table II Statistics

Click the Step One: Table II Statistics link to access the Table II Menu. Table II is divided into three smaller sections. Each section is displayed with the Incomplete symbol (red Incomplete X graphic) until you have finished entering data into the system. You can edit these answers at any time during the data entry process. Use the Complete/Incomplete graphics on this page to guide whether or not you have completed the data entry process for each Table II section. Clicking on a section with a red Incomplete X graphic will show you which fields are triggering the incomplete condition. Updating and saving your answers will display the green Complete check mark.

Table II Statistics Menu

This page lists your progress on completing the Table II Statistics for the previous year. You can work through each section below individually.

- [Section One: Benevolent Giving & Pensions](#) - ✓
- [Section Two: Compensation](#) - ✓
- [Section Three: Programs & Operating Expenses](#) - ✓



Additional Resources

- [2016 Table II Printable Page](#)

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✓ = Complete ✗ = Incomplete

Navigating Table II Sections

You can easily navigate between sections by using the navigation links listed on each page. Links are available at the top and bottom of each data entry form, as well as on the Record saved dialog screen. Click the Statistical Tables Menu link to return to the Statistics Menu. Click the Main Menu link to return to the Online Data Collection System Main Menu.

[Section 1](#) | [Section 2](#) | [Section 3](#)

[Table II Statistics Menu](#) | [Statistical Tables Menu](#) | [Main Menu](#)

Step Three: Table III Statistics

Click the Step One: Table III Statistics link to access the Table III Menu. Table III is divided into three smaller sections. Each section is displayed with the Incomplete symbol (red Incomplete X graphic) until you have finished entering data into the system. You can edit these answers at any time during the data entry process. Use the Complete/Incomplete graphics on this page to guide whether or not you have completed the data entry process for each Table III section. Clicking on a section with a red Incomplete X graphic will show you which fields are triggering

the incomplete condition. Updating and saving your answers will display the green Complete check mark.

Table III Statistics Menu

This page lists your progress on completing the Table III Statistics for the previous year. You can work through each section below individually.

- [Section One: Operating & Benevolence Funding Sources](#) - ✓
- [Section Two: Funding Sources for Capital & Other Special Projects](#) - ✓
- [Section Three: Funding from Sources Within the United Methodist Church](#) - ✓



Table III Totals

The Table III Totals section displays the total amount entered into Table III as reported in the current and the two previous statistical years.

Table III Totals

Section Number	2014	2015	2016
Section One: Operating & Benevolence Funding Sources	\$122,537	\$119,849	\$0
Section Two: Funding Sources for Capital & Other Special Projects	\$0	\$1,279	\$0
Section Three: Funding from Sources Within the United Methodist Church	\$0	\$0	\$0
Totals	\$122,537	\$121,128	\$0

Navigating Table III Sections

You can easily navigate between sections by using the navigation links listed on each page. Links are available at the top and bottom of each data entry form, as well as on the Record saved dialog screen. Click the Statistical Tables Menu link to return to the Statistics Menu. Click the Main Menu link to return to the Online Data Collection System Main Menu.

[Section 1](#) | [Section 2](#) | [Section 3](#)

[Table III Statistics Menu](#) | [Statistical Tables Menu](#) | [Main Menu](#)

Step Four: Verify Net Disbursements

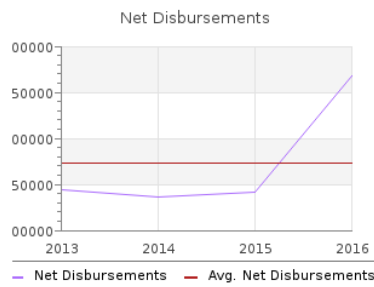
You can verify your Net Disbursements for the current year, compared to the previous three years. The annual apportionment calculation uses net disbursements as the basis of the formula. Therefore, it is critical that this number is accurate. Carefully review all of the figures in this report.

Please note: The information listed on this report does not populate until you have entered your Table II data. Verify your Table II data if the numbers are not displaying correctly on this form.

Each line item represents part of the Net Disbursements calculation. The Excluded? column shows how much (if any) of each dollar amount is excluded from the Net Disbursements total. The current Net Disbursements number is compared to a four-year average. The lower of the current year or four-year average is used to calculate your apportionments.

Check the Verify net disbursements checkbox and click the Save button to complete Step Four.

Prior Year Net Disbursements



2015 Net Disbursements: \$90,114

2014 Net Disbursements: \$96,551

2013 Net Disbursements: \$106,667

4 Year Average Net Disbursements: \$73,333

Lower of 2016 Net or Average Disbursements: \$0

Verify net disbursements:

SAVE

CANCEL

Step Five: Finalize Statistical Tables

The final step in the statistical table data entry process is finalizing your information. The Finalize Statistics page lists all of your answers for all three tables (along with the previous two years). Carefully verify that your information is correct. When you have finished checking your information, check the Finalize (and lock) your statistical data check box. Click the Submit button to submit your finalized data to the Conference Office.

Please note: Clicking the Submit button will lock your statistical data. You will be able review what you have entered, but not edit the numbers without first contacting the Conference Statistician.

Finalize (and lock) your 2016 statistical data:

SUBMIT

CANCEL

Statistics Menu

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