

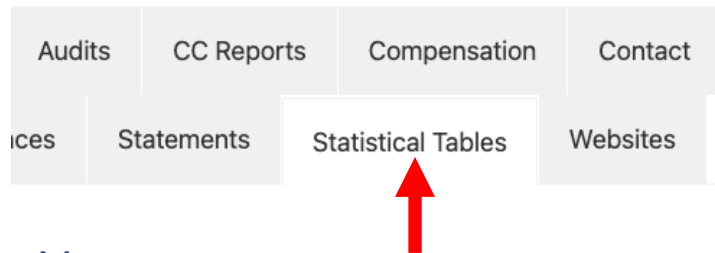
# Statistical Table Data Entry Instructions

## 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 Open Church Record button on the Home page.

Once you have opened your church record, click on the Statistical Tables tab to begin the data entry process.

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



## Statistical Tables Menu

Click on the Statistical Tables tab to load 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](#) 

## Additional Resources

- [Instructions for Completing Statistical Tables I, II, and III](#)

CHURCH STATISTICS REPORT

 Locked |  Unlocked

## Changes to Statistical Tables

The process of entering Statistical Tables consists of a five-step process. You should start with step one and move through the remaining steps in order. Each of the statistical tables is arranged into different sections. Proceed through each area 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 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 checkmark.

### Table I Statistics Menu

Selected church:

[Table I Menu](#) | [Table II Menu](#) | [Table III Menu](#) | [Verify Net Disbursements](#) | [Finalize Statistical Tables](#)  
[Church Detail Record](#) | [Main Menu](#)

This page lists your progress on completing the Table I Statistics for the previous year, allowing you to work through each section individually.

- [Section One: Changes in Membership](#) (Questions 1-10a, Ethnicity, Gender)  
- [Section Two: Baptisms, Constituency, and Confirmation](#) (Questions 11a-13)  
- [Section Three: Sunday School Participation](#) (Questions 15-20)  
- [Section Four: Ministry in Mission - Part One](#) (Questions 22-29c)  
- [Section Five: Ministry in Mission - Part Two](#) (Questions 30a-34, 41)  
- [Section Six: Value of Property and Indebtedness](#) (Questions 36-39)  

### Additional Resources

- [2020 Table I Printable Page](#)
- [2013-2016 Quadrennial Table I Printable Page](#)
- [Export 2013-2016 Quadrennial Table I](#)
- [Export 2017 Table I](#)
- [Export 2018 Table I](#)
- [Export 2019 Table I](#)
- [Export 2020 Table I](#)

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 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 and 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 Menu](#) | [Table II Menu](#) | [Table III Menu](#) | [Verify Net Disbursements](#) | [Finalize Statistical Tables](#)  
[Church Detail Record](#) | [Main Menu](#)

## Step Two: Table II Statistics







Click the Step One: Table II Statistics link to access the Table II Menu. Table II divides 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 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 checkmark.

### Table II Statistics Menu

Selected church:

[Table I Menu](#) | [Table II Menu](#) | [Table III Menu](#) | [Verify Net Disbursements](#) | [Finalize Statistical Tables](#)  
[Church Detail Record](#) | [Main Menu](#)

This page lists your progress on completing the Table I Statistics for the previous year, allowing you to work through each section individually.

- [Section One: Benevolent Giving & Pensions](#) (Questions 50-58)  
- [Section Two: Compensation](#) (Questions 64-68d, 74b, 74c, 74d)  
- [Section Three: Programs & Operating Expenses](#) (Questions 70-74a)  

### Additional Resources

- [2020 Table II Printable Page](#)
- [2013-2016 Quadrennial Table II Printable Page](#)
- [Export 2013-2016 Quadrennial Table II](#)
- [Export 2017 Table II](#)
- [Export 2018 Table II](#)
- [Export 2019 Table II](#)
- [Export 2020 Table II](#)

## 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 and 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 I Menu](#) | [Table II Menu](#) | [Table III Menu](#) | [Verify Net Disbursements](#) | [Finalize Statistical Tables](#)  
[Church Detail Record](#) | [Main Menu](#)

## Step Three: Table III Statistics




Click the Step One: Table III Statistics link to access the Table III Menu. Table III divides 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 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 checkmark.

### Table III Statistics Menu

Selected church:

[Table I Menu](#) | [Table II Menu](#) | [Table III Menu](#) | [Verify Net Disbursements](#) | [Finalize Statistical Tables](#)  
[Church Detail Record](#) | [Main Menu](#)

This page lists your progress on completing the Table I Statistics for the previous year, allowing you to work through each section individually.

- [Section One: Operating & Benevolence Funding Sources](#) (Questions 1-1g)  
- [Section Two: Funding Sources for Capital & Other Special Projects](#) (Questions 2a-2d)  
- [Section Three: Funding from Sources Within the United Methodist Church](#) (Questions 3a-3c)  

## 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	2017	2018	2019	2020
Section One: Operating & Benevolence Funding Sources	\$150,150.00	\$148,612.90	\$114,695.97	\$0.00
Section Two: Funding Sources for Capital & Other Special Projects	\$3,700.00	\$2,300.00	\$310.00	\$0.00
Section Three: Funding from Sources Within the United Methodist Church	\$8,000.00	\$14,000.00	\$14,000.00	\$16,667.04
Totals	\$161,850.00	\$164,912.90	\$129,005.97	\$16,667.04

### 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 and 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 I Menu](#) | [Table II Menu](#) | [Table III Menu](#) | [Verify Net Disbursements](#) | [Finalize Statistical Tables](#)  
[Church Detail Record](#) | [Main Menu](#)

### Step Four: Verify Net Disbursements

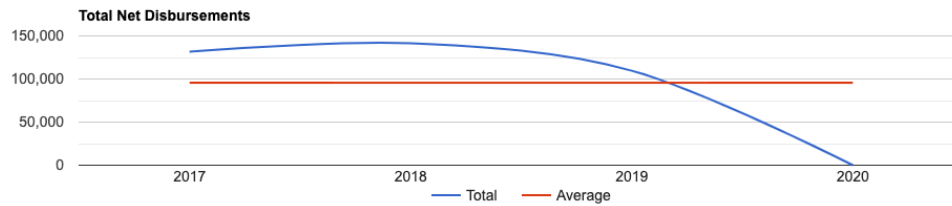
You can verify your Net Disbursements for the current year, compared to the previous three years. The annual apportionment calculation uses net disbursements as the basis of the formula. Therefore, this number must be accurate. Carefully review all of the figures in this report.

**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 excludes from the Net Disbursements total. The current Net Disbursements number compares to a four-year average. The Conference uses the lower of the current year or four-year average to calculate your apportionments.

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

## Prior Year Net Disbursements



2020 Net Disbursements: \$0.00

2019 Net Disbursements: \$109,607.71

2018 Net Disbursements: \$141,397.79

2017 Net Disbursements: \$131,602.50

4 Year Average Net Disbursements: \$95,652.00

Lower of 2020 Net or Average Disbursements: \$0.00

## 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 to review what you have entered but not edit the numbers without first contacting the Conference Statistician.

Finalize (and lock) your statistical data

SUBMIT

Church Detail Record

## 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](mailto:gspeake@nccumc.org)
- Phone: 252.213.7885

You may also contact the Conference help desk for technical support by sending an email to [support@nccumc.org](mailto:support@nccumc.org).