

GUIDELINES FOR YOUR ANNUAL REPORT

1. Please submit your annual report ***BY EMAIL*** (if at all possible) as soon as you can. Please do not fax your report. We do not have a fax machine any longer.
2. Please return your annual report within two weeks of downloading or receiving it. If there is a delay in getting the reporting submitted before May 30, please contact Jennifer Greene @ jennifergreene@abc-indiana.org or 317.635.3552 ext 221 as soon as possible.
3. Please review the instructions and explanations on each page of the report itself in addition to further explanations on this instruction sheet, as needed. All of the information included is meant to assist you in understanding and completing this Annual Report.
4. **PAGE 1 Annual Report** (This section is worded as if you have your mailed annual church clerk report packet, but can also clarify what is being asked for if you downloaded the electronic option for reporting.):
 - a. **Basic Information**
 - i. Please review the information that is already filled in on this page regarding your church. Please place a check mark by correct information or cross off and add information as needed.
 - ii. **Location Address:** Having a complete “location” address for your church will assist the region office in giving directions to your church location as well as directing special shipping when necessary. This is also known as the “911” address for your church building.
 - iii. **Mailing Address:** If your church mailing address is a P.O. Box, please verify that the city and zip are correct for that P.O. Box. We realize that sometimes this information is different from the actual location of the church. Also, if your church mailing address is a church officer/member’s home address, please include c/o and the name of the church officer/member in the mailing address. This is very important.
 - iv. **Year Incorporated: When was your church Incorporated?** If your church is Incorporated, you would be filing a report with the Secretary of State’s office annually; Being Incorporated makes your church a legal entity. If you are incorporated, only the “corporation” is liable if sued legally; If you are not, every member (partner) is liable legally.
 - v. **Current Professional Staff:** This is just a summary of information that refers to paid leadership for your church. Reviewing and updating this section assists the region office in summarizing changes that may have occurred in your professional leadership. Please make sure that we have complete names, the correct title and start date of each of your current professional staff members. If anyone listed has left their position at your church, please give us an end date so we can update their record.
 - b. **Church Membership and Finances (kept confidential)**
 - i. This data reflects your church’s evangelism locally and worldwide.
 - ii. This is an important document in the ABC archives for every church. It can prove your church’s denominational relationship and cooperation in the possibility for future legal questions (e.g., proving your ABC relationship to receive a bequest).
5. **PAGE 2—Annual Report: Current Professional Leadership (contact info-kept confidential)**
 - a. It is very important that we have accurate information for your Professional Staff.
 - b. Feel free to make another copy of this blank page, if you have more than four (4) Professional Staff.
 - c. Please complete a section for each of your Professional Staff and provide the information requested every year, so that we can compare and update the information with our records both on a Regional and National level.
 - d. For “position”, please include whether the individual is: Bi-vocational, Part-time, Full Time or Interim. Definition for Bi-vocational Pastor: A pastor with the total salary, housing & benefits = under \$35,000; a Bi-Vocational Title does not necessarily mean part-time; Some BV Pastors work 40+ hours in ministry a week.
6. **PAGE 3—Annual Report: Current Church Officers / Lay Leaders (contact info-kept confidential)**
 - a. A majority of these positions are volunteers or support staff positions. This contact information assists us with mailings to specific leaders and allows us to connect with our ABC Lay Leadership region-wide.
 - b. Please update our records by completing all the information requested.
 - c. Please make an extra effort to provide email addresses.