

GUIDELINES FOR ANNUAL REPORTING

1. Please submit your annual reporting ***BY EMAIL*** (if at all possible) as soon as you can. Do ***not*** fax your report. We no longer have a fax machine. If sending it by mail: Jennifer Greene, c/o ABC-IN/KY 65 Airport Parkway, Suite 120, Greenwood, IN 46143.
2. We ask you to return your annual reporting by February 15th. If there is a delay in getting the reporting submitted before then, please contact Jennifer Greene at ***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 “Guidelines” document, as needed. All of the information included is meant to assist you in understanding and completing the Annual Report.
4. **PAGE 1 Annual Report**
 - a. **Basic Information**
 - i. **Legal Church Name**—please provide the legal name of your church as registered with the IRS Employer’s identification number (EIN). Your Treasurer should know this information.
 - ii. **IRS EIN**—This is usually a 9-digit number and needed on file, so your church is covered under the ABC 501c3 non-profit group.
 - iii. **Phone Numbers**—Please provide the office phone & fax number to your church office. If your church doesn’t have one or both, please check the “None” boxes accordingly.
 - iv. **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.
 - v. **Mailing Address**—If your church mailing address is a P.O. Box, please provide the city and zip 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.
 - vi. **Email**—Please provide an email for your church. If your church doesn’t have an email, check the “None” box.
 - vii. **Website**— Please provide a website address for your church. If your church doesn’t have a website, check the “None” box.
 - b. **Church Membership and Finances**
 - 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**
 - 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**
 - 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. Also, make an extra effort to provide email addresses.