

Yearbook Forms Instructions

DUE DATE FOR ALL FORMS: April 15, 2021

FORM A

Form A is used to update congregational information in denominational and district records. This is the information that will be printed with your congregation in the **2021 Yearbook**. Please update the form and make a copy for your records.

1. Church contact information:

- If the directory information is correct as printed at the top of the form, make no changes.
- Provide your congregational mailing address. If the church does not have its own mailing address, provide the name and address for a congregational mail recipient (CO). Note that the while pastors and moderators are listed in the yearbook, the CO is for mailings only.
- If the church *location* is different from the mailing address, note the church's physical location.
- If the church is located in a rural area, note *directions*.
- Please provide a church phone number.
- Provide a congregational e-mail address. This should be an e-mail address that is held only by the congregation, not an individual.
- If your church has a web address and/or Facebook page, please indicate it/them.
- Corrections can be written to the right.

2. Ministerial staff and moderator:

- If the name and contact information are correct, make no changes. Please provide home addresses but keep in mind that most mailings go to the church address.
- When correcting or changing information, type or print clearly.
- Provide the person's primary contact phone number; indicate if it is a home, cell, or business number.
- Provide an e-mail address that is held only by the person, not the congregation.
- All ministerial staff should be licensed, commissioned, or ordained.
- If you expect a ministerial change, indicate the dates when the current minister will leave, and the new minister will begin.
 - **NOTE:** Your district office should be aware of any ministerial changes. For your congregation's ministerial changes to be included in the denominational database and the 2021 Yearbook, your district office must submit a Ministry Report Form to the Office of Ministry in Elgin.

The following codes are used to indicate positions.

CE Minister of Christian Education	MD Moderator
CN Minister of Christian Nurture	MT Plural Ministry Team
CO Congregational Mail Recipient	PA Pastor
EV Minister of Education or Visitation	PS Pastor of Special Ministries
IN Intern	P2 Associate Pastor
IP Interim Pastor	TE Team Pastor
IY Interim Youth Minister	T2 Interim Team Pastor
I2 Interim Associate Pastor	YM Minister of Youth
LM Lay Moderator	YP Yoked Parish

FORM B

Form B provides congregational mailing addresses for use by the denomination and its ministries, as well as your district office. **Before you begin updating the information, please read the instructions which are printed directly on that form. If you are not the person to complete this form, please pass it along to the correct person.**

STATISTICAL FORM

The **Statistical Form** collects additional information used in publishing the annual Yearbook. Enclosed please find your congregation's statistical form for 2020.

Please note the following:

1. In section **1 (MEMBERSHIP)**, **do not change the 2019 total membership number** which is printed on the form. **This is the membership number with which you must begin your calculations for 2020.** If you do not agree with this beginning membership number, use the Reclassification or Other Adjustments category as necessary to arrive at a correct membership total to begin 2020. Then figure in additions or reductions for the year using the appropriate categories.
2. **Attendance** figures should be based on pre-pandemic records. Watch for a survey later in the year.
3. In section **5 (MINISTERIAL LEADERSHIP)**, **use titles (Pastor, Associate Pastor, Youth Pastor, Minister of Christian Education, etc.) for ministerial staff during 2020.** **DO NOT** use the person's name. Please list only those staff members who are **ordained, commissioned, or licensed and have served the congregation in a ministerial role during any part of 2020.** Check all boxes that apply for each position. Add additional pages as needed. Volunteers or employees such as church secretary, music director, pianist, custodian, or childcare worker should not be included.
4. In sections **7 (RECEIPTS)** and **8 (DISBURSEMENTS)**, subtotal each category and add the categories together to get a total for receipts and a total for disbursements. Carefully check your addition. Round off all figures to the nearest dollar amount.

The collection of statistics is a cooperative effort of the congregations, districts, and agencies of the Church of the Brethren. It is very important that all congregations participate because the collective information enhances the effectiveness of the Church of the Brethren's ministry, both locally and across the denomination. Thank you for the part your congregation will play in this cooperative effort.

QUESTIONS: Please contact Jim Miner, Yearbook Specialist, in Elgin by phone, 800-323-8039, ext. 320, or e-mail, Yearbook@brethren.org.

BEFORE YOU MAIL: Please make a copy of the updated forms for your church records. Please do not staple the pages.

MAIL OR E-MAIL: You can use the enclosed envelope to mail the forms to the Yearbook Office, 1451 Dundee Ave., Elgin, IL 60120 or send a scanned copy by e-mail to Yearbook@brethren.org.

DUE DATE: Please return the original updated forms to the Yearbook Office by **April 15, 2021.**