

Subject: 2025 Year-End Reports: Ready for Data Entry!

Dear Ministerial Leaders,

Welcome to the 2025 Year-End Reports—everyone's favorite way to kick off the new year! We're now ready for you to begin entering and submitting your 2025 data.

The deadline for completing this work is **February 20th**. If you encounter any issues, please don't hesitate to reach out to me—I'm here to help. Should the deadline pass without your submission, I will be following up to assist you, as we need to finalize the Conference Tables by early March 2026 in order to generate the Apportionment Grade Figures. Feel free to contact me at **bhenshaw@pnwumc.org** with any questions.

This marks our third year using the GCFA's new website ([stats.gcfa.org](http://stats.gcfa.org)). To get started, go to [www.stats.gcfa.org](http://www.stats.gcfa.org) or visit our conference page at <https://www.pnwumc.org/statistics>. There, you can download or print the following resources:

- **Tables 1, 2 & 3 – GCFA Detailed Instructions – 2025**
- **Tables 1, 2 & 3 Additional Instructions – 2025**
- **Conference Statistics 2025 Guide**

The **Overview** and **Conference Statistics 2025 Guide** will walk you through how to use the data entry software, including login instructions, as well as how to enter, validate, sign off, and submit your information. The software also includes helpful explanations for each line item, so be sure to review them as you enter your data.

A few key reminders:

- **Read every line**—don't skip over any! Some areas tend to cause confusion each year. For instance, the **Pastor Compensation Allocation** on Table 2 (including housing) often leads to omissions that require additional follow-up (see the “EXAMPLE PASTOR SALARY WORKSHEET” on the reverse).
- Another area that often causes confusion is the **documentation of income types**. Please refer to the section on “What IS and IS NOT operating income” on the website for clarification, as it outlines the lines on Table 3.

The software automatically saves your progress as you go, allowing you to log out and return to your work later. If you see a “Warning” for any of your entries, you will be prompted to provide an explanation in the comments section—these comments help me understand your responses. You can make changes at any time before submitting. If you need to revise something after submission, just let me know, and I will unlock your tables for you.

Most of the data you need should already be available through your church's regular financial reports and Charge Conference **Clergy Compensation Worksheets** (which contain many of the numbers needed for Table 2).

Remember, the accuracy of our statistics relies on consistency and adherence to the guidelines each year. These statistics are not just numbers—they play an essential role in decision-making from the local church level to the global church, guiding us toward a more vibrant and effective ministry. Thank you in advance for your diligence in this important work.

Blessings,

Brant

#### SAMPLE CASE – EXAMPLE OF WHERE THE VALUES GO

Data from the Charge Conference documents and benefit elections by pastor during the year used for payroll.

Note: Pro-rate amounts for mid-year appointment/compensation changes.

COMPENSATION ALLOCATION		Operating		Statistics Table 2
		Expenses	Paid To:	
Taxable Salary	\$28,000.00	28,000.00	Pastor	
UMPIP (403b pre-tax contribution)	\$1,200.00	1,200.00	Wespath	
Flexible Spending Account (MRA/DCA)	\$1,000.00	1,000.00	Conference	
Health Savings Account (HSA)	\$0.00	-	Conference	
Participant Health Premium	\$1,800.00	1,800.00	Conference	
Utility & Furnishings Allowance	\$5,000.00	5,000.00	Pastor	
<b>Cash Salary</b>	<b>\$37,000.00</b>			
Housing Allowance in lieu of Parsonage*	\$13,000.00	13,000.00	Pastor	
<b>TOTAL COMPENSATION</b>	<b>\$50,000.00</b>			

Line 41a, b, or c 32,000.00

Line 42a, b, or c 18,000.00

50,000.00

\*For clergy living in a parsonage - the amount in Line 42a, b, or c will include the Utility & Furnishings Allowance and parsonage related expenses paid by the church (property taxes, maintenance, etc.)