STATISTICS FOR MISSION 2020 GUIDANCE NOTES

Contents:

1. GENERAL NOTES

If you have used the Statistics for Mission site before, you may want to go straight to **Section 5 (New in 2020)**.

1.1 Useful websites & contact details

Online Suite of Applications (for accessing statistics, annual returns and property consents)	https://online.methodist.org.uk
The Methodist Church website	www.methodist.org.uk
Statistics pages on Methodist website (incl. FAQs and guidance documents)	www.methodist.org.uk/for-churches/statistics-for-mission/
Webmap: Advanced version (incl. statistics)	www.methodist.org.uk/webmap
Webmap: basic version	www.methodist.org.uk/about-us/connect/find-a-church-map
Safeguarding pages on Methodist website	www.methodist.org.uk/for-ministers-and-office-holders/safeguarding

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Web Support Officer	onlinesuitesupport@methodistchurch.org.uk
Conference Office	conferenceoffice@methodistchurch.org.uk
Local Preachers & Worship Leaders Office	localpreachers@methodistchurch.org.uk
Methodist Schools Office	admin@methodistschools.org.uk
Methodist Church House Reception	0207 486 5502

1.2 Getting started

To register, go to https://online.methodist.org.uk, click on the red REGISTER button and follow the instructions. You will receive an auto-generated password, however you will only be able to properly access the site after your Superintendent or circuit office has provided you with the necessary authorisation and individual permissions.

Please note that if you have already registered for any of the other areas of the Online Suite, such as annual returns or property consents, you do not need to register again.

A separate guidance document on Registration and Login is available on the Statistics pages of the Methodist website (see Section 1.1).
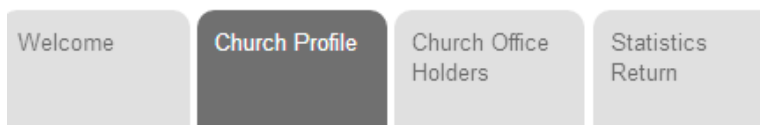
2. CHURCH LEVEL

2.1 Welcome
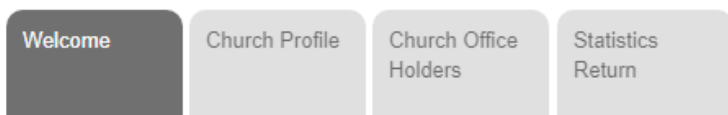
In this section, you can update your church website address and access the profile and office holders sections of your church, as well as links to current, historic and Connexion-wide data and downloadable reports.

It also explains the colours and icons featured throughout the site.

2.2 Church Profile

Please note: the information in this tab can be updated throughout the year.

2.2.1 Basic Details

This section displays the church name and primary worship address, and fields for filling in the church category, charity number and pastoral contact.

Please note that the address details should relate to the main ("primary") site where church services are held, which is also reflected in the basic and advanced versions of the Methodist webmap.

Name changes to societies can be reported to the Web Support Officer (see Section 1.1).

2.2.2 Property Details

This section lists all properties currently recorded as being under the managing trusteeship of the society. It will also tell you if there is a Sharing Agreement recorded for any of the sites.

2.2.3 LEP Details

This section is used to report whether your church is a part of a Local Ecumenical Partnership (LEP). An LEP church can be either or both:

- A Single Congregation Local Ecumenical Partnership, where denominations have adopted a constitution to share worship as a single congregation;
- A Covenanted Partnership, where denominations share mission and ministry across a range of sites, according to a formal agreement.

2.2.4 Reporting changes

This section allows you to report:

- a society ceasing to meet
- a society becoming a class of another church
- a merger of two or more churches
- the termination of an LEP

The effect of "closing" a Local Church in this way means that separate membership and attendance statistics no longer need to be reported. It does not necessarily mean that that the church building is closed (for example, it may become part of a multi-site church, which will include the former church's membership and attendance statistics in its aggregate returns). If a building has become unusable but the society continues to meet elsewhere, all you need do is notify us of the address of the new site.

The following changes need to be reported separately to the Web Support Officer (see Section 1.1):

- A transfer of trusteeship independent of a reported change of status
- A change of worship site (for example due to the previous worship site being refurbished). **Please note** that the new site may already appear as one of the properties under the managing trusteeship of your church (see Section 2.2.2).

Separate guidance for reporting the changed status of a church, and mergers specifically, is available on the Statistics pages of the Methodist website (see Section 1.1).

2.3 Church Office Holders

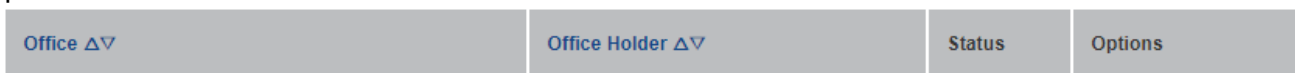| Welcome | Church Profile | Church Office Holders | Statistics Return |
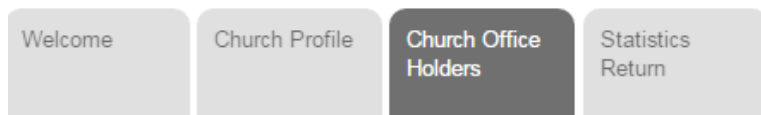
Please note: the information in this tab can be updated throughout the year.

This section is for adding, amending and removing the office holders (such Church Council Secretary or Treasurer) in your church. The roles in the "Add New Record" dropdown menu may differ from those at circuit or district level.

Recent additions include the new volunteer roles of **Climate Champion**, **Consents Enabler** and **Data Champion**. However, the role of DBS Verifier is no longer updated via the Statistics for Mission site. Please visit the Safeguarding pages of the Methodist Church website (see Section 1.1) for more information.

By default, office holders are listed alphabetically by role, starting with A for Administrator. By clicking on the blue triangle next to "Office", the order can be reversed. The same is possible for office holders' surnames.

Office △▽	Office Holder △▽	Status	Options

2.4 Statistics Return

| Welcome | Church Profile | Church Office Holders | Statistics Return |
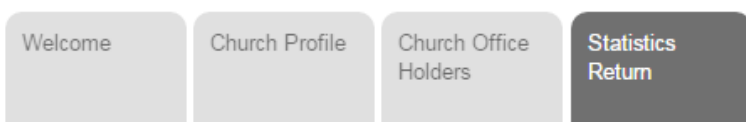
Please note: the information in this tab can only be updated between September 2020 and January 2021.

A printable version of the annual questionnaire is available for download from the Statistics pages of the Methodist website (see Section 1.1) and the data entry site itself via a link above the data entry tab.

> Download Paper Form (if you are not able to complete online)

Data entered should be for the whole church, defined as the worshipping society. This society may have several church buildings or classes meeting at different times. Numbers for all of these should be combined in the form. For Single Congregation LEPs, data should relate to all church activity, irrespective of denominational breakdown, unless specifically stated.

The Membership & Attendance tab has **seven orange data boxes** that need to be filled in (eight if you are entering data for an LEP). If you have no data to submit for one particular box, enter "0" (zero).

2.4.1 Membership (except Single Congregation LEPs)
- The membership for 2019 as submitted by the church is provided in the online form. The current membership as of 1 November 2020 should be entered into the 2020 box.
- If historic errors exist in membership records, please notify the Web Support Officer (see Section 1.1).
- If last year's membership number is correct, the losses and gains in membership recorded below that number, when applied to the 2019 total, should add up to the new 2020 total. The website will prompt you if this is not the case.

2.4.2 Membership in Single Congregation LEPs
- If your church is a Single Congregation LEP, you should see a box called "LEP Membership". If the status of your church has been misreported, go to the Church Profile to tick or untick the boxes for LEP status (Single Congregation LEP / Covenanted Partnership).
- Please indicate how many LEP members are specifically members of the Methodist Church, **including ecumenical members**. This number may be equal to the total LEP membership figure. See **Section 5 (New in 2020)** for further information.

2.4.3 Membership gains and losses
- These link last year's reported membership figures to this year's, so the numbers need to add up. For Single Congregation LEPs, this section applies to Methodist and ecumenical members.
- Data should be given for 1 November 2019 to 1 November 2020.

2.4.4 Attendance
- **Due to the ongoing restrictions relating to group gatherings, we are not collecting attendance data in the 2020 statistics collection.**

2.4.5 Progress and Completion
Before you navigate away from this tab make sure you click the CONFIRM & SAVE button at the bottom of the page. You can do this even if you haven't completed all of the required fields yet.

> Welcome
> Manage Profile
> Manage Office Holders
> Enter Statistics for 2017
>   Last Updated: 13/08/2018
>   (15:02:00pm)
>   Updated By: M T test
>   (mt1@test.com)
> Print Reports

The progress of statistical entries can be followed via the **time stamp** in the sidebar of each church, which displays the date when a church's record has last been accessed or edited, as well as the most recent user name and login email address once information has been entered and saved.
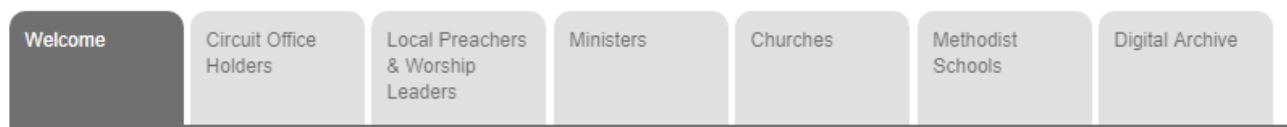
Membership & Attendance ✓

When the Membership & Attendance tab has turned green, your statistics return for the year is complete.
If you wish to amend anything, you can do so up until the closure of the data entry site at the end of January 2021.

2.4.6 Print Reports
This option in the sidebar is for downloading and printing PDF reports. These provide a summary of the data entered since statistical data collection started in 2002. If a report is blank, then no information would have been submitted in that year.

3. CIRCUIT LEVEL

| Welcome | Circuit Office Holders | Local Preachers & Worship Leaders | Ministers | Churches | Methodist Schools | Digital Archive |

Please note: the circuit-level information can be updated throughout the year.

3.1 Welcome
In this section, you can update your circuit website address and access the circuit office holders listing, as well as links to current, historic and Connexion-wide data and downloadable reports. It also explains the colours and icons featured throughout the site.

3.2 Circuit Office Holders
See Section 2.3. The roles in the "Add New Record" dropdown menu may differ from those at church or district level.

3.3 Local Preachers & Worship Leaders
This tab is split into two sections; one for local preachers and one for worship leaders. The data reflects the information held on the Connexional Database.
For changes and questions please contact the LP&WL Office (see Section 1.1).

3.4 Ministers
This tab reflects the Face of Stations as recorded on the Connexional Database.
For changes and questions please contact the Conference Office (see Section 1.1).

3.5 Churches
This tab lists all churches in the circuit. The Statistics Status column shows at one glance which stage the statistical entry of individual churches is at, with a filter enabling you to view only those churches that are "not started", "in progress" or "complete".

3.6 Methodist Schools
This section is to be used to update profile details and contacts for all Maintained Schools in your circuit.
For changes and questions please contact the Methodist Schools Office (see Section 1.1).

3.7 Digital Archive
This section displays former societies which had been reported as having ceased to meet, become a class or merged with one or more other societies. The VIEW DETAILS column either provides a link to the new church or the opportunity to update details relating to the closure.
For changes and questions please contact the Web Support Officer (see Section 1.1).

4. DISTRICT LEVEL

| Welcome | District Office Holders | Circuits |
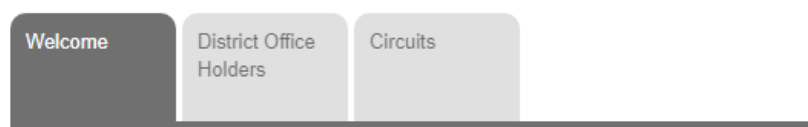
Please note: the district-level information can be updated throughout the year.

4.1 Welcome
In this section, you can update your district website address and access the district office holders listing, as well as links to current, historic and Connexion-wide data and downloadable reports. It also explains the colours and icons featured throughout the site.

4.2 District Office Holders

See Section 2.3. The roles in the "Add New Record" dropdown menu may differ from those at church or circuit level.

4.3 Circuits

This tab lists all circuits in the district. The Statistics Status column shows at one glance how many churches in each circuit have completed their statistical entries.

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5. NEW IN 2020

5.1 Digital Archive [circuit]

This section, added in 2019, has been expanded to include a **VIEW DETAILS column** which either provides a link to the new church (for classes and merged churches), or the opportunity to update details, such as the status or the date, relating to the closure.
The Digital Archive can now also be accessed via a hyperlink in each circuit's sidebar as well as the link provided in each circuit's Welcome tab under the "What's next?" heading.

5.2. Attendance [church] – COVID-19

Due to the ongoing restrictions relating to group gatherings, we are **not collecting attendance data** in the 2020 statistics collection.

5.3 LEP membership count [church] – further explanation

In 2019, the LEP membership count changed to include ecumenical (joint) members as part of the Methodist membership figure.
Examples of how to (or how not to) record these figures now, are listed below.

Example	2020 Methodist members	2020 LEP members	Situation	Correctly recorded / not correctly recorded
Example 1	25	50	All members are joint members and have been divided up equally by denomination	Not correctly recorded
Example 2	10	50	Methodist members are recorded in addition to the total membership	Not correctly recorded
Example 3	0	50	All members are joint members and Methodists are listed as part of the total membership	Not correctly recorded
Example 4	50	50	All members are joint members and are listed as Methodist as well as ecumenical members	Correctly recorded

Revised September 2020