

# STATISTICS FOR MISSION 2016: data entry guidance notes

## 1. GENERAL NOTES

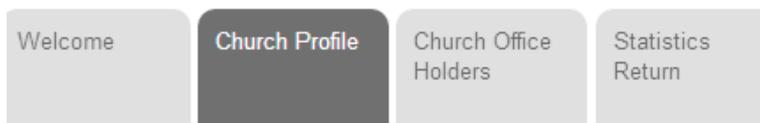
While there haven't been any major changes to the site this year, some sections have been refined and streamlined to make the data entry more straightforward. If you have used the website before, you may want to go straight to the "**What's new in 2016?**" chapter on page 6.

If after looking at the site and reading these notes you still have any questions, feel free to contact the Web Support Officer on 0207 467 5199 or [statisticsformission@methodistchurch.org.uk](mailto:statisticsformission@methodistchurch.org.uk).

### 1.1 Getting started

- To register, go to <http://online.methodist.org.uk>, click on *Register* and follow the instructions. Your circuit office will be notified of your registration. You will need to choose a district, circuit and church for registration. If you need to be registered for more than one church, or for all churches in your circuit, make a note in the information box before submitting your registration.
- The data entry site contains guidance notes on the welcome page of each church, circuit and district, which explain the colour coding of the boxes and other basic functions.
- Clicking on the page to enter data will often lead to a pop-up help box appearing alongside the question to give additional guidance about the data required.

## 2. CHURCH PROFILE



### 2.1. Church details

The name of your society and the address of the church building where your society worships appear at the top of the page. To make or report changes to your church's address details, use the link to the Returns page provided in church profile section, or contact [returns@methodistchurch.org.uk](mailto:returns@methodistchurch.org.uk).

**Please note** that the address details should relate to the primary site where church services are held, which is also reflected in the basic and advanced versions of the Methodist webmap ([www.methodist.org.uk/links/find-a-church](http://www.methodist.org.uk/links/find-a-church) & [www.methodist.org.uk/links/church-webmap-advanced-version](http://www.methodist.org.uk/links/church-webmap-advanced-version)).

A name change to the society itself has to be reported to [conferenceoffice@methodistchurch.org.uk](mailto:conferenceoffice@methodistchurch.org.uk).

### 2.2. Reporting a church closure

If a church is closed, this should be reported via the reporting tool in this section.

**"Closed" refers first and foremost to the church as a Methodist Society, not to the church as a building.**

Sometimes when a society is wound up, public worship continues in its own or in another church building; at other times the building is closed for public worship and the society effectively "ceases to meet".



To capture these distinctions, a list of four options (Became a Class / Ceased to Meet / Ceased LEP / Merged) appears when you click the blue "Report Church Closed" button. You need to select the option that best explains why your church has been closed. After reporting the effective date of closure and clicking "CONFIRM", a notification email is sent to the relevant offices of the Connexional Team, who will then be in touch to verify the reported closure.

Once a church closure (as defined above) has been confirmed, that church's entry will be removed from the data entry site as the church will not be required to submit any further statistical data.

**A separate guidance document for reporting a church closure is available on the Methodist website on [www.methodist.org.uk/links/online-suite-and-guidance](http://www.methodist.org.uk/links/online-suite-and-guidance).**

### 2.3. LEP Details

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

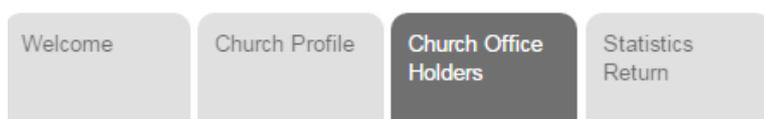
- Single Congregation Local Ecumenical Partnership, where denominations have adopted a constitution to share worship as a single congregation;
- Covenanted Partnership, where denominations share mission and ministry across a range of sites, according to a formal agreement.

If you tick the box for a Single Congregation LEP, that will affect how the Membership & Community Roll tab of that church appears, and the figures to be reported.

### 2.4. Update

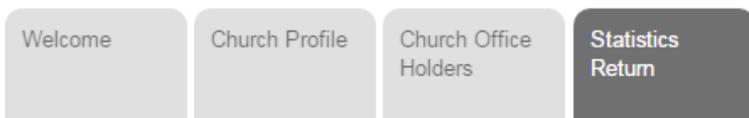
Before navigating away from the Profile page, click the  button to ensure that any changes you have made are being saved.

## 3. CHURCH OFFICE HOLDERS



Since 2014 there have been some changes to office holder titles, reflecting in particular the way in which the Methodist Church is organised for Mission (SO 1001 refers). Please check that any names listed in this section are properly assigned to the Office noted on the left hand side of the table.

## 4. STATISTICS RETURN



Data entered should be for the whole church, defined as the worshipping society. This society may have several church buildings or classes, which meet 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.

**A printable version of the annual questionnaire is available for download from the website.** The link to this is above the four data entry tabs and appears on every page.

[> Download Paper Form \(if you are not able to complete online\)](#)

The Statistics for Mission questions are divided into four tabs on the website. On every tab, you should fill in all of the orange data boxes. If you have no data to submit for one particular box, enter a “no” response or fill the box with a “0” (zero).

Transfers in:

Other Gains:

*left: an incorrect nil entry; right: a correct zero entry*

This will aid the Statistics Team with creating reports and analyses, and will also stop circuit, district and Connexional officers contacting you on the assumption that the data entry is incomplete.

When all of the four tabs have turned from orange to green and show a tick, your data entry is complete.



#### **4.1. Membership & Community Roll tab**

**It is important to know how many people have made and sustained a commitment to a local Methodist church, and how this number changes for year to year. It is also important to know how many other people are involved in the life of the church.**

##### **Membership (except Single Congregation LEPs)**

- The membership for 2015 as submitted by the church is provided in the online form, and any change from this should be entered into the 2016 box.
- If historic errors exist in membership records, please notify the Statistics Team.
- If last year's membership number is correct, the losses and gains in membership recorded below that number, when applied to the 2015 total, should add up to the new 2016 total. The website will prompt you if this is not the case.

##### **Membership in Single Congregation LEPs**

- If your church is a Single Congregation LEP, you should see a box called "LEP Membership" in place of the "Membership" box. 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 (if any) are specifically members of the Methodist Church, i.e. not "joint" or "ecumenical" members, or members of other denominations. If all LEP members are "joint" or "ecumenical", write "0" (zero).

##### **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, please note this section only applies to specifically Methodist Members (where applicable) as entered above. If all LEP members were "joint" or "ecumenical" members this year and last, write "0" in each of the boxes.

##### **Baptisms, Weddings and Funerals (refer to section 6.1.1 for further guidance on funerals)**

- Please record these for the whole church (including all classes and denominations, if applicable).
- Data should be given for 1 November 2015 to 1 November 2016.

##### **Numbers on Community Roll additional to Church Members**

Please enter the number of "Pastoral Others".

#### **4.2. Attendance at Worship tab**

**These figures count the number of people actually present at the church's public worship. Many other denominations use the same "October Count" measure, allowing the statistics to be used both nationally and at a local level.**

##### **October Attendance**

- This section concerns people who attend public worship events at your church. Numbers should not include small group meetings or special events like fêtes or markets, but might include baptisms, funerals and mid-week prayers.
- Individuals who attend worship at your church should be counted as many times as they attend.
- If there are five Sundays in October the counting should be for the first four Sundays and the weekdays following.
- Numbers should be recorded for all classes and locations of the church and for all denominational members of a Single Congregation LEP.
- A downloadable version of the attendance chart is available via a link at the top of this tab.

##### **Worship languages**

Information in this section will help us to catalogue the diversity of our Church.

### 4.3. Lay Employees and Pastoral Workers tab

The church has responsibility for, and is reliant upon, a wide range of lay and volunteer staff. These questions have been designed to align with the new way the UK Government collects Census data, enabling us to compare our workforce profile to the general population.

- Please list any lay pastoral ministries or lay employee posts associated with your church and its work. These should exclude (i) occasional volunteers; (ii) office-holders and appointments listed under the “Church Office Holders” section of the *Statistics for Mission* page (such as stewards, class leaders and worship leaders); and (iii) employees or lay ministers who work at your church, but also across the whole or part of a circuit or district.
- New posts may be added by clicking the “Add Post” link, as many times as applies.

### 4.4. Activities, Groups, Associations, Projects and Events (AGAPE) tab

Methodists have traditionally met in groups and associations as well as at public worship: the last triennial statistical report estimated that these accounted for three quarters of Methodist activity. It is important to understand the range and scope of such activity, the numbers involved and the ages and types of people reached.

- Data entered in 2015 has been retained. Each existing entry may be edited / updated by using the EDIT/CONFIRM button or removed by using the REMOVE button.
- New groups or activities may be added by clicking the “Add Group” link, as many times as applies.
- If a new group is very similar to an existing group and differs, for example, only in its “year started” and “group name”, you may find it helpful to use the DUPLICATE button. The system will prompt you if no data appears to have been changed before attempting to save the new group.
- The group type is defined via a **two-tier system**. Depending which of the eight group types chosen in the “Group Type” dropdown menu (image 1 below), a second, conditional dropdown menu will appear (image 2).

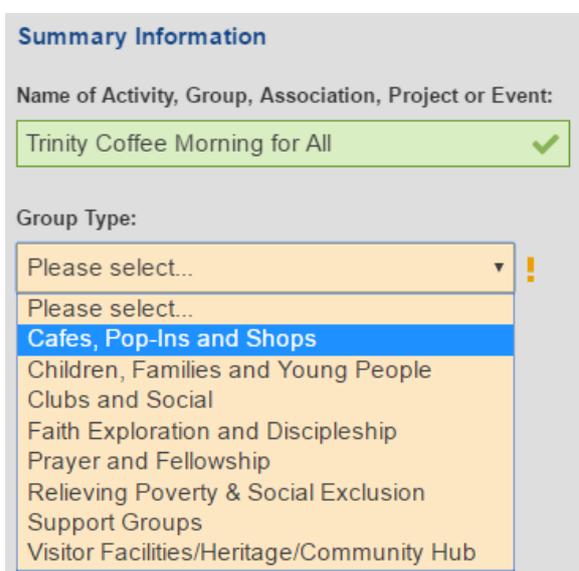
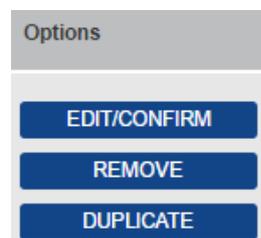


Image 1

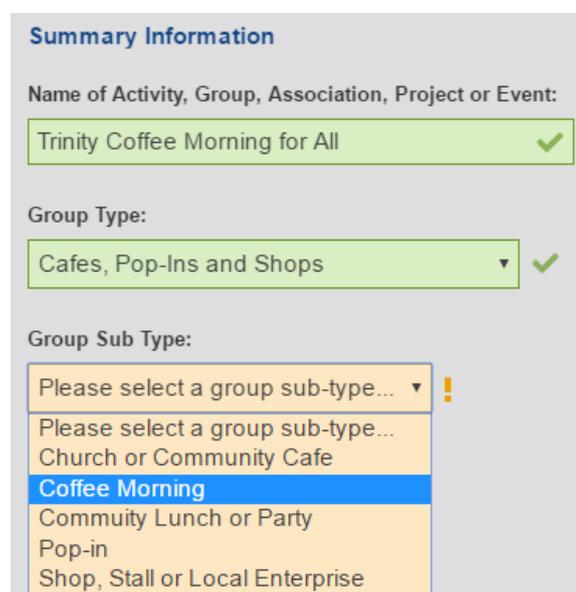


Image 2

- Please use the **full list of umbrella group types and sub-types provided in the appendix** of this document to determine the most appropriate group type. If you are unsure which type to choose or if you cannot find a group type in the category you expected it to be in, please contact the Statistics Team on [statisticsformission@methodistchurch.org.uk](mailto:statisticsformission@methodistchurch.org.uk) for further assistance.

#### 4.5. Confirm & save

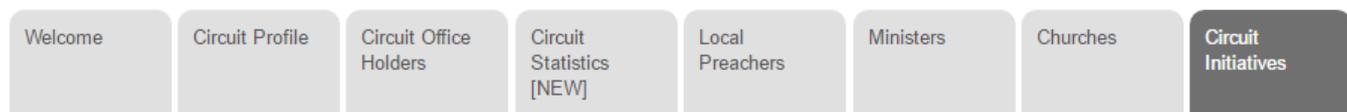
Before you navigate away from any of the statistics tabs, make sure you click the  button at the bottom of each page. You can do this even if you haven't completed all of the required fields yet.

Once all tabs are green and show a tick rather than an exclamation mark, the form is complete. There is no need to submit anything further. **If you wish to amend the form, you can do so up until the closure of the data entry site at the end of January 2017.**

### 5. CIRCUIT LEVEL



- The *Welcome*, *Circuit Profile* and *Circuit Officer Holders* tabs are designed like the corresponding tabs on Church level.
- **The *Circuit Statistics* tab is a new addition in 2016.** More information can be found in the “**What’s new in 2016?**” chapter on page 6.
- For questions regarding the *Local Preachers* tab, contact: [localpreachers@methodistchurch.org.uk](mailto:localpreachers@methodistchurch.org.uk)
- For questions regarding the *Ministers* tab, contact: [conferenceoffice@methodistchurch.org.uk](mailto:conferenceoffice@methodistchurch.org.uk)
- The *Churches* tab gives access to all churches in the circuit.



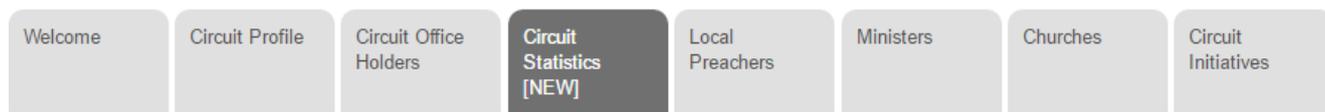
- Since 2015, circuits have the opportunity to report circuit-wide projects and initiatives that are not Methodist Societies and may not have Methodist members but which are nevertheless Christian communities or Fresh Expressions of Church, by completing profile details and a statistical return via the *Circuit Initiatives* tab.

If your circuit is involved in projects or activities that may be suitable to be reported as circuit initiative, please email [statisticsformission@methodistchurch.org.uk](mailto:statisticsformission@methodistchurch.org.uk) or call 0207 467 3776 so that Connexional Team staff can obtain the necessary details for the initiative to be added to this tab.

Statistical reporting is similar to that for churches, with the exception that there is no tab for Membership and Community Roll numbers. **Please refer to sections 2.1 and 4.2 to 4.5 for guidance.** Your circuit initiative may not have services of public worship as such or, if it does, these may not take place in October. If this is the case, then the October Attendance boxes still need to be completed, but all 32 boxes can be filled in with “0”.

## 6. WHAT'S NEW IN 2016?

### 6.1. Circuit Statistics



Following the addition of the Circuit Initiatives tab in 2015, the circuit data collection has been further expanded by the addition of the “Circuit Statistics” tab. It is hoped that this helps circuits to create a more comprehensive profile and better identify with their circuit, which may have recently undergone changes such as a merger, thereby also supporting mission action planning.

The Circuit Statistics tab currently allows the recording of Circuit Lay Employees and Pastoral Workers (**please refer to sections 4.3 for guidance**) and the number of outside funerals led by circuit ministers, which are not linked to any one particular church.

#### 6.1.1. Recording of funerals

Funerals can now be recorded on church and circuit level.

- Funerals of all those (including Methodist members) under the pastoral care of a Local Church should be reported in the statistics of the church in question, whether or not they were held at the church.
- Funerals conducted by ministers stationed in circuit where the deceased has not come under the pastoral care of any local church should be reported in the new circuit statistics tab.

If you are not sure where to record which type of funeral, ask the following questions:

- *Is the funeral in a Methodist Church?*  
YES: record it as “Funeral in Church” in the church-level Membership and Community Roll tab  
NO:
- *Is the funeral of anyone with a meaningful connection with a Methodist Church (“under the pastoral care of a Local Church”)?*  
YES: record it as “Funeral elsewhere” in the church-level Membership and Community Roll tab  
NO: record it as “Outside Funeral led by a circuit minister” in the circuit statistics tab

Please note that this field is optional; if it is left blank (*see screenshot*), it will be assumed that the circuit did not enter any data; if it shows “0” (zero), it will be assumed that the circuit reports that no circuit funerals have taken place.

Number of outside funerals led by circuit ministers:

### 6.2. Other notable changes

- The layout of the Online Portal Welcome page has been redesigned. Guidance notes are now available from this page, on [www.methodist.org.uk/links/online-suite-and-guidance](http://www.methodist.org.uk/links/online-suite-and-guidance) and on the respective sections (such as Statistics for Mission) of the Online Suite.
- All hyperlinks now appear in blue to aid distinction from adjacent text.
- The “Select Church” button has been renamed to “Select Church/Initiative”.
- If a church has been reported closed via the Blue Button (**refer to section 2.2**) but not yet processed by the Connexional Team, an “*Update pending*” message will appear beneath it.
- Above the notes box in the Attendance at Worship tab, a message has been added pointing web users to the church profile in case they would like to report a church closure.
- The forms for Local Preachers and Church Groups have undergone minor changes.
- The AGAPE categories have been amended to reflect feedback received during the 2015 data collection. **For a full list of AGAPE categories to choose from on the website, see the appendix on page 7.**

## APPENDIX: Dropdown menu options provided in the Activities & Groups tab

Users of the paper form are encouraged to pick one of the categories provided below to ensure accurate transcription into the online form.

UMBRELLA GROUP TYPES			SUB-TYPES
Cafes, Pop-Ins and Shops	A	1	Church or Community Cafe
	A	2	Coffee Morning
	A	3	Community Lunch or Party
	A	4	Pop-In
	A	5	Shop, Stall or Local Enterprise
Children, Families and Young People	B	6	Activity Day
	B	7	After School Club
	B	8	Away Day, Festival or Holiday Camp
	B	9	Carer and Toddler Group or Play Group
	B	10	Children's Club or Holiday Scheme
	B	11	Church Groups for Young People
	B	12	Family Centre
	B	13	Godly Play
	B	14	Messy Church
	B	15	Nursery or Creche
	B	16	Parenting and Family Education
	B	17	Uniformed Group
	B	18	Youth Club or Youth Project
Clubs and Social	C	19	Crafts, Hobbies or Creative Arts
	C	20	Cultural or Language Group
	C	21	Day Centre or Drop-In Centre
	C	22	Gardening or Local Environment
	C	23	Guild or Institute
	C	24	Lunch Club
	C	25	Men's Group
	C	26	Music-Making or Performing Arts
	C	27	Older People's Group
	C	28	Personal Fitness
	C	29	Quiz Nights and Tournaments
	C	30	Reading Club/Discussion Group
	C	31	Sports
	C	32	Students Group
	C	33	Trips and Visits [NEW]
	C	34	Women's Group
Faith Exploration and Discipleship	D	35	Bible Study
	D	36	Christian Themes or Introductory Courses
	D	37	Discipleship or Nurture Course
	D	38	Ecumenical Group or Project
	D	39	Interfaith Group or Project
	D	40	Lent or Advent Course
	D	41	Preparation for Marriage or Baptism
	D	42	Story-telling or Themed Assemblies [NEW]
	D	43	Sunday School

Prayer, Fellowship and Worship	E	44	Agape/Table Fellowship
	E	45	Cell Group
	E	46	Christian Union
	E	47	Church Choir or Worship Group [NEW]
	E	48	Church Planting
	E	49	Class Meeting
	E	50	Fellowship Group
	E	51	House Group [NEW]
	E	52	Meditation Group [NEW]
	E	53	Prayer Meeting
Relieving Poverty, Homelessness and Social Exclusion	F	54	Campaigning
	F	55	Credit Union/Debt Advice
	F	56	Foodbanks or Clothing Projects
	F	57	Furniture or Recycling Projects
	F	58	Health Outreach or Aftercare Services
	F	59	Housing Support and Advice
	F	60	Literacy or IT Support
	F	61	Meals or Food Distribution
	F	62	Night Shelter/Homeless Day Centre
	F	63	Personal Development
	F	64	Shoebboxes/Collections for Overseas
Support Groups	G	65	Addiction (inc. "Twelve Steps" types)
	G	66	Asylum Seekers/Migrants/Residency
	G	67	Bereavement/Trauma
	G	68	BME/Minorities
	G	69	Carers and Parents
	G	70	Financial Difficulties
	G	71	Health and Wellbeing
	G	72	Men's
	G	73	Prisoners/Ex-Offenders
	G	74	Relationships/Divorce
	G	75	Sex Workers/Trafficking
	G	76	Special Needs/Disabilities [renamed]
	G	77	Street Pastoring/Refuge [NEW]
	G	78	Women's
	G	79	Young People [renamed]
Visitor Facilities/Heritage/Community Hub	H	80	Adult Education
	H	81	Art or Writing Project
	H	82	Citizen's Advice/Social Services
	H	83	Festivals, Fairs and Community Events [renamed]
	H	84	Tours and Lectures
	H	85	Exhibitions, Concerts and Plays
	H	86	Library
	H	87	Post Office
	H	88	Public Meetings/Consultations
	H	89	Surgery