



# Jamaica Baptist Union

## CHURCH RETURN FORM

NOTES FOR COMPLETION - 2016

### SECTION A – GENERAL INFORMATION

1. Ensure that **current** (October 2016-September 2017) contact information (including mobile numbers & email addresses) for all serving circuit officers and church secretaries are included. Note that the availability of e-mail addresses will improve on the speed of communication. Kindly ensure that contact information is complete and accurate.

### SECTION B.2 – NUMERICAL GROWTH ANALYSIS

1. This is the section that the difference in membership from year to year is accounted for. Therefore the total gain or loss calculated in this section is expected to be **exactly** equal to the difference between total membership for the current year (Section B.3) and the total membership for the previous year (Section B.1).
2. **Clean-up of membership lists is also to be accounted for in this section e.g. through the use of the “Members Erased” category.**

### SECTION B.3 – CURRENT MEMBERSHIP, GENDER AND AGE PROFILE

1. The total number of members on roll for each church is to be entered.
2. Membership numbers are to be broken down by gender and age categories as indicated. If the membership data currently available is not already categorized, **please make every effort to put the mechanisms in place to begin collecting the required information at the start of the next church year.**

### SECTION B.4 – SPIRITUAL GROWTH ANALYSIS

1. Average weekly attendance at various services as well as average attendance at communion services is to be entered in this section. As above, if this data is not currently available mechanisms are to be put in place to facilitate the provision of this information for the next church year.
2. The Sunday School/Family Bible Hour Section has now been expanded to capture the number of students in each category according to the age guidelines used in the Sunday School Literature. We also ask that you indicate by a tick whether you use the term/concept Sunday School or Family Bible Hour.

### SECTION C – ADMINISTRATIVE SUPPORT

1. For each church enter the **number** of meetings held for each listed category. Add to the meeting types if required.

### SECTION D – CONGREGATIONAL LIFE

1. Indicate which, if any, of the listed activities and ministries form part of the congregational life of **each** church by entering the **number of persons** enrolled.
2. Indicate which, if any, of the listed special services have taken place in **each** church over the current church year.

### SECTION E – SOCIAL OUTREACH

1. This section is to be used to detail the range of outreach ministries in which **each** church is engaged. Use the additional space provided to give relevant additional information.

### SECTION F – ADDITIONAL INFORMATION

1. The total number of infant dedications, weddings and funerals conducted in **each** church is to be recorded in this section. Again, if these numbers are not currently being maintained, please ensure the availability of this data for the next church year.

### SECTION G – STEWARDSHIP OF FINANCES

1. Record income and expenditure information, categorized as requested. It is critical that this section be completed as this will aid us with the Financial Planning process for the Union and more specifically the Global Assessment.

### SECTION H – DEATHS OF LEADERS

1. Provide names of leaders of each church who have died during the current church year.

The completed form must be signed by **both** the person compiling the information on behalf of the circuit, as well as, the minister/moderator/student with oversight responsibility for the church/circuit.