



JAMAICA BAPTIST UNION HEADQUARTERS
2B Washington Boulevard
Kingston 20

**To: All Pastors
Circuit/Church Moderators
Student Pastors**

From: JBU Secretariat

Date: August 11, 2016

Re: CHURCH RETURN FORM (2015-2016)

The Jamaica Baptist Union (JBU) has been reviewing our Church Return Form (CRF) which as you know is the primary tool used in collecting data on our life and witness. It is our desire that this revised form, while providing more information, will be easier to complete and ultimately enable more accurate and comprehensive reporting.

- 1) Note Areas that were changed:
 - a. Section A – Questions re: Church Missions/Names of Mission Representatives
 - b. Section B – renamed and reorganised
 - i. Section B.4 – Sunday School/Family Bible Hour section expanded
 - c. Section D – requires number of persons/members enrolled
 - d. Section E – requires level of schools connected to the church

In this package you will find documents entitled Circuit/Church Return Form, along with notes for completing these forms.

The three page form (for individual churches) should be sent to each of the churches in the circuit for completion. Upon completion, **the information from each church is to be combined onto one form**; the seven page form (quite likely by the circuit secretary). The circuit Secretary is to submit this (combined) form to the Pastor/Moderator/Student Pastor for verification, signing and submission to the JBU Office no later than Monday October 31 2016. It is our hope that in the very near future you will be able to submit the compiled data online; we will advise you as soon as this method becomes available.

Please note the following in completing the form:

1. Every effort ought to be made to ensure that the membership figures given are accurate; that is, they should correspond to the number of members on the church roll inclusive of the aged, sick and children. With regard to the classification of "Membership Losses", kindly note the following:
 - *Withdrawn* refers to those who deliberately elected to cease being a member of the Church and so advised the Church.

- *Erased* refers to persons whose names have been removed from the members' roll on account of their whereabouts being unknown after prolonged effort to contact them, or whose names are removed on account of prolonged absence from church without intention to return.
- 2. Ensure that the increase/decrease in the membership figures when compared against last year's corresponds to the net addition/loss being reported for this period. For instance, 120 (membership as at September 30, 2015) + 15(additions to date) – 5(losses to date) = 130 (membership as at September 30, 2016).
- 3. Brief and pointed comments should be made on specific areas of church life as requested.
- 4. Please ensure that the names, addresses and any other contact information (e.g. telephone number/s, e-mail address) of Church and Circuit Secretaries and Circuit Treasurers entered in the spaces provided on the form are correct and current.

In order to facilitate a proper analysis of the information received, we implore you to submit the completed Form to the JBU Office no later than **Monday, October 31, 2016**.

Thank you very much for your kind co-operation.