



**The Annual Local Church Report is a tool for pastors and leaders of the local church. The information serves to measure effectiveness, streamline ministry goals and assist in strategic planning. The ALCR advances the realization of who we are, what we have accomplished and where we should direct our ministerial efforts.**

**Q: Why is the ALCR necessary?**

**A:** The ALCR assists the local church, the district and the general office with vital information about the Pentecostal Church of God. The Pentecostal Church of God (Incorporated) files this information with a national organization for church statistics. The reports taken from the ALCR are provided to the constituency of the Pentecostal Church of God in the *Pentecostal Messenger*, the General Board and the biennial General Convention.

**Q: Why has the ALCR increased in the number of questions?**

**A:** The additional questions will aid in understanding the outreach of the local church, the ministry structure of the local church, the congregational base of the local church and the missions emphasis of the local church. These tabulations facilitate the implementation of training materials and resources for the local church.

**Q: The ALCR has a different format. Why was this done?**

**A:** The new improved format of the ALCR was designed for a more user-friendly approach to the information needed on the Annual Local Church Report.

**Q: What if I am not sure about the exact answer to a question?**

**A:** In most cases, if you are not sure about an exact answer, please estimate to the best of your ability. You will find more detailed instructions about each area of the ALCR in the Guide to Completing the Annual Local Church Report.

**Q: Some of the questions are facts that we do not want made public knowledge. How secure is the information we submit?**

**A:** The General Office maintains strict confidentiality for the ALCR. The reports are processed in a confidential computer based data system and filed in private storage.

**Q: What should I do after I complete the ALCR?**

**A:** One copy should be kept for the records of the local church and a copy sent to your district office.

**Q: Can I complete the ALCR online?**

**A:** Yes! The instructions for online filing can be found at [www.pcg.org](http://www.pcg.org).

# GUIDE FOR COMPLETING THE ANNUAL LOCAL CHURCH REPORT

## GENERAL GUIDELINES:

- Please complete each area of the ALCR. To insure accurate records, it is vital that each question be completed.
- Type or print all information. Be sure to make your information legible.
- Round off all numbers to the nearest whole. For example: \$10,342.75 should read \$10,343.
- Estimate in the areas where you do not have exact information. Your estimation is a truer reflection than the 0 recorded by computer tabulation or even by statistical formula.
- Rather than using a range of numbers (10 – 15) use an average: 12.5 which you would list as 13.
- Check the grand totals in order to assure the number equals the sum of the groups.

## COMPLETION INSTRUCTIONS:

### CHURCH SECTION

- 1.** Church's Official Name and Mailing Address – Please provide the current name of your church and the mailing address. If the name or address of your church has not been updated, please contact your district office in order that the correct paperwork and the proper process may be filed and completed
- 2.** Physical location – Provide the 911 address for the location of the church, and not simply the name of the town. Multiple PCG churches exist in many towns. If a 911 address does not exist, please provide a crossroads if possible.
- 3.** Employer Identification Number (EIN) – **Every church is required by the US Treasury Department to have an employer ID.** If you do not have one, please contact the Office of the Business Manager for the forms needed. The federal government requires that employer ID numbers be maintained on all churches. There is no fee to obtain an EIN.
- 4.** Account Number – This is the account number assigned the church by the general office. It is the number assigned to orders placed by the church and can be located on statements sent to the church.
- 5.** Phone, Fax, Website, and Email – Please provide the contact information for the church.
- 6.** Chartered – A chartered church is a member church of the Pentecostal Church of God, with church membership records, fully affiliated and cooperating with the district and the general offices.

### PASTOR SECTION

- 1.** Pastor's Name, Mailing Address, Phone and Email – Place the name of the pastor and the designated address where the pastor receives mail. Also, include the phone number where the pastor can be reached and the email address of the pastor.  
Pastor's Account Number –The account number is located on the minister's credential card, which is renewed January 1, of each new year.
- 2.** Years (Tenure) served this Church – Indicate the length of time the pastor has served this church during this tenure. If the pastor served the church previously and returned, enumerate only the present time served.

### CHURCH STATS—CONSTITUENCY

- 1.** Members –The individuals who have affiliated themselves with this local church and are allowed the privileges afforded membership.
- 2.** Non-members – The total number of people who consider this church as their church home, but are not members. Count all ages including children.
- 3.** Total – Add the member count to the non-member count for the total number of constituents of the local church.

4. Ages – Estimate the age group of the constituents of the church. Please round off the numbers to the highest quantity. Place the number of each age group in the corresponding table. The total should match the total constituents for the church.
5. Race – Use whole numbers for the number of constituents of the church in each ethnic group. The total number should match the number of constituents.
6. Gender – The total number of males and females should match the total number of constituents and the total of the age category.

### CHURCH STATS—MISSIONS/EVANGELISM

1. Attendance – To compute the average attendance, add each week's service attendance and divide by the number of weeks in the year (usually 52). If you do not have actual averages, then estimate and begin keeping accurate records for the future. NOTE: In the case of extreme weather, or events beyond the control of the church where services were cancelled, omit these weeks from the average.
2. Spiritual Life – **Saved.** Report the number who were saved (born again) during the past year. **Baptized in water.** Report the number of persons of all ages baptized in water in your church during the past year. **Number filled with the Holy Spirit.** Report the number of persons of all ages who received an initial infilling of the Spirit in the past year.
3. Does your church have an active ministry in these areas? – An active ministry is defined as an intentional strategy for each group, supported by appropriate teaching resources. Check each area where staff or lay workers are conducting the work of ministry.
4. Has your church participated in any of the following during the past year?
  - Missions Trips** – An effort targeting culture outside the local church. Examples include: Foreign fields, inner city, special outreach missions, etc.
  - Church Planting** – Your church has provided people, finances and resources for beginning another church outside of the present facilities.
  - Church Partnering** – Your church partnered with another church(es) beginning a new church.
5. Any evangelism efforts outside the regular services on a regular basis?
  - Children** – Outreach efforts for school ages under 6th grade such as sidewalk Sunday school, etc.
  - Youth** – Outreach efforts targeting grades 7th through college such as Campus Missions, etc.
  - Adult** – Outreach efforts operating for all ages above 25 such as food banks, nursing homes, detention facilities, etc.
6. Total outreach monies given to missions and ministries – Include the total of all special, designated, and missions offerings contributed by your church.

### CHURCH STATS—PROPERTY

1. Property Value – **Total Value of all church property.** Report the present fair market value of all church property (including parsonages, vans, etc.). Round off the amount to whole numbers. Example: \$150,405.65 = \$150,406  
**Total Indebtedness of all church property.** Report the outstanding debt owed on the church property or properties. Again, round off the total to whole numbers.
2. Property Insurance – Designate whether the church property is insured and indicate the face amount of the insurance policy.

### CHURCH STATS—FINANCES

1. Total annual church income – The full amount of funds received in each department of the local church, including all gifts, tithes and offerings. Use whole numbers.

- 2.** Is the pastor bi-vocational? – The answer is “Yes” if the pastor is employed outside the church and/or depends on those funds for living expenses. The answer is “No” if the pastor relies solely on the support of the church.
- 3.** Does the church provide a parsonage or an allowance in lieu of? – If housing is provided in the pastor’s compensation package note, “YES” and if not mark “NO.”
- 4.** Does the church provide the pastors with family health insurance? – If health insurance is included in the pastor compensation, mark “YES” and if not mark “NO.”
- 5.** Does the church provide the pastors with retirement contributions – If retirement contributions are included in the pastor compensation, mark “YES” and if not mark “NO.”

## **CHURCH STATS—STEWARDSHIP**

- 1.** Is it the intention of the church to participate in the Firstfruits Covenant? – The Firstfruits covenant replaced the 5% program. The local church can voluntarily remit a tithe from the income of the church less the designated offerings for district and national support of ministries.
- 2.** Is your church interested in any of the following areas of stewardship?
  - Financial Stewardship Training** - A presentation of personal finance with training tools for the family to reduce debt, enhance family relationships, understand Biblical concepts of tithes and offerings and estate planning.
  - Capital Campaign** – Designed for churches planning to build or enter into an expansion project in the next 24 months.
  - Planned Giving/Will Clinics** – Presentations for donors interested in preparing personal estates for family and charitable contributions.
  - Minister’s Retirement** – A tax sheltered retirement plan for Pentecostal Church of God ministers.
  - PCG Extension Fund** – The Extension Fund provides competitive loans for expanding Pentecostal Church of God ministries or restructure of current financing. Investments opportunities exist for constituents of the Pentecostal Church of God for bond investing or Individual Retirement Accounts.

## **CHURCH STATS—STAFF**

Position – Indicate which of the staff positions are filled in your church and whether they are full-time or part-time. Full-time staff are employed for 30 hours a week or more and part-time is for less than 30 hours a week.

## **CHURCH STATS—ENVIRONS**

Church Locality – Based on the most recent population data, please denote the code for the size surroundings where your church is located. Use the description that fits the best:

- CN – Country: Located in an area of open country, not adjacent a village, town or city.
- VG – Village: Community of a population of 999 or less
- TW – Town: Population of 1,000 to 4,999.
- SC – Small City: Population of 5,000 to 9,999
- MC – Medium City: Population of 10,000 to 49,999
- LC – Large City: Population of 50,000 +
- IC – Inner City: Downtown area of a large city
- NB – Neighborhood: Located in a large city but not in the downtown
- SU – Suburban: Located near a large city but not in the city limits

## **HOW ARE WE DOING? – YOUR OPINION PLEASE**

It is the goal of the general and district offices to serve the local church. How are we doing? What can we do to improve?