Submitting Data
for the Annual Statistical Report

astr

Office of
Archives, Statistics,
and Research

Objectives

To understand the data required to complete each of the statistical reporting tables,
and its correct placement
To understand the interconnectedness of the data on various tables

By Kathleen Jones, ASR Editor

1. **Churches and Membership**

Annual Report Page 1 (membership statistics) will be generated from the four quarterly reports submitted through MyReport. There is a training video available for MyReport.

2. **Denominational Employees**

Important Things to Remember
- Accuracy is essential. Other reports and comparisons, as well as analyses and research, will be based on these figures. Neatness and clarity are essential. Proof your work!
- See that all figures are properly punctuated—separate the millions, thousands, and hundreds with commas.
- The purpose of this report is to record a brief but comprehensive picture of the church's status in each field. Denominational employee data must account for every full time, part time, and casual employee, as well as literature evangelists who are all self-employed. (Do not include other contract workers.) Casual employees are those who are working for the denomination as temporary or "contingent" employees with pay.

Pages 2 & 3

NOTE: Beginning in 2015 you have seen new sub-columns for nearly every column that has been previously part of these reports. This is because some divisions have begun to issue credentials to part time employees. As of the 2015 Annual Council, this practice is NOW ACCEPTED BY POLICY. We have added columns so that these part time employees may be correctly counted.

All full time credentialed employees should be listed in the "FT" (full time) employee sub-columns. Record part time credentialed employees in the "PT" (part time) sub-columns. Casual employees should be listed in the "C" sub-column and may not be issued credentials.

NOTE: An employee must work *at least* 15 hours per week in order to qualify as part time.

Page 2
Remember: no person shall be included in more than one category at the same time. Missionary Credentials and Missionary Licenses are to be issued to non-ministerial employees.

(The number of the instruction corresponds with the number of the column on the report form.)

22a-24. Credentialed Employees. Ministerial credential, commissioned minister credential, commissioned ministry of teaching credential, administrative ministries credential, and missionary credential to whom the local conference or mission has granted credentials, whether in conference or institutional work, are to be reported in their respective columns. Bible instructor credentials are to be reported as commissioned ministers, except in divisions where commissioned minister credential is not used, then give them a missionary credential.

1		22a		22b		23a		23b		24	
										DENOMINATI	
		Ministerial Credential		Commissioned Minister Credential		Comm. Ministry of Teaching Credential		Administrative Ministries Credential		Missionary Credential	
ORGANIZATION (Alphabetically below)		FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
etically next											

25a-27. Licensed Employees. Employees to whom a conference or mission has granted licenses should be reported in their respective columns, whether employed by conferences or institutions. Bible instructor licenses are to be reported as commissioned ministers licenses, except in divisions where the commissioned minister license is not used, then give them a missionary license.

25a		25b		26a		26b		27	
TIONAL EMPLOYEES									
Ministerial License		Commissioned Minister License		Comm. Ministry of Teaching License		Administrative Ministries License		Missionary License	
FT	PT	FT	PT	FT	PT	FT	PT	FT	PT

29. All Other Employees. Include here all conference and mission employees *to whom credentials or licenses have not been issued*, such as office assistants, helpers, academy or church school teachers, etc. who are working full time, part time or as casual employees and receiving denominational pay. Do not include lay preachers or others not on denominational payrolls.

29			
All Other Employees (anyone without a credential / license)			E
FT	PT	Casual	

NOTE: Separate these employees into the full time (FT), part time (PT), and casual sub-columns. For this category *ALL* divisions should have employees in each of these sub-columns.

31. Honorary/Emeritus Credential Only. Former employees receiving honorary/emeritus credentials will be reported by the unions granting such papers. On the union line, report all such employees in one figure for each union. (Exception: attached fields may list them out.) Only report those who were *given* an honorary credential!

28a. Literature Evangelists: Credentialed and Licensed. Only regular book and periodical literature evangelists who hold literature evangelist credentials or licenses are to be reported in this column.
28b. Literature Evangelists: Interns or Other Full Time. All other regular full time LE's who are not yet credentialed or licensed.
28c. Literature Evangelists: Part time. Those literature evangelists who are working part time (not to include summer students.)

Total for 28a, 28b, and 28c (calculated by formula):

32-34. Active Employees columns. In these three columns record the number of regular full time, part time, and casual employees from the columns 22a through 27, and column 29. *Do not* include the Literature Evangelists columns 28a-28c.

30. Total Active Employees. This figure is the total of columns 22a-29 (except Column 28!). The vertical total for this column is to be checked against the horizontal grand total of all totals in columns 22a-29 (except Column 28!). These two figures are to be the same.

<u>Page 3</u>

- The columns provide space for denominationally employed workers by <u>type</u> of employment.
- Notice there is a section for General Employees and a section for Institutional Employees.
- The rows provide space for all credentials and licenses.
- Each employee is to be accounted for by row *AND* by column.
- List all honorary/emeritus (retired) employees in the last column. Credentialed only—do not list any who are licensed!

Example. A full time licensed missionary who works in an educational institution but is not a teacher would be tabulated in the box where the Missionary License row and the Others in Educational Institutions column intersect. (Primary Schools are not educational institutions.)

General Employees   Institutional Employees

NOTE: Some combinations of credential and type of employment *are not valid*. The squares for these combinations are grayed out and no data should be placed there. For example, an Administrative Ministries Credential or License is only issued to someone who is NOT in direct evangelistic and pastoral work.

Also, of those holding Ministerial Credentials, *only* the ones who are employed as pastors/ associate pastors of a congregation or who are employed by a conference/union specifically as an evangelist should be listed as an evangelistic and pastoral employee. An individual with a Ministerial Credential who holds an elected position at the conference level or above should be listed as doing administrative work.

The row totals of each credential and license category must equal the column totals of columns 22a to 29 on page 2.

The total of the column "Total Active Employees" on page 3 must equal the total of column 30 on page 2.

The total of the column "Honorary/Emeritus Credentialed Employees" on page 3 must equal the total of column 31 on page 2.

Page 3: Classification of Employees

Ministerial Credential—ordained ministers of the gospel

Ministerial License—not ordained, ministerial employees who have demonstrated a divine call to ministry who will eventually be ordained

Commissioned Minister Credential—associates in pastoral care with five or more years of experience. (i.e. Bible instructors; GC, division, union, local conference/mission treasurers and departmental directors including associate and assistant directors; institutional chaplains; presidents and vice presidents of major institutions; auditors)

Commissioned Minister License—associates in pastoral care, less than five years of service

Commissioned Ministry of Teaching Credential—a school teacher with six or more years of service

Commissioned Ministry of Teaching License—with three or more years of experience

Administrative Ministries Credential—non-ministerial employee in a leadership position with 5 or more years in denominational employment (must be salaried and a union, conference, or institutional officer, administrator, director, or associate director)

Administrative Ministries License—non-ministerial employee in a leadership position with less than 5 years in denominational employment (must be salaried and a union, conference, or institutional officer, administrator, director, or associate director)

Missionary Credential—five or more years of service (this includes regularly employed institutional and office employees)

Missionary License—less than five years of service

Literature Evangelist Credential—permanent, regular self-employed literature evangelist (who sells products furnished by official SDA publishing houses) who have completed 12 months of work and have met other requirements

Literature Evangelist License—full time beginners who have worked at least three months and have reached the other requirements

Literature Evangelist Intern—a new recruit who holds an identification card

All Other Regular Employees—are full time, part time, or casual workers who receive denominational pay *and have not been issued credentials or licenses*

Ministry of Teaching License—entry level teachers. Report in "All Other Regular Employees" column/row.

Full-Time Denominational Employee—must be on the payroll of an SDA institution/primary school and receive service credit for their work

Special Cases
- Colleges—report employees on the union line
- Academies and lower—report employees on the conference line
- Adventist Book Center Employees—Report under the "Administrative, Promotional, Office & Misc Employees" column. Exception: for ABC's run by Publishing Houses, report their employees as "Publishing House and Branch Employees."
- Adventist World Radio Employees—classified as "General Employees," not institutional employees
- Healthcare Employees—healthcare institutions owned and operated by a conference count as conference employees. Healthcare institutions owned and operated by a corporation count as employees of the union where they are located.

Page 5
- Column 1. Division, Union, and Country. This column will be filled in when you receive the form. The countries in this list should correspond with the countries in MyReport. If any unions change during fourth quarter and the change is not reflected on this form, please update.
- Column 2. Ministerial Credential (Ordained Ministers). The purpose of reporting ordained ministers in this table is to show how many are working on the "front lines" as full time pastors (or evangelists). Enter the number of ordained ministers working in each country. Do not include those who appear on the division and union lines on Page 2 (those who serve in administrative positions at the division and union level; nor any who work in local field offices.) The total Ordained Ministers reported on page 5 for your division should be the same as reported on Page 3, on the Ministerial Credentials row, in the first cell for Evangelistic and Pastoral Employees column.

Division, Union, and Country	Ordained Ministers
1	**2**
EAST-CENTRAL AFRICA	
Burundi Union Mission	
East Congo Union Mission *(Dem. Rep. of Congo, in part)*	
East Kenya Union Conference	
Kenya *(Kenya, in part)*	
Somalia	
Ethiopian Union Mission	
Djibouti	
Ethiopia	

The union totals on this form must agree with the matching union's report—the first cell on Page 3, on the Ministerial Credential row.

Type of Credential or License	Evangelistic and Pastoral Employees	
	FT	PT
Ministerial Credential		

Counts by country must add up to their union's total.

Reporting Deadline: Pages 2, 3, and 5 must be submitted by March 31.

3.   Missionary Table

MISSIONARIES																			
NEW MISSIONARY ARRIVALS										**MISSIONARIES CURRENTLY SERVING**									
Tentmakers	Waldensian Students	Contract Workers (if not in home country)	1000 Missionary Movement Workers	Pioneer Missionary Movement Workers	Intra–Division/ Inter–Union Workers (if not in home country)	Intra–Union Workers (if not in home country)	One Year of Mission Workers		Total	Tentmakers	Waldensian Students	Contract Workers (if not in home country)	1000 Missionary Movement Workers	Pioneer Missionary Movement Workers	Intra–Division/ Inter–Union Workers (if not in home country)	Intra–Union Workers (if not in home country)	One Year of Mission Workers		Total
									0										0

This table now contains information which must be supplied by the division. Only division totals are needed; do not break down the numbers by union or local fields.

New Missionary Arrivals: For each of the categories on the spreadsheet, count the number of individuals who:

   a.   are not IDEs (interdivision employees)
   b.   are working in your territory but not in their country of citizenship
   c.   began work within the calendar year, for periods exceeding two months

NEW MISSIONARY ARRIVALS									
Tentmakers	Waldensian Students	Contract Workers (if not in home country)	1000 Missionary Movement Workers	Pioneer Missionary Movement Workers	Intra–Division/ Inter–Union Workers (if not in home country)	Intra–Union Workers (if not in home country)	One Year of Mission Workers		Total
									0

Missionaries Currently Serving:
For each of the categories on the spreadsheet, count the number of individuals who:

a. are not IDEs (interdivision employees)
b. are working in your territory but not in their country of citizenship for two months or more

MISSIONARIES CURRENTLY SERVING								
Tentmakers	Waldensian Students	Contract Workers (if not in home country)	1000 Missionary Movement Workers	Pioneer Missionary Movement Workers	Intra-Division/ Inter-Union Workers (if not in home country)	Intra-Union Workers (if not in home country)	One Year of Mission Workers	Total
								0

For each section on the form ("New Missionary Arrivals" and "Missionaries Currently Serving"), an individual must meet ALL of the criteria in order to be counted.

"Missionaries Currently Serving" *will include* all of the individuals counted as "New Missionaries" of the current year plus those who are currently serving in the mission field. This count is to be a total of all who are "new" and are "currently serving," for the entire year, not just those who exist at end of year.

Reporting Deadline: Missionaries Table must be submitted by March 31.

4. **Broadcast Ministries Table**

Radio Section   TV Section   Production Section

Organization (Union/Conference/ Mission/Field)	AM/FM and Internet Radio Stations Owned and Operated by SDA Church Please list individual radio station information below by clicking on "Radio Stations" tab		Total Number of Hours Broadcast Annually "Purchased" on Other Radio Stations)	TV Channels (including Internet) Owned and Operated by SDA Church Please list individual TV station information below by clicking on "TV Stations" tab		Total Number of Hours Broadcast Annually "Purchased" on Other TV Stations	Media Centers/Production Studios					
	Do not include radio stations owned by lay people			Do not include satellite channels or TV stations owned by lay people			No. of Media Centers/ Production Studios (List media ctrs by clicking on "Media Ctrs" tab below)	No. of Languages Produced (List languages by clicking on "Media Ctrs" tab below)	Radio Programs: No. of Hours Produced Annually	No. of Audio Podcasts Published Annually[1]	TV Programs: No. of Hours Produced Annually	No. of TV Podcasts Published Annually
	Number of Radio Stations	Number of Hours Broadcast Annually (SDA Owned Stations Only)		Number of TV Stations/ Channels	Number of Hours Broadcast Annually (SDA Owned Stations Only)							

Note: Columns New in 2014

This report contains separate tabs for compiling the information from each individual radio station, TV station, and media center.

The totals from each of these tabs should be carried over onto the main Report Form.

Sample forms are also included.
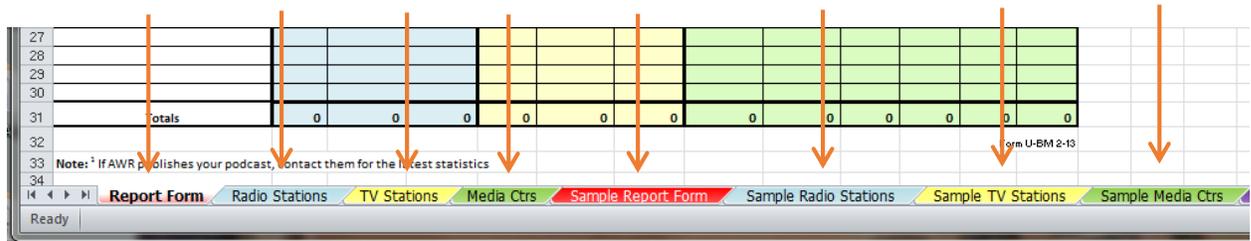
Reporting Deadline: Broadcast Ministries report must be submitted by June 15.

5. Countries or Areas of the World Where SDA Work Is or Is Not Established

Established work exists in a country or area of the world when one or more of the following criteria have been met:
(1) when an organized church meets regularly;
(2) when a mission station, healthcare facility, or school is functioning regularly; or
(3) when a regular full-time denominational employee is based in the country carrying on outreach or soul-winning activities through such units as a Sabbath school, an organized company, or a language school.

Seventh-day Adventist work is not considered to be established in a country or area when it is limited to a series of evangelistic meetings, literature-evangelist work not based there, scattered Sabbath keepers, employees traveling through, or temporary service by regular employees, student missionaries, or other volunteer employees.

- Review all countries on the list, making modifications as necessary.
- If SDA work is established in a country, indicate with a "YES."
- If SDA work is NOT established in a country, indicate with a "NO."

Div	Country Name	SDA Work Established?
ESD	Afghanistan	NO
ESD	Armenia	YES
ESD	Azerbaijan	YES
ESD	Belarus	YES
ESD	Georgia	YES
ESD	Kazakhstan	YES
ESD	Kyrgyzstan	YES
ESD	Moldova, Republic of	YES
ESD	Russian Federation	YES
ESD	Tajikistan	YES
ESD	Turkmenistan	YES
ESD	Ukraine	YES
ESD	Uzbekistan	YES

For any value that is changed, please change the fill color, to indicate a change. Use:
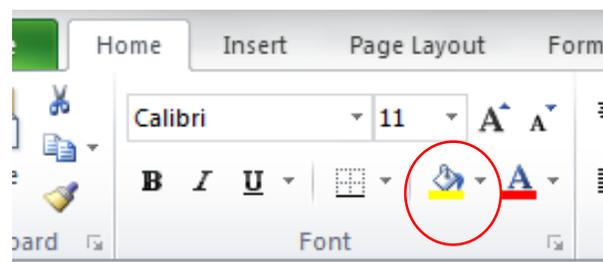
<p style="text-align: center; color: red; font-weight: bold;">Reporting Deadline: Countries/Areas Where SDA Work is or is not Established report must be submitted by June 15.</p>

6. **Languages and Dialects Used for SDA Work; Published and/or Oral**

If Seventh-day Adventist publications are printed in a language, enter "YES" in the IsPublished column. The SDA Languages in print list should include all internal SDA publications as well as external SDA publications.

If Seventh-day Adventist work is being conducted using a language, but no materials are printed, enter "ORAL ONLY" in the IsPublished column.

| Div	Country Name	ISO Lang Code	ISOLangName	Is Published?	Location
EUD	Spain	BSQ	Basque	ORAL ONLY	Basque region, Navarra
EUD	Bulgaria	BUL	Bulgarian	YES	
EUD	Austria	BUL	Bulgarian	ORAL ONLY	
EUD	Spain	CLN	Catalan	YES	Cataluna, Mallorca
EUD	Andorra	CLN	Catalan	ORAL ONLY	
EUD	Czech Republic	CES	Czech	YES	
EUD	Germany	ENG	English	ORAL ONLY	
EUD	Belgium	ENG	English	ORAL ONLY	

ISO Language Codes for languages can be found on the www.ethnologue.com website. They are based on the ISO 639-3 standard. (If the ISO Language Code column contains a number, Archives and Statistics personnel were not able to identify that language in the Ethnologue.)

An Asterisk (*) beside a language name means the language is not listed in the 2015 edition of the "Ethnologue," a list of world languages (http://www.sil.org/), or may not be spelled the same as in the Ethnologue.

If a new language needs to be added to the list, enter the appropriate information for each column, and highlight the row.

If a language in this list is no longer used orally and is no longer used for publications, type "NO LONGER USED" in the IsPublished column, and highlight. Do not highlight any information that is not being revised.

For any information that is changed, please change the fill color, to indicate a change. Use:
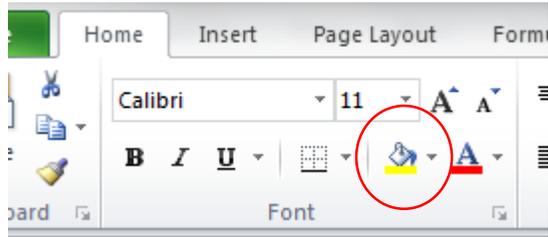
Reporting Deadline: Languages report must be submitted by June 15.

7. **Departmental Reports**

The following departments submit reports through their union/division counterparts
- ADRA
- Children's Ministries
- Education
- Healthcare
- Publishing
- Sabbath School and Personal Ministries
- Women's Ministries
- Youth Ministries

**Reporting Deadline: Departmental reports must be submitted by April 30.
ADRA's report must be submitted by June 15.**

Thanks for contributing!