

# 2025 Statistical Report Questionnaire Preparation Worksheet

Note: The information below is what you will need to gather in order to fill out the Statistical Report Questionnaire at [BFC.org/stats](http://BFC.org/stats)

You do not need to fill out the form all at once. You may save it and return to it later. You can also print your responses.

The contact information from this questionnaire is used by our boards and departments to share relevant ministry information throughout the year. The church statistics are reviewed by the Board of Church Health. The financial information is used to calculate your yearly assessment payment to the Executive Board. If you have any general questions about the form, contact Communications Coordinator Rachel Schmoyer at [rschmoyer@bfc.org](mailto:rschmoyer@bfc.org). If you have questions about the financial portion, contact Executive Director David Allen at [dallen@bfc.org](mailto:dallen@bfc.org). Call 610-398-8776 to reach Dave or Rachel.

## Contact Information

- Name of Church
- Church info changes since last year (Physical Address of Church, Mailing Address of Church, Church Phone Number, Church Email Address, Church Website Address)
- Name and Email of Senior Pastor
- Names and Email of the rest of the Pastoral Staff
- Name and Email of Secretary/Administrative Assistant (if changed since last year)
- Mission's Committee Contact Person Name and Address

## Church Leaders and Officers

- Number of BFC Ordained/Licensed Ministers who are members of your church.
- Please list the BFC Ordained/Licensed Ministers who are members of your church whether or not they actively attend. Also list their designation (Ordained, Licensed, Ordained Retired, Ordained Missionary, Ordained Chaplain, Ordained Other, Ordained Non-BFC Ministry, Ordained Between Calls)
- Name and Email of Women's Ministry Leader(s)
- Name and Email for Children's Ministry Leader(s)
- Name and Email of Youth Ministry Leader(s)
- How many men are currently on the Board of Elders?
- List all current non-ordained elders (name, email, occupation)
- List corporate officers (President, Vice-President, Secretary, Treasurer)
- Number of Deacons
- Who is your Conference Delegate(s)?

## Child Abuse Protection

- Do you have Child Abuse Protection Guidelines in place (as required by 407-7)? *(yes, no, tell me more)*
- Do you have background checks on file for every pastor, elder, deacon, church staff member, children/youth ministry volunteer, and others that may come in contact with children at your church? These checks are required by 204-1.7, 204-4.5, 204-5.2, and 404-5? *(yes, no, tell me more)*

## Congregational Meeting Minutes

The duties of the Committee to Examine the Minutes of Particular Churches are now being fulfilled by the Board of Church Health. To turn in your minutes to the Board of Church Health, please upload your congregational minutes below. *(Form has a place to upload files from your computer. Files can be PDF, Word, JPG, PNG, and more)*

Include:

- status of the work (reports from elders, deacons, and ministries),
- financial statements including a balance sheet,
- elders' signed agreement with Articles of Faith and willingness to endeavor to follow the Principles of Order, and
- verification that any petitions circulated for consideration at Conference have been adopted by the congregation.

If you prefer to mail in a hard copy of the Congregational Meeting Minutes and other documents listed above, please mail to:

Board of Church Health  
c/o Bible Fellowship Church  
PO Box 3555  
Allentown PA 18106

You may also email the documents to [Communications@bfc.org](mailto:Communications@bfc.org)

## Church Membership Activities

Number of baptisms in 2025	S
Membership as listed in the 2025 Yearbook	
Number of members added in 2025	
Number of members removed in 2025	
Net Increase or Decrease in 2025	
Total Membership as of December 31, 2025	
Average worship service attendance in 2025	
Average number of children/youth who attend Sunday morning worship gatherings	
Total Church Family Size (all people who consider your church their home church)	
Total number of small groups (can include adult Sunday school classes, Bible studies, Prayer Meetings, Life Groups, etc)	
Total number of people who regularly attend a small group	
Number of laypeople who volunteer for at least one aspect of church life ministry	

## Facility Statistics

Do you rent or own your worship facility?	
What is the maximum seating capacity of the room you use for your weekly worship service?	
Number of parsonages	
Total debt on facilities (round to nearest dollar)	

## Assessment

*Not all types of income are included when calculating a church's assessable income.*

*The following are EXEMPT when determining assessable income:*

- proceeds from loans and mortgages*
- appropriations or loans made by BFC Executive Board or Department*
- investment earnings on donor restricted assets*
- donor designated offerings for the purpose of benevolence over and above any funds from the church budget*
- income generated by or for para-church organizations (preschool, grade school, etc)*
- special offerings specifically designated for relief efforts, guest speakers, concerts, and performances*
- donor designated offerings given to support a church sponsored missions trip*
- funds raised for a church sponsored building fund before and during construction*
- funds raised to purchase new or to expand existing church property prior to actual purchase*
- restricted memorial gifts or bequests*
- funds given towards the purchase of specific property or equipment to another non-profit organization or missionary*
- donor designated gifts of securities*

Please enter income totals. **WHOLE NUMBERS ONLY!**

Unrestricted Offerings given to support operating budget	
Rental Income	
Unrestricted bequests	
Unrestricted memorial gifts	
Donor designated offerings for specific expenditures in the operating budget	
Investment earnings on unrestricted funds such as interest and/or dividends	
Selling price of donated securities	
Post-construction building or expansion receipts used for payments of principal and/or interest, if not already included in operating budget	
Faith Promise Offerings	
Offerings given towards the purchase of specific equipment used in the normal operation of the church	
<b>Total Assessable Income (automatically calculated by form)</b>	
<b>Total Income from All Sources (Assessable income plus non-assessable income)</b>	

**Conference Disbursements-WHOLE NUMBERS ONLY**

BFC Assessment	
BFC Board of Missions	
BFC Church Extension	
BFC Life Committee	
Victory Valley	
Pinebrook Educational Foundation	
<b>Total Conference Disbursements (automatically calculated by form)</b>	

**Ministry Staff Disbursements**

Senior Pastor's Salary	
Senior Pastor's Benefits (including health benefits)	
Senior Pastor's Housing Allowance	
Other Church Ministry Staff Salaries and Benefits	
<b>Total Church Ministry Staff Salary and Benefits (automatically calculated by form)</b>	

**Operations Disbursements**

Debt Service	
Other Missions	
Benevolence	
Operating Costs	
<b>Total Operations Disbursements (automatically calculated by form)</b>	
<b>Total Disbursements (Conference, Ministry Staff, Operations) (automatically calculated by form)</b>	
<b>GRAND TOTAL DISBURSEMENTS including designated gifts</b>	

Please enter the name of the pastor or elder certifying the accuracy of this report.