

---

# Ezra Statistics Module Church User's Guide

---

A module of the Ezra  
Data Management  
System

---



**FINANCE & ADMINISTRATION**

General Council on Finance and Administration

THE UNITED METHODIST CHURCH

## TABLE OF CONTENTS

|                                |    |
|--------------------------------|----|
| Stats Home.....                | 2  |
| Logging In.....                | 2  |
| Welcome Panel.....             | 3  |
| Side Menu Bar .....            | 4  |
| Reports.....                   | 5  |
| Reports Menu.....              | 5  |
| Individual Church Reports..... | 5  |
| Church Reports .....           | 6  |
| Charts .....                   | 7  |
| Enter Stats.....               | 8  |
| Submit Stats .....             | 11 |

# CHURCH STATISTICS MODULE

## STATS HOME

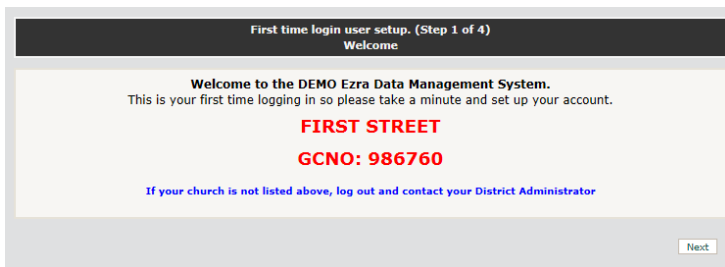
Ezra's Statistics module is designed to allow churches to submit their year-end statistics to the conference digitally.

## LOGGING IN

**First Log In** (\*If you have already logged in you can skip to the next section)

You can access the program by going to <http://ezra.gcfa.org>. Once there, log in with the information provided to you by your conference office. If you do not know your information, try contacting your conference office.

1. The first time you log into the program, you will go through a few initial steps to set up your user. In the first step, your church and church GCNO is listed. If this is not your church, please contact your district or conference administrator. Click the **Next** button.



First time login user setup. (Step 1 of 4)  
Welcome

Welcome to the DEMO Ezra Data Management System.  
This is your first time logging in so please take a minute and set up your account.

**FIRST STREET**  
**GCNO: 986760**

If your church is not listed above, log out and contact your District Administrator

Next

2. Enter your name and contact information as requested. Click the **Next** button.



First time login user setup. (Step 2 of 4)  
Contact Information

Please enter your contact information below.

First Name:

Last Name:

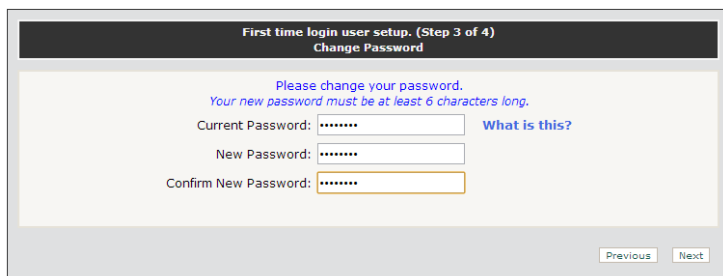
E-mail Address:

Home Phone:

Work Phone:  Ext.

Previous Next

3. Enter the current password and the new password that you would like to use. Confirm the password, then click **Next**.



First time login user setup. (Step 3 of 4)  
Change Password

Please change your password.  
*Your new password must be at least 6 characters long.*

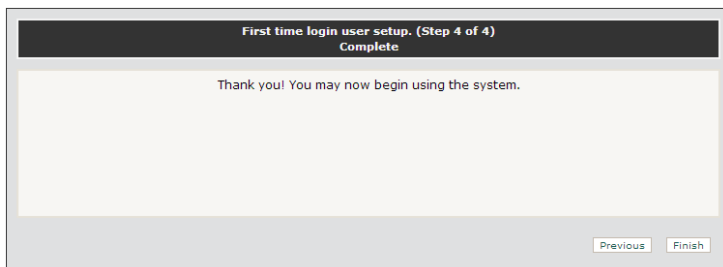
Current Password:  [What is this?](#)

New Password:

Confirm New Password:

[Previous](#) [Next](#)

4. Your log in setup is complete. Click the **Finish** button.



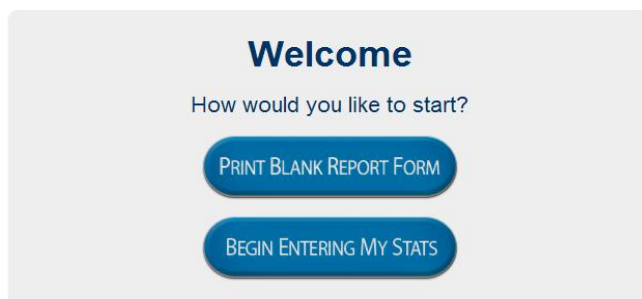
First time login user setup. (Step 4 of 4)  
Complete

Thank you! You may now begin using the system.

[Previous](#) [Finish](#)

## WELCOME PANEL

The **Welcome Panel** is the first thing you see after entering the Statistics module. The first thing you should do is print a blank report form to keep a hard copy of data entered in Ezra. This screen will show every time you log in until you have saved any changes to the tables.



**Welcome**

How would you like to start?

[PRINT BLANK REPORT FORM](#)

[BEGIN ENTERING MY STATS](#)

While reporting your statistics, the Welcome Panel will change to reflect your progress. You can click on the table names to go directly to the table.

### Welcome: Sheldon Cooper

#### Complete your Statistical Reports

The final date to enter statistical information was 3/15/2013.

|                      |   |   |                                    |
|----------------------|---|---|------------------------------------|
| Table 1 - Membership | ➔ | ✔ | 9/18/2014 - Completed              |
| Table 2 - Finances   | ➔ | ⚠ | 9/18/2014 - Completed (3 warnings) |
| Table 3 - Income     | ➔ | ⊘ | Not Started                        |

SPECIAL TABLES

|                |   |   |                   |
|----------------|---|---|-------------------|
| New Table      | ➔ | ⊘ | Not Started       |
| Submit Reports | ➔ | ⊘ | Not yet submitted |

Message From The Conference Office:  
**Please enter your statistics for this year. If you have any questions, please contact the conference contact on the right of the screen.**

#### SIDE MENU BAR

The side menu bar provides access to frequently asked questions, a user guide, and a shortcut to the Blank Report Form and the Reports page. The **Blank Report Forms** are available on the menu bar on the right. Click on the **Blank Report Forms** button to open the subordinate buttons.

**Menu**

FAQ ➔

User's Guide ➔

Blank Report Forms ➔

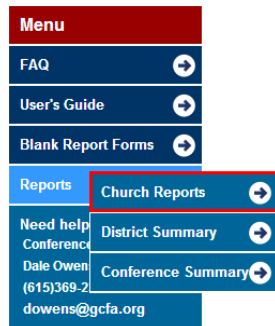
Reports ➔

**Need help?**  
Conference Contact:  
Dale Owens  
(615)369-2380  
dowens@gcfa.org

## REPORTS

### REPORTS MENU

Click the **Report** menu to activate the dropdown menu, then choose the desired report from the dropdown panel.



### INDIVIDUAL CHURCH REPORTS

Reports lists the type of reports that the module can automatically generate. Click on the hyperlink to download the desired report.

1. To print the Individual Church Stats Report, click the hyperlink.

### Statistical Reports

| Church Reports                                  |   |
|---|---|
| Statistics Reports and Forms                    | Need Help?  |
| <a href="#">Individual Church Stats Report</a>  | <a href="#">Church Users Guide</a>                        |
| <a href="#">Blank Church Input Form</a>         | <a href="#">Printable Line Directions (Enabled Lines)</a> |
| <a href="#">District Summary Stats Report</a>   | <a href="#">Church Warning Report</a>                     |
| <a href="#">Conference Summary Stats Report</a> |   |
| <a href="#">Church Stats Spreadsheet</a>        |   |

2. When the **Print Individual Church Input Forms** page opens, select the desired church then click the **Run Report** button.

**Print Individual Church Input Forms**

GCFA # - Align # - Church Name

|                               |
|-------------------------------|
| 986760 - 40401 - FIRST STREET |
|-------------------------------|

Print blank report with no church information only

*Note: Click Run Report then click the Download PDF link that appears next to the Run Report button to open the report.*

**Run Report**    Exit

Uncheck "Print All" to make individual selections.  
To select/deselect multiple churches use Ctrl+Click.

Select this checkbox to print a report without church information.

3. Click the **Download PDF** hyperlink to download the generated report.

**Download PDF**    Run Report    Exit

4. When finished, click the Exit button to go to [Statistical Reports](#).

---

## CHURCH REPORTS

This page allows the user to print the reported statistical numbers for churches.

1. Print All checkbox is automatically selected. If an individual report is desired, deselect the checkbox and select the desired church from the panel.
2. After selecting the desired church or churches, select the checkboxes next to the tables to print.
3. Click the **Run Report** button to generate the reports.
4. Select the type of report to download from the selection generated.
5. When finished, click the **Exit** button.

## Print Individual Church Reports

Print All

**GCFA # - Align # - Church Name**

|                              |
|------------------------------|
| 649605 - 02020 - ADAMSVILLE  |
| 651426 - 11020 - APPLE CREEK |

**Select the tables you want to print.**

Misc Data Sheet 1

Misc Data Sheet 2

Table 1

Table 2

Table 3

Compare to Previous Year

Show Enabled Lines Only

*Note: Click Run Report then click the Download PDF link that appears next to the Run Report button to open the report.*

[Download PDF](#)

[Download PDF \(Condensed\)](#)

[Excel Export](#)

*Uncheck "Print All" to make individual selections.  
To select/deselect multiple churches use Ctrl+Click.*

## CHARTS

Charts creates graphs of the data submitted for a particular church or a range of churches. Click on the hyperlink and the graph will appear on a separate page.

1. Click the desired information.

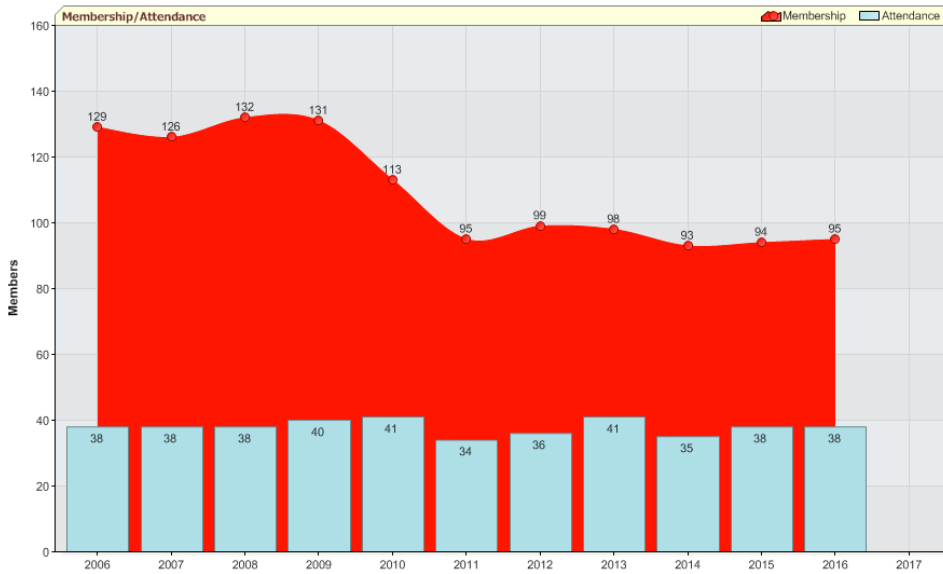
### Graphs

| Church Graphs                                 |   |
|---|---|
| <a href="#">Membership/Attendance</a>         | <a href="#">Membership Growth</a>               |
| <a href="#">Avg. Sunday School Attendance</a> | <a href="#">Received By Profession of Faith</a> |
| <a href="#">Apportionment Percent Paid</a>    | <a href="#">Church Summary Report</a>           |

2. The information will be generated, then displayed.



Asbury - Bartow 352586  
 GULF CENTRAL District  
 Florida Annual Conference



ENTER STATS

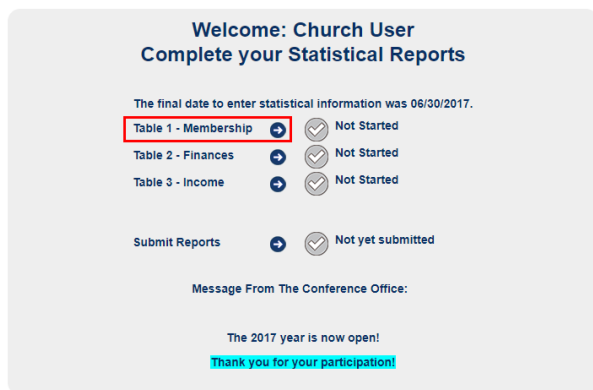
After a Conference is selected, the dropdown box will display the selected conference and the number of churches in the database that belong to that conference. To further narrow the results, enter the name of the church in the Church Name search box or any other information in the related search boxes, then click the Search button.

Commented [TB1]: What does 180 in the screen shot refer to?

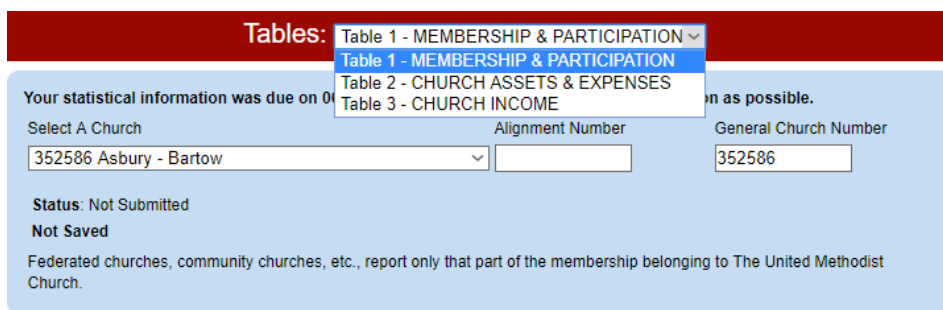
1. Select the year for the statistics that you are entering from the dropdown box.



2. Select the desired table to begin entering data.

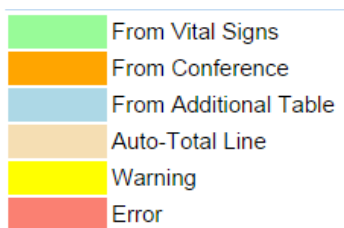


3. Select the desired table from the dropdown box. Your alignment number and GCNO will automatically prepopulate.



4. Use the form that you filled out manually to populate the selected table. As you fill out the table the lines will reflect any errors or concerns.

Refer to the color guide for the color-coded issues.



Make sure to save your work as you go.

Employer (Federal) Id Number:  Please enter your EIN if known. What is this?

**Save**

| Line #   | Description   | 2016 Value                     | 2017 Value                      | Line # |
|--|---|--------------------------------|---------------------------------|--------|
| <b>Professing Membership</b><br>Lines 1-4 below capture your local church's membership changes for the reporting year. |   |                                |                                 |        |
| 1  | <b>Total professing members reported at the close of last year</b><br>Enter here the figure reported on Line 9 of last year's Local Church Report. Do not use this line to correct the previous year's report. If possible, this line should be provided by the annual conference statistician. | 94                             | <input type="text" value="95"/> | 1 ?    |
| 2a   | Received this year on Profession of Faith other than confirmation   | <input type="text" value="3"/> | <input type="text" value="0"/>  | 2a ?   |
| 2b   | Received this year on Profession of Faith through confirmation  | <input type="text" value="0"/> | <input type="text" value="0"/>  | 2b ?   |
| 2c   | Membership restored by Affirmation of Faith   | <input type="text" value="0"/> | <input type="text" value="0"/>  | 2c ?   |
| 2d   | Added by correction   | <input type="text" value="0"/> | <input type="text" value="0"/>  | 2d ?   |
| 2e   | Transferred in from another United Methodist Church   | <input type="text" value="0"/> | <input type="text" value="0"/>  | 2e ?   |

**Table 1**  
Enter data rounded to the nearest whole number. Fields will not accept symbols (\$, %, ,, , etc). Example: 1999 instead of \$1,999.00

- From Vital Signs
- From Conference
- From Additional Table
- Apportionment Field
- Auto-Total Line
- Warning
- Error

- On Table 1, Line 1 will be automatically filled in from last year's Line 9 value.

| Line #   | Description   | 2016 Value | 2017 Value                      | Line # |
|--|---|------------|---------------------------------|--------|
| <b>Professing Membership</b><br>Lines 1-4 below capture your local church's membership changes for the reporting year. |   |            |                                 |        |
| 1  | <b>Total professing members reported at the close of last year</b><br>Enter here the figure reported on Line 9 of last year's Local Church Report. Do not use this line to correct the previous year's report. If possible, this line should be provided by the annual conference statistician. | 94         | <input type="text" value="95"/> | 1 ?    |

- Lines imported from the Conference or Auto-Total cannot be changed. Values from VitalSigns can be edited/overwritten.
- Once you are done entering in your values, click SAVE.

**WARNINGS and ERRORS:**

- Your conference has the option to have the system automatically check lines for increases/decreases or math errors.
  - If you report an item that triggers a warning, you have the option to edit the line (if it was incorrect) or enter in an explanation for the increase/decrease. Your conference will choose whether warnings must be corrected or explained in order to submit your report. If explanations are required, you will not be able to submit without entering an explanation.
  - All errors must be corrected -- tables cannot be submitted with errors.



## SUBMIT STATS

To submit your statistics to the conference, click **Submit Stats** link on the Main Menu. After the icons confirm the completion of the tables. Click **Submit Statistics** to send the tables to the conference.

### Submit your Statistical Reports

This is where you submit your statistics to the Conference Office. By clicking on the button below, you are submitting the information from Tables 1, 2, and 3. YOU WILL NOT BE ABLE TO CHANGE THIS INFORMATION unless you contact your district office.

|                      |   |   |                       |
|----------------------|---|---|-----------------------|
| Table 1 - Membership | + | ✓ | 9/18/2014 - Completed |
| Table 2 - Finances   | + | ✓ | 9/23/2014 - Completed |
| Table 3 - Income     | + | ✓ | 9/23/2014 - Completed |
| SPECIAL TABLES       |   |   |                       |
| New Table            | + | ✓ | Not Started           |

**Congratulations! You are ready to submit your stats!**

Please enter any comments you wish to share with the Conference regarding these statistics.

Click **OK** to confirm the submission.

**The page at ezra.gcfa.org says:**

Are you sure you want to submit your information?  
You will NOT be able to change the data on any of the tables.