



METHODIST CHURCH OF NEW ZEALAND

**STATISTIC FORMS JUNE 2018
CHECKLIST**

IMPORTANT: PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE STATISTICS FORMS AND FINANCIAL STATEMENTS

The dates listed in the table below are a checklist to give you a clear record of key and due dates for each of the attached forms.

Pin this page on the wall or place it somewhere that it will easily be seen as a reminder of what needs to be done and the due dates - tick off each box as you complete the tasks.

STATISTICS COLLECTED AND ENTERED ON FORMS	TIMEFRAME	COMPLETED
Baptisms	During period 1 July 2017 to 30 June 2018	
Dedications	During period 1 July 2017 to 30 June 2018	
Confirmations/Professions Of Faith	During period 1 July 2017 to 30 June 2018	
Persons Under Pastoral Care (excluding members)	As of 30 June 2018	
Households and Families actively involved in the Church's Stated Mission (estimate of families engaged)	As of 30 June 2018	
Attendance at Worship (average weekly)	For the month of June 2018 only	
Christian Formation (average weekly attendance)	For the month of June 2018 only	
Leadership (number of people involved)	As of 30 June 2018	
People Employed in the Parish (average week)	During period 1 July 2017 to 30 June 2018	
People Employed in the Parish	As at 30 June 2018	
Paid Hours of Work (average week)	During period 1 July 2017 to 30 June 2018	
Volunteers in the Parish (number of people in an average week)	During period 1 July 2017 to 30 June 2018	
Volunteers in the Parish (hours contributed in an average week)	During period 1 July 2017 to 30 June 2018	
Annual Return to be lodged with the Charities Commission	31 December 2018	

FORMS RETURNED TO THE CONNEXIONAL OFFICE	DUE DATE	COMPLETED
Completed online or paper based Statistics Form M2	Friday 10 August 2018	
Financial Statements for the year (with audit or review report when required)	Friday 12 October 2018	