



ADMINISTRATIVE RESOURCES

FOR YOUR CONFERENCE

GCFA Mission Statement

The General Council on Finance and Administration serves through financial and administrative ministries that enable the fulfillment of the mission of the United Methodist Church.

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Subscribe to GCFA's Monthly Newsletter, the Collaborator.

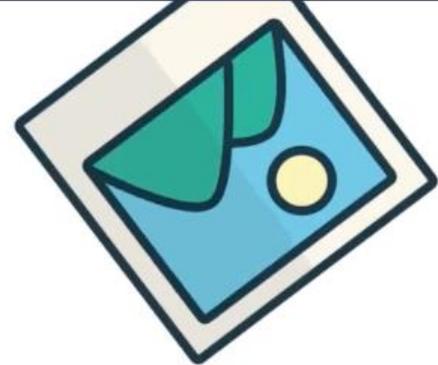
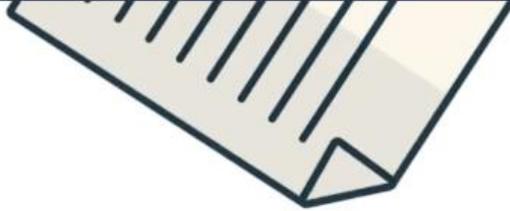
www.gcfa.org/subscribe



Examples of Recent Articles:

- [Saying Goodbye to Windows 10 – Did you know Windows 10 support ends Oct. 2025?](#)
- [Extensive Guide to Church Audits](#)
- [It's Not Too Late – Guide to Clergy Housing Allowance](#)

GCFA.org – Visit Today!



UMC SUPPORT
Providing Solutions. Sustaining Ministries

Subscribe to the Collaborator for 2025

Stay connected in 2025 with our newsletter, The Collaborator. Each month, you'll receive free resources, helpful insights, and practical tools to support your ministry and administrative work. It's an easy way to stay informed and access support for your church. Sign up today!

Subscribe Now!


Webinars


Latest Resources


News


Newsletter Sign-Up

Quad Training

GCFA.org/forms

The screenshot displays the top navigation bar of the GCFA.org website. On the left, it says "FINANCE & ADMINISTRATION" with a small logo. The main navigation menu includes "Services", "Forms", "Reports", "Partners", "Resources", and "Give". On the right, there is a search bar with the text "Search..." and a language dropdown menu set to "EN".

Forms and Resources

The main content area features a grid of six service categories, each with a representative image and text overlay:

- Data Services**: Image of hands pointing at a tablet displaying a bar chart.
- Financial Services**: Image of a stack of books or documents.
- Legal Services**: Image of a hand holding a gavel.
- Local Church Forms**: Image of the interior of a church with a cross on the wall.
- Treasurer Resources**: Image of a church building in a scenic, mountainous landscape.
- DS Resources**: Image of a stack of papers or forms.

Below the grid, there is a section titled "Looking for Reports or Resources" with two buttons: "Reports" and "Resources".

On the right side of the page, there is a vertical red banner with the text "Quad Training".

Data Services **Forms**

Data Resources

Statistical Tables

Current Statistics

Central
Conferences
Data Resources

Data Services

[History of Data Collection](#)

[Data Sharing Policy](#)

[Understanding Data Terms for Tables I, II, & III](#)

[2017-2020 Tables I, II, and III: English Version](#)

[2017-2020 Tables I, II, and III: Korean Version](#)

[2017-2020 Tables I, II, and III: Spanish Version](#)

[Understanding Data Terms for Tables I, II, & III](#)

Largest Churches by Attendance – Visit www.umdata.org

Largest Churches by Membership – Visit www.umdata.org

[Denominational Statistics](#)

[Central Conference Training Slides](#)

BAC ([English](#) | [French](#) | [Portuguese](#) | [Swahili](#))

BAC Instructions ([English](#) | [French](#) | [Portuguese](#) | [Swahili](#))

Stats Form ([English](#) | [French](#) | [Portuguese](#) | [Swahili](#))

Leadership Form ([English](#) | [French](#) | [Portuguese](#) | [Swahili](#))

Helpful Data Forms/Resources



[Data Sharing Policy](#)



[Statistical Tables I, II, and III in English, Korean, and Spanish](#)



[Understanding Data Terms for Tables I, II, and III](#)

Financial Services Forms/ Resources



Local Church Resources:

Local Church Audit Guide: This packet includes; definitions, tips for selecting an auditor, examples of types of funds, checklists and more guidance for local churches.

- [Local Church Audit Guide](#)
- [Local Church Audit Guide FAQs](#)
- [Local Church Audit Guide Recommended Procedures Appendix A](#)
- [Local Church Audit Guide Internal Control Checklist Appendix B](#)

Financial Services Forms/ Resources



Accountable Reimbursement Policy:

options for churches with sample policies, expense forms, and questions and answers.

- [Accountable Policy Sample Expense Form](#)
- [Accountable Reimbursement Policy Q&As](#)
- [Accountable Reimbursement Policy Short Form](#)
- [Accountable Reimbursement Policy Long Form](#)

Legal Services Forms/Resources

Administrative and Judicial Procedures

Handbook: This handbook is intended to serve as a guide to the denomination's administrative and judicial processes.

Cross and Flame

- Commercial Use of the Cross and Flame
- Cross and Flame Guidance
 - *Design,*
 - *Examples*
 - *Unauthorized Use*

Legal Services Forms/ Resources



Legal Manual:

- [Church Structure](#)
- [Local Church](#)
- [Personnel](#)
- [Property and Estate Planning](#)
- [Risk Management](#)



**Note: The Legal Manual will be updated through 2025. Be sure to [subscribe to The Collaborator](#) for regular updates!*

Legal Services Forms/ Resources



Tax Packet: The GCFA Tax Packet is a series of links to resources relating to clergy taxes, federal IRS issues, Deacon tax items, and miscellaneous policies and forms.

- [Clergy Housing Allowance](#)

Federal Tax Issues and IRS:

- [Employee or Independent Contractor?](#)
- [Episcopal Residence Information Reporting](#)
- [Unrelated Business Income Tax](#)

Legal Services Forms/ Resources

Tax Packet



Miscellaneous Items:

- [Benevolence Fund Policy](#)
- [Clergy Discretionary Fund](#)
- [Local Transportation Expenses](#)

Additional Legal Resources for Your Conference, Churches and Clergy

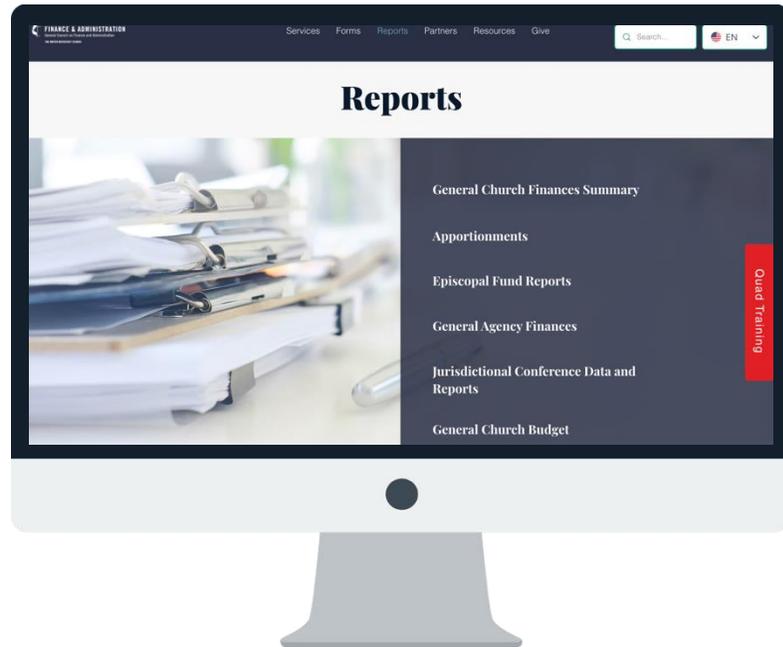
- [Sample 15 Passenger Van Policy](#)
- [Trust Clause Brochure](#)
- [Leasing by Third Party of Church Property](#)
- [Insurance Guidelines / Proper Coverage Standards](#)

**For more information or insurance resources, visit our sponsor, [United Methodist Insurance Program](#)*

GCFA.org/Reports



The Reports page is your general Church financial dashboard!



General Church Finances Summary:

- Financial Quarterly Video – stay up to date with the latest trends in collections
- Agency Reports: Headquarters Reports, Lists of Agency Assets and Liabilities, Audited Finance Statements
- Apportionments Information, Collections Reports, Finance Reports on Special Sundays

What About The Budget?



Budget information can currently be found at <https://www.gcfa.org/general-conference>

The Updated Financial Commitment Booklet will be published in Q1 2025 and found at [gcfa.org/budget](https://www.gcfa.org/budget). Look for The Collaborator or UM News for coming information!

Administrative Resources

Visit: [GCFA.org/resources](https://www.gcfa.org/resources) | Sort by Administrative Area!



[Services](#) [Forms](#) [Reports](#) [Partners](#) [Resources](#) [Give](#)



EN

Support For Your Ministry

At GCFA and UMC Support, our ministry services brand, our ministry is to help your ministry. If you have an idea or a need for a resource, please [contact us!](#)

- [Communicatons & Marketing](#)
- [Data Services](#)
- [Finance](#)
- [Human Resources](#)
- [Legal](#)
- [Informational Technology](#)
- [Travel & Meeting Planning](#)

Quad Training

Administrative Resources

Examples of Resources Include:

Visit: gcfa.org/resources



Communications:

- [Website Tips for Churches: Domain Best Practices](#)
- [Maintaining Church A/V Equipment Tips](#)

Finance:

- [Church Giving Best Practices Webinar](#)
- [Non-Traditional Revenue for Ministries](#)
- [Right-Size Your Ministry Budget \(Especially After Crisis\)](#)

Human Resources:

- [How to Screen Resumes to Find the Right Candidate](#)
- [Navigating the New I-9 Form](#)
- [Onboarding Checklist](#)

Administrative Resources



Examples of Resources Include:

Visit: gcfa.org/resources

Legal Resources:

- [All Things EIN Webinar](#)
- [Leased Church Property Insights](#)
- [Gift Receipts Webinar](#)

Information Technology Resources:

- [Common IT Scams \(The Biggest Threat Churches Don't Think They'll Face – Cybersecurity!\)](#)
- [Right-Sizing Your Ministry's IT](#)
- [Email Security Checklist](#)

Travel and Meeting Planning:

- [Guide to Planning Annual Conference](#)
- [Post-Event Guide: Proven Follow Up Tips](#)
- [Do You Have to Negotiate Contracts for Your Ministry?](#)

Meet Our Partners!

The Ministry Partner Program of The General Council on Finance and Administration was created with the vision of providing connection within the denomination. GCFA seeks to build relationships with vendors and businesses outside of the connection in an effort to provide vetted and approved services to United Methodist ministries. Our collective group of partners serve all the areas of the United Methodist Connection as we all work together to make disciples of Jesus Christ for the transformation of the world.

Trusted Partners to Support Your Ministry

UMC Support is dedicated to finding ministry partners that make the day-to-day life of your ministry run smoothly.

[Learn More About Our Partners](#)

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Ministry Brands Amplify+ is an all-encompassing church software platform that supports the pillars of healthy church operations, including community and discipleship, communication and engagement, financial stewardship, staff and volunteer effectiveness, and safety.

[Contact Us Today](#)

Other Ways To **Keep In Touch!**



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Even More Ways To **Keep In Touch!**

Need to Communicate – Communicator to Communicator?

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UMAC Board Member



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Director of GCFA Communications



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Thank You!



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www.GCFA.org



FINANCE & ADMINISTRATION

General Council on Finance and Administration

THE UNITED METHODIST CHURCH

**UMC
SUPPORT**

Providing Solutions, Sustaining Ministries