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.

Stay Up To Date **With GCFA!**

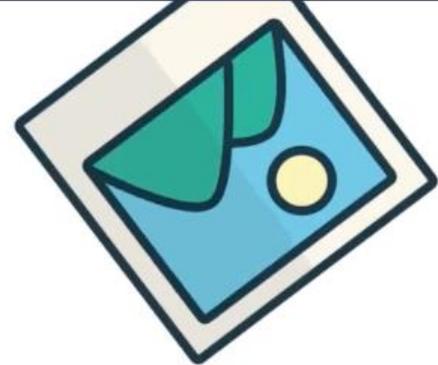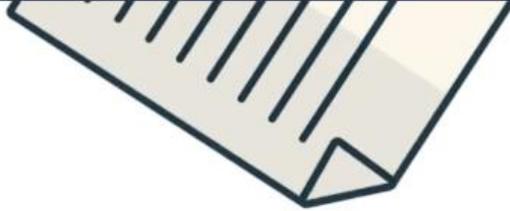**Subscribe to GCFA's Monthly Newsletter, the Collaborator.**
www.gcfa.org/subscribe

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!

GCFA.org/forms

Data Services **Forms**

Data Services

Data Resources

- History of Data Collection
- Data Sharing Policy
- Understanding Data Terms for Tables I, II, & III

Statistical Tables

- 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

Current Statistics

Largest Churches by Attendance – Visit www.umdata.org

Largest Churches by Membership – Visit www.umdata.org

Denominational Statistics

Central Conferences Data Resources

Central Conference Training Slides

BAC (English I French I Portuguese I Swahili)

BAC Instructions (English I I French I Portuguese I Swahili)

Stats Form (English I French I Portuguese I Swahili)

Leadership Form (English I French I Portuguese I Swahili)

Quad Training

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

Miscellaneous Items:
- Benevolence Fund Policy

- Clergy Discretionary Fund

- Local Transportation Expenses

Additional Legal Resources for Your Conference, Churches and Clergy
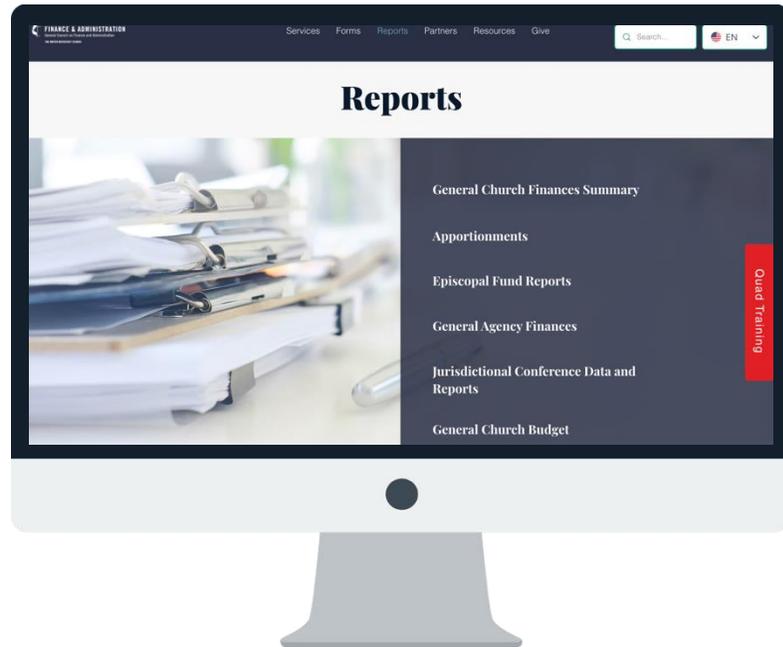- Sample 15 Passenger Van Policy

- 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. Look for The Collaborator or UM News for coming information!

Administrative Resources

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.

Other Ways To **Keep In Touch!**

Follow Us On Social Media!

UMC.GCFA

@UMC_GCFA

UMC_GCFA

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

Need to Communicate – Communicator to Communicator?

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Thank You!

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FINANCE & ADMINISTRATION
General Council on Finance and Administration
THE UNITED METHODIST CHURCH

UMC SUPPORT
Providing Solutions, Sustaining Ministries