



Monthly Statistical Report District Reporting Procedures

for District SSM Chairs and Statisticians

When is the district monthly statistics report due?

The monthly statistics are due to the Sunday School Ministries Department Office by 12:00 noon (central time) on the Friday following the last Sunday of each month. If we do not receive a report from you by the deadline, we will contact you at the beginning of the following week so we can complete our reports.

How do I submit a report?

Send your monthly statistics report via e-mail to ssm@nazarene.org. If unable to submit via e-mail, reports may be submitted by phone (1-800-221-6317) or fax (1-816-363-7092).

What information is required in the report?

Include the following district information in the report:

- Complete name of the district
- Average Sunday School Attendance* (i.e. the total of all the local monthly averages)
- Current Sunday School Responsibility List* (i.e. the total of all the local responsibility lists)
- Average Morning Worship Attendance* (i.e. the total of all the local monthly averages)
- Number of churches which have not submitted a report*

*It is not necessary to send each local church's statistics. If you choose to do so, please be sure you also include district totals for each of the above figures.

What should I do if a local church does not submit a report?

If a local church does not submit a report to your office,

- Contact the local church's office and request their monthly statistics. Multiple requests may be necessary.
- If you do not receive their statistics by the date the stats are due to the SSM office, use the attendance of that church from the previous year. (For example, if a church does not report their Sept. 2005 attendance, use their Sept. 2004 attendance when calculating your district averages.) If you do not receive a church's current responsibility list, use the last figures you received.
- **Please do not use a "0" in the case of a non-reporting church** (unless there was no one in attendance)!

Each month, include in your report the number of churches that did not submit a report (for which you used last year's averages). This number should be as close to zero as possible each month. If the number of non-reporting churches is consistently high, the total statistical report becomes less accurate. Please make all reasonable efforts to get actual figures each month from every local church.

What should I do if I receive a church's reports after I submitted the district report?

If you receive statistics from a local church after you have submitted your report to the general SSM office, please resubmit your statistical report. Even if the SSM monthly report has already been printed, the updated numbers will be added to the official record and used to make more accurate future comparisons.

