

Secretary's Statistical Report—Quarterly

Organization Reporting _____

Submitted by _____
Secretariat's Authorized Signature

For: _____ Quarter

Date Sent _____

Date Received _____

20 ____

1 ORGANIZATION	2a CHURCHES	2b COMPANIES	3 CHURCH MEMBERSHIP AT BEGINNING OF QUARTER	4 MEMBERS ADDED DURING QUARTER				5 MEMBERS SUBTRACTED DURING QUARTER					6 CHURCH MEMBERSHIP AT END OF QUARTER
				4a Baptisms	4b Professions of Faith	4c Letters Received	4d Adjustments	5a Letters Granted	5b Deaths	5c Dropped	5d Missing	5e Adjustments	
(List Division or Union here.)													
TOTALS													

Instructions for Completing
SECRETARY'S QUARTERLY STATISTICAL REPORT FORM
Form S-3s
General

Important. Accuracy is essential. Other reports and comparisons, as well as analyses and research, will be based on these figures. Submit an original typed copy or a computer-generated reproduction of this form. (See deadline data at end of instructions.)

Presentation of Figures. See that all figures are properly punctuated. Separate the millions, thousands, and hundreds with commas. Please do not use decimals, only whole numbers. If using an electronic form, do not use decimals or have the computer do the rounding. Enter only whole numbers.

Please send in a full report, to include the unions' pages as well as the division recapitulation page.

Scope. The purpose of the quarterly report is to record a brief but comprehensive picture of the church's status in each field. Membership data is to be an accurate summary of local church membership rolls.

INSTRUCTIONS BY COLUMN

(The number of the instruction corresponds with the number of the column on the report form.)

1. **Organization.** Use the latest *SDA Yearbook* as a guide for correct and full English names and their correct order, incorporating organizational changes that have occurred since the last *SDA Yearbook* was published. Reports filed by unions are to list the conferences/missions in alphabetical order, with the attached fields listed last. Reports filed by divisions are to list the union conferences/missions in

alphabetical order. Report attached fields after the last union. Do *not* separate union missions from union conferences.

2a. **Churches.** All regularly organized churches, including the conference/mission church, are to be reported.

2b. **Companies.** All companies recognized by the conference/mission are to be reported.

3. **Church Membership at Beginning of Quarter.** This figure must be identical with the church membership at the end of the previous quarter (column 6).

4d and 5e. **Adjustments Added...Adjustments Subtracted.** Enter here any positive (Col 4d) and negative (Col 5e) adjustments which need to be made to the church membership as a result of membership audits or other discovery of previous errors in reporting church membership. Do *not* use these columns to report items which should be reported in the other columns, such as transfers, deaths, dropped, or missing members.

4-5. **Members Added . . . Members Subtracted.** The additions and subtractions reported here, when combined with the figures in column 3, must equal what is reported in column 6.

6. **Church Membership at End of Quarter.** Column 3 plus columns 4a, 4b, 4c and 4d; minus columns 5a, 5b, 5c, 5d and 5e.

Reporting Deadlines

First Quarter May 31
Second Quarter..... August 31
Third Quarter..... November 30
Fourth Quarter..... February 28