



THE FREE METHODIST CHURCH IN CANADA

Church Annual Report

HELPER'S GUIDE

[Please do not fill out this document; it is just a guide for completing the online form].

Preamble

Thank you for the time and care you give each year to completing the Annual Report. We know this takes effort, and we want to make the process as clear and manageable as possible. In collaboration with some FM pastors and our Ministry Centre staff, we have refreshed and streamlined the form to focus on the essential information we are required to gather—both for our national work and for the World Conference. Before you begin filling out the online form, please take time to gather the information you need. The form is now divided into seven sections, and this helper document is here to guide you as you fill out each section and question. The questions in the helper document are designed to correlate and mirror those on the actual form, allowing you to follow through as you fill the form. If you have any questions about completing the form or encounter any technical issues, please contact us for assistance at support@fmcc.ca or **(905) 848-2600 ext. 0**.

Please submit report by February 28th

Network Leaders will be responsible for initial follow-ups and reminders to ensure the deadline is met. If the deadline is missed, your Regional Church Health Coach will reach out to you. After your report has been received and reviewed, your Regional Church Health Coach will contact you to discuss any necessary next steps.

Please complete one report per church.

Name of Person Completing Report:

Please enter the name of the individual submitting the online form. Typically, the Lead Pastor, in consultation with the Board and/or Ministry Team Leaders, completes this report, except for the Finance Section, which is filled out by the



Church Treasurer. However, if your church is in transition, the Delegate should complete the report. If the Board Chair is unable to do so, the Delegate should take responsibility for completing it.

The Email where a copy of your report will be sent:

Enter the email address where the person submitting the form can be reached. A copy of your report will also be sent to this address.

Section 1: General Church Information

1.1 Church Name:

Please select your church name and ID number from the drop-down menu

1.2 Church Info:

- Enter the Church Mailing Address:

Address Line 1

Address Line 2

City:

Province:

Postal Code:

- Enter the **Meeting Location** (if different from church mailing address – leave blank if it is the same as the church mailing address)
- Enter the **Church Phone Number**
- If your church has one, please list an email for your church office. If your church does not have an email address, please leave this blank.
- If your church has one, please list a URL for your **church website**. If your church does not have one, please leave this question blank.

1.3 Church Status:



Please check all that apply with regards to your Church Status - Transition, Church Plant, Society or Affiliate

1.4 Church Leadership:

- *Enter the name of the Lead Pastor(s). If your church has co-lead pastors, enter both names. If your church is in transition, leave this field blank.*
- *Enter the name and email of the current Board Chair*
- *Enter the name and email of the current Lead Delegate*
- *Enter the name and email of the current Reserve Delegate*

Section 2: Church Membership & Attendance

2.1 Number of Homes in the Directory/Contact List:

Enter the number of homes included in your church directory or contact list.

2.2 Church Membership:

Enter the total combined church membership (adults, youth).

Also enter the sub total of the following:

- *Enter the total of adult members aged 16 and older (or grade 11 and above).*
- *Enter the total members aged 15 and under (or grade 10 and below).*
- *Enter the total number of new members (youth and adult both) who were received in membership during the prior year.*

2.3 Average Adult Worship Attendance (In-Person):

Count the average number of adults (members and non-members) who attended corporate worship services in your congregation whether in one location or distributed.

2.4 Average Worship Attendance (Virtual):

Please provide an estimate of the average online live-stream viewership for your worship services. If you do not have the exact number of online



attendees, you can estimate by calculating the average live viewership from your last three services streamed on your primary platforms (e.g., Facebook, YouTube).

2.5 Average Youth Ministry Attendance:

Enter the number of youth (ages 12 to 16 or grades 6 to 12) who are actively participating in the life of the church in person.

2.6 Children's Ministry Attendance:

Enter the number of children actively participating in the life of the church in-person, aged nursery through grade 6.

2.7 Demographic Diversity:

Please select the option that best describes the demographic diversity of your church's in-person attendance.

- Select Mono-cultural if **80%** or more of regular attendees identify with a single ethno-cultural group such as Anglo or other European backgrounds, Ethiopian, Chinese, Haitian, etc.
- Select Multi-cultural if more than **20%** of regular attendees represent a variety of ethno-cultural groups.

2.8 Language(s) incorporated into Worship Services/Discipleship Settings:

Please list the language(s) used in your Worship Services and/or Discipleship settings.

2.9 Comments on Church Membership & Attendance

If you would like to add more detail or context for the questions in this section, please do so here.

Section 3: Spiritual Health & Growth



3.1 How would you describe your church's current spiritual vitality:

Check all that would apply from the list of options:

Growing and thriving

Your church is experiencing clear signs of health and momentum. Attendance, discipleship engagement, giving, leadership strength, and mission/outreach are showing growth. There is a tangible sense of spiritual vitality and forward movement. Challenges exist, but they are not hindering flourishing.

Steady but in need of renewal

Your church is stable—attendance and participation are holding steady—but spiritual passion, mission energy, or leadership capacity may be weakening. You sense the need for fresh vision, renewed focus on discipleship, or a revitalization initiative to avoid eventual decline.

Once strong but now plateaued.

Your church previously experienced vitality, but now growth has stalled. Momentum has faded, and the church feels “stuck.” There may be unmet challenges, internal fatigue, or systems that no longer serve your current context. Without intentional intervention, plateauing can shift toward decline.

Struggling and in decline

Your church is facing significant challenges—declining attendance, financial strain, diminishing volunteer or leadership capacity, or persistent conflict. The church may be losing hope or stability and needs focused support, assessment, or intervention to discern next steps.

Unsure

You are not certain how to categorize the current health of your church. This may be because the church is in transition, you lack clear data, or you see mixed signs of health and struggle. Selecting “Unsure” simply lets us know you would welcome a conversation or further discernment tools.

3.2 Baptism (past year):

- *Enter the total number of baptisms of the previous year (all ages)*
- *Enter the breakdown of baptisms per age category:*
 - *Adult (30-65+) _____*



- *Young Adult (18-30)* _____
- *Youth (12-17)* _____
- *Children (3-11)* _____
- *Infant* _____

- Enter the total number of infant dedications in the past year (if any) _____.
- Adult renewal of baptismal vows: _____

3.3 Total Conversions (Past Year):

Enter the total number of recorded conversions (all ages) for the previous year.

Enter the subtotal of Adult conversions for the previous year.

Enter the subtotal of Children/Youth/Young Adult conversions for the previous year.

3.4 Stories of Uplifting Spiritual Moments/Breakthroughs (optional):

Please describe the most uplifting spiritual moments, breakthroughs, or stories from your congregation for the prior year. This is an opportunity to expand on some of the data points you have noted above in Section 3. We would love to hear them!

Section 4: Community Engagement & Mission

4.1 ICCM Projects Supported:

Enter the name(s) of any ICCM Projects your church is supporting this year. If you are not supporting any ICCM Projects, leave this field blank.

4.2 Global Missions Engagement (Outside Canada):

- *List any Global Mission Districts/Projects and/or Missionaries your church has been supporting (financial/other) in the prior year. This includes both FM and Non-FM Missions. If your church is not supporting any Global Missions, please leave this field blank.*

Project/District/Missionary: _____ Country: _____

For example, you can list the following:

- *List the FM Mission District / Country(ies) your church has been supporting (financial/other) the prior year.*



- List the names of any FM Missionaries your church is supporting.
- List any non-FM partners and/or missionaries that your church financially supported in the prior year. Please include the name(s) of the missionaries you are supporting.
- List any Short-Term Missions Projects your church was involved with in the prior year. Please include the name of partnering organization(s), country(ies) and website(s) as well as the number of people you sent. If your church is not involved in any short-term missions, leave this field blank.

Mission Project: _____ Website: _____ Country: _____
Number of People Sent: _____

4.3 Local Missions Engagement (Inside Canada):

This includes any interprovincial outreach projects

- Intercultural Missions:** List any Canadian Intercultural Mission Engagements including any Refugee Sponsorship, Newcomer Ministry, Indigenous Ministry etc. that your church is supporting this year. If your church is not supporting any Canadian Intercultural Missions, leave this field blank.
- Local Outreach/Partnerships:** List any local outreach or community projects and/or partnerships your church was involved with in the prior year. If your church is not involved in any local projects/partnerships, leave this field blank.

4.4 Biggest Outreach Challenge or Celebration (Optional):

Tells us your story of any outreach challenge or celebration.

Section 5: Financial & Administrative Snapshot

This section to be completed by the Church Treasurer using Previous Year's Budget

5.1 Church Treasurer:

Enter the name of your current church treasurer, cell phone and email.

Please check 'YES' or 'NO' to confirm that this information has been updated with the CRA (we are unable to speak with the CRA to assist your church if they have not



been updated with the right information).

5.2 Donation Income & Expenses for the Previous Year:

- *Using the budget from the previous year, enter the total Donation Income – the sum of all tithes, offerings and donations. Note, this does not include any grants, bequests, rental income, or pass-through funds collected for other Canadian Charities such as EFC, TearFund, etc. This figure is what the CORE Giving Covenant will be based on for the current year.*
- *Using the previous year's financial statement, enter the total Church Expenses.*

5.3 OTHER INCOME:

- *CAPITAL FUNDS REVENUE: List the income received for Capital Funds/Projects. Capital Funds Revenue is money received that is for the purchase of land, new church construction, major renovations.*
- *ANCILLARY INCOME: List any ancillary income received. Ancillary Revenue is operational income from a school and/or daycare centre that is run by the church.*
- *RENTAL INCOME: List any rental income received. Rental Income is income received from short-term or long-term rental of any space at the church.*
- *BEQUEST REVENUE: List any Bequest Income received. Bequests are gifts from estates after someone has passed away that were received during the previous year.*
- *OTHER INCOME: List both the type and amount of any other income your church received during the previous year.*

5.4 Church Generosity Beyond FMCIC:

Funds given to global ministries that are not affiliated with the Free Methodist Church in Canada as well as funds received supporting local outreach ministries.

5.5 Total Church Indebtedness:



This field is not published. Please list the sum total of debts your church owes.

5.6 Overall Financial Health:

Select the appropriate option that best describes your church's overall financial health:

- Healthy and Stable*
- Managing but Tight*
- Struggling Financially*

5.7 Comments on Financial Information:

If you would like to add more detail or context for the questions in this section, please do so here.

Section 6: Ministry & Leadership Development

6.1 Licensed Lay Ministers:

Licensed Lay Ministers are local church leaders that are recognized by the Official Church Board which can be the first step in tracking for Ministerial Candidacy and Ordination.

Please list the current recognized Lay Ministers at your church (names and emails)

6.2 Emerging Pastors or Church Planters:

Please provide the name, email, and address of anyone you see as a potential pastor or church planter. This helps us track the leadership pipeline and identify potential future planters.

6.3 Leadership Development:

On a scale of 1-5, indicate if your church has an intentional system to identify, recruit and equip new leaders. Rating scale is 1=being low – 5=being high

6.4 Pastors Network:

This section should be filled out by the Lead Pastor. If your church is in transition, please leave this section blank.

Please describe your level of engagement with your Network:



Actively engaged and contributes positively

Choose this if the Lead Pastor:

- Regularly attends network meetings or gatherings,
- Participates meaningfully in discussions,
- Offers encouragement, wisdom, or support to others,
- Consistently responds to communication from the Network Leader,
- Demonstrates commitment to the shared learning and accountability of the network.

This indicates healthy, consistent involvement that strengthens the network.

Occasionally involved but offers limited impact

Choose this if the Lead Pastor:

- Attends some meetings but not consistently,
- Participates at a minimal level (e.g., listens but contributes little),
- Responds inconsistently to communications,
- Is present but not significantly engaged or influenced by the network.

This indicates partial engagement without meaningful contribution.

Rarely participates in network activities

Choose this if the Lead Pastor:

- Seldom attends Network meetings,
- Rarely responds to network-related communication,
- Is largely absent from shared learning or accountability activities.

This option reflects minimal or sporadic involvement.

Unaware

Choose this only if:

- The Lead Pastor is not aware of which Pastors' Network they belong to, or
- They have not received any information or communication about their assigned network.



This helps us identify breakdowns in communication or onboarding.

6.5 Comments on Pastors Network:

If you would like to add more detail or context for the questions in this section, please do so here including if other staff members are engaged in the Pastors Networks or not.

6.6 Regional Coach:

Please describe your Pastor/Delegate/Board's engagement with their Regional Coach

Who should fill this out?

This section should be completed by the person who interacts most with your Regional Coach (usually the Lead Pastor, the Delegate, or the Board Chair).

If your church is currently in pastoral transition, please leave this section blank.

Below are explanations for each response option so you can choose the one that best reflects your church's experience over the past year.

Actively engaged and coaches contribute positively

Choose this if:

- Your pastor/board/delegate meets with the Regional Coach on a fairly regular basis (e.g., monthly or as scheduled).
- Conversations are helpful, supportive, and contribute to the church's health, planning, problem-solving, or leadership development.
- You make use of the coach's guidance, resources, or follow-up.
- The relationship feels constructive, and the coach's involvement makes a noticeable difference.

Occasionally involved and offers limited impact

Choose this if:

- Contact with your Regional Coach is irregular or infrequent (e.g., a few check-ins during the year).
- The coach is available but not deeply involved with your leadership or ministry.



- Conversations are friendly but do not significantly shape decisions, direction, or church health.
- You appreciate the connection but would not describe it as an active coaching relationship.

Rarely connected

Choose this if:

- There has been minimal or almost no communication with your Regional Coach this past year.
- Meetings, emails, or check-ins are very rare or have stopped altogether.
- The coach has had little to no visible role in your leadership, planning, or support.

Unaware

Choose this if:

- You are not aware of who your Regional Coach is.
- You have had no interactions at all with a Regional Coach.
- There is uncertainty about the role or whether your church has a coach assigned.

6.7 Comments on Regional Coach:

If you would like to add more detail or context for the questions in this section, please do so here.

6.8 Performance Appraisals:

Please indicate 'Yes' or 'No' to the following:

Has your Official Board/Delegate conducted a Performance Appraisal for all appointed pastors in the previous year.

This question is asking whether your church has completed a **formal evaluation** of each appointed pastor during the past year.

A completed Performance Appraisal includes:

- A scheduled meeting between the pastor and the board/delegate.



- Discussion of ministry strengths, growth areas, goals, and overall church health.
- Use of the FMCIC-approved appraisal tools or framework.
- Documentation of the results (even if kept internally).

Answer “Yes” if the process was completed for **every appointed pastor**.

Answer “No” if it was not done or only partially done.

Has the Delegate’s Performance Appraisal Report (Form 5) been submitted to the Ministerial Formation Office this year?

Form 5 is the **Delegate’s Performance Appraisal Report** that must be submitted annually to the **Ministerial Formation Office**.

This question is asking whether your church has **sent in the required Form 5** for each appointed pastor **this year**, confirming that the appraisal has been completed and the documentation has been forwarded to FMCIC.

Answer “Yes” if Form 5 has been submitted for all appointed pastors.

Answer “No” if it has not yet been submitted.

Do you need help with any of the above? Y N

This question helps us identify churches that may need support completing the appraisal process or submitting Form 5.

Choose **“Yes”** if:

- You are unsure how to complete the appraisal,
- You need help accessing or using Form 5,
- You need guidance on who should complete the appraisal, or
- You have any questions or difficulties.

Choose **“No”** if everything is clear and completed.

Section 7: Denominational Connection & Support

7.1 How Can We Serve You Better...



Please let us know how the National Ministry Team can better serve and support your church in this next season.

Your feedback will help us strengthen our partnership with you and the churches we serve.

7.2 Church Health Snapshot

Please indicate 'Yes' or 'No' if you would like to receive a brief "Church Health Snapshot" summarizing your report and offering tailored next steps.

Thank you for completing your Annual Report,

Please submit your Church's Annual Report by **February 28th 2026**.

7.3 Next Steps and Follow-Up

Thank you for completing your Annual Report. Please submit it by the **February 28th cut-off** so we have time to prayerfully review your responses and prepare for meaningful follow-up. Your Network Leader has also been encouraged to guide and support churches in their network as they work to complete and submit their reports on time.

Once your report has been received and reviewed:

Your Regional Church Health Coach will be your primary contact for follow-up. They will connect with you to:

- Reflect on key insights from your report
- Celebrate areas of growth
- Explore next steps or areas where additional support may be helpful
- If your responses indicate a need for input from another ministry area (e.g., Stewardship, Ministerial Formation, or Missions), your Coach will help identify and coordinate those next steps with your church.

In the meantime, if there are particular challenges, opportunities, or ministry themes you'd like to discuss, please share them above. We are committed to walking alongside you toward greater health, fruitfulness, and joy in ministry.